



Student Employment Process Tips

Use the tips below as keys to success in hiring student employees. Following these tips will help ensure your student employee is fully hired prior to beginning their new position.

1. Start early to ensure your student is hired and paid on time. Best practice is to begin student employment processes, such as reviewing positions, identifying hiring needs, and submitting transactions, as early as possible. For example, June for Fall, October for Spring, and March for Summer.
2. Work with your department's local HR Representative or Provisioned Initiator to hire your student employee(s).
3. Visit the [Administrative Services Center \(ASC\) portal](#) for information on how to submit a Direct Hire eRequest.
4. If your student is an active employee, but changing positions, use an MSS transfer transaction to move them into a new position. This must be done before the termination date of their current position.
5. For students transferring into another department, collaborate and communicate early with the new department to complete the MSS transfer transaction.
6. If your student is an active employee and staying in their current position, extend the termination date. This must be done prior to their current termination date.
7. If your student is an inactive employee or rehire, previous affiliate, or has never worked for a USG institution, use the Direct Hire eRequest via the [ASC portal](#) to hire them.
 - a. ***New Hire***: An individual who has never worked for Georgia Tech or another USG institution, as well as previous employees who do not have an USG Employee ID number.
 - b. ***Rehire***: An individual who was previously employed by Georgia Tech or another USG institution. They have had a break in employment and Georgia Tech is re-employing the individual. This individual already has USG Employee ID number but is not currently active on payroll.
 - c. ***Affiliate Rehire***: An individual who has previously held an Affiliate position and has an USG Employee ID number, but has never received a paycheck from Georgia Tech.
8. Student employees will need to complete onboarding prior to starting their new position to ensure an on-time paycheck.
 - a. ***Step 1***: Students will complete 24 documents online via the University System of Georgia's Employment Center. They will receive two emails from donotreply@equifax.com with their login ID and password.



- b. Step 2: Once the online documents are complete, they will need to [schedule an appointment](#) with ASC/HR to complete the required in-person verification of documentation that is part of the I-9 form. Students residing outside the metro Atlanta area can reference [Remote Onboarding](#) webpage for details on how to complete step 2.
- 9. Students should not start working until they are hired in OneUSG Connect because Georgia Tech cannot pay anyone until they are hired in the system. Your Provisioned Initiator or local HR Representative can confirm if a student is hired via the IAT Dashboard.
- 10. *If a student is working and has not received a paycheck*, notify ASC/HR immediately so the issue can be resolved in time for their second paycheck. To report the issue, the Hiring Department should submit a ticket via the [ASC portal](#) on behalf of the student. Include the student's name, Employee ID, and GTID.

Important: For knowledge articles on any of the HR processes, visit the [ASC portal](#).