



Glossary of Student Employment Terms

1. **ASC (Administrative Services Center)** – The ASC serves as the “front door” for all HR inquiries and transaction initiation. Started in October 2022, the ASC delivers: hiring for all employee types, Foreign National Processing & International Assignment assessment, and employee data management services across the Institute. (Additional administration operations support will be added in the future.)
For more information visit: <https://gatech.service-now.com/asc>
2. **Direct Hire eRequest** – The ASC intake form used by Unit HR, Unit Finance, and Provisioned Initiators to request Hires and Rehires through the direct hire process. More information about the eRequest form can be found in the article titled “Submit a Direct Hire eRequest (Unit) (PRA)” in the ASC Knowledge section at: https://gatech.service-now.com/asc?id=kb_search_asc
3. **Equifax Compliance Center** (*University System of Georgia’s Employment Center*) – Platform used to generate and manage online new hire packets. Student employees have 24 forms to review, and all new hires will need to complete their online packet prior to starting work. New employees receive access to the packet through two emails from ‘donotreply@equifax.com’ that contain their Login ID and password. The portal is called the University System of Georgia’s Employment Center in the emails.
4. **Foreign National Student** – An individual who is not a U.S. Citizen or Lawful Permanent Resident (Green Card holder). Foreign National students (usually ‘F’ or ‘J’ visa holders) may require additional employment steps.
5. **GradWorks** – Platform used by the Office of Graduate Studies for academic approval of hiring Graduate Research Assistants (GRAs), Graduate Teaching Assistants (GTAs), and Graduate Assistants (GAs). Hiring of graduate students starts with initial department approval workflow in GradWorks. Then, the approved GradWorks information flows to the ASC to be entered into OneUSG Connect.
6. **Hiring Department** – The campus unit where the student will be working, and (usually) where their GT payroll funding will originate.
7. **Home Department** – Department where the student is pursuing their academic major. Home and hiring departments can be the same but are often different. *Note: OneUSG Connect does not maintain home departments and therefore the academic major department does not have access to the student’s employee record.*
8. **I-9** – Employment Eligibility Verification form that is required for all individuals hired for employment in the United States. The form contains two sections:
 - a. Employee information that must be completed online via the University System of Georgia’s Employment Center (sometimes called ‘pre-boarding’.)
 - b. Verification of original (no photocopies) identification documents that must be completed in-person and notarized, as required by federal law.

9. **IAT Dashboard** – The IAT (Identity and Access Management Administrative Tool) Dashboard provides a view of identity information from multiple sources. All enrolled students are in IAT and their GTID and GT email account ID are visible to authorized users; following creation of their new employee record in OneUSG Connect, a student’s assigned Employee ID can also be viewed. IAT user access is granted to Provisioned Initiators, Department HR, and GTID Requestors.
10. **Intra-Institutional Transfer Request (MSS Transaction)** – This type of transaction moves an active employee from one position number to another position number. The transfer can be within the current department or to a new department within the same institution.
11. **New Hire** – An individual who has never worked for Georgia Tech or another USG institution and will therefore need to complete new hire onboarding. (*Note: Student employees who are previous Affiliates will also need to complete new hire onboarding if they have never been on GT/USG payroll even though they have a USG Employee ID number.*)
12. **Onboarding** – The completion of online paperwork and in-person documentation verification that is required for starting a job at Georgia Tech. All New Hire employees will need to complete an online student new hire packet via the University System of Georgia’s Employment Center. After that is complete, they will need to schedule an in-person appointment to complete section 2 of their paperwork, which includes I-9 verification and a Security Questionnaire. Onboarding will need to be finished prior to or within 3 days of starting a new position. *Visit the [Student Onboarding website](#) for additional details.*
13. **Pay Group** – Each position has a pay group which dictates pay frequency (monthly or bi-weekly) and often has additional associated characteristics to facilitate payroll processing for that group of employees (e.g., student pay groups do not include deductions for FICA or retirement.) Student position job codes and associated pay groups are detailed on the Student Employment [website](#).
14. **Pay Period (Bi-weekly)** – Begins on Sunday and ends on Saturday two weeks later. Payroll is processed the following Monday and the student is paid that Friday (6 days after the pay period ends). Students must report their time to be paid and time will need to be entered by the last day of the pay period (Saturday). Managers will need to approve the time by 10am on Monday for the student to be paid on Friday. Refer to the [GTHR Payroll Calendar](#) for current year pay periods.
15. **Pay Period (Monthly)** – Begins on the first day of the month and ends on the last day of the month. Payroll is processed the week before payday and the student is paid on the last business day of the month. Monthly-paid students do not need to report time. Refer to the [GTHR Payroll Calendar](#) for current year monthly payroll processing dates.
16. **Position Number** – Each job at Georgia Tech has an associated position number, which is an assigned unique identifier that represents all position attributes (job code, pay group, description, location, etc.)



17. **Rehire** – An individual who was previously employed by Georgia Tech or another USG institution. Rehires have had a break in employment and Georgia Tech is re-employing them. This individual already has USG Employee ID number but is not currently active on payroll. Generally, rehires are not required to complete a student hire packet (unless it has been longer than 2 years since they were last employed).
18. **Report to Manager** – Individual who will be supervising the student employee.
19. **Security Questionnaire** – State of Georgia form that is required for all new Georgia Tech employees per state law. This document will need to be completed in-person with a notary signature and is part of the onboarding process.
20. **Time Keeping System** – All hourly student employees must record their time worked through a web interface (Web Clock) or physical time clock (Kaba Time Clock). Students with multiple campus jobs may use one or both methods; departments should inform their students about the time reporting method in their unit.
 - a. **Kaba Clock** – The Kaba time clock is used to record an employee’s in/out punches using their Buzzcard. The Kaba time clock is a physical device mounted on the wall at the work location.
 - b. **Web Clock** – The Web Clock is used to record an employee’s in/out punches using OneUSG Connect and can be accessed via the Time and Absence tile in Employee Self Service.
21. **Transfer** – An active employee who is leaving one position number and moving into another position number. Transfers may occur across departments or within departments.
22. **USG Employee ID number (Empl ID)** – A 7-digit unique identifier assigned to active employees and affiliates. Individuals should be rehired using their prior Empl ID.
23. **Workforce Administration (WFA)** – Unit within the ASC responsible for hiring data integrity and employee database compliance. Final approver for employee data transactions. (Previously known as Position Management unit within GTHR.)