

To: <employee email address>  
Subject: Further Action is Required



EMPLOYEE: <first\_name> <last\_name>

PACKET TYPE: Student

WORK DEPT: <work\_location>

START DATE: <start\_date>

Dear <first\_name> <last\_name>,

Thank you for completing your online new hire packet! There are additional steps you must take to complete your employee records and be entered into the payroll system:

1. **Required in-person presentation of I-9 documentation.** You must present original proof of your identity (no photocopies) and eligibility to work ([I-9 required documentation](#)), as well as your unique **receipt code** below to Georgia Tech Administrative Services Center/Human Resources (ASC/HR) in-person prior to your third day of work. ASC/HR is located at: 500 Tech Parkway NW, Atlanta, GA 30332-0435. Appointments are required.

**To schedule an appointment (required),** visit: <https://asc.gatech.edu/> and select "Schedule Walk Up Appointment." Location is ASC/HR (500 Tech Parkway). Reason for visit is "Onboarding – Complete Hiring Documents." Slots fill quickly. Schedule your appointment now.

**Receipt Code:**

2. **Additional documentation.** At GTHR, you will be required to sign the State of Georgia Loyalty Oath. The State of Georgia requires all employees take this loyalty oath.
3. **Time and Absence.** Contact your Hiring Manager to ensure you have been set up correctly for Time and Absence reporting. Your Hiring Manager can notify you of your time reporting system and required training.
4. **Confirm home and/or work address.** While completing the online new hire documents, you were presented with state tax forms based on a work location in the state of Georgia and your actual home address. If the work location is not in Georgia or your work or home address will change by your start date, email [oneusgsupport@usg.edu](mailto:oneusgsupport@usg.edu) to request assistance with updating tax forms.

5. **Familiarize yourself with HR policies.** Policies governing your employment at Georgia Tech can be found at <https://policylibrary.gatech.edu/employment/employment-0> and University System of Georgia policies can be found at [usg.edu/hr/policies](https://usg.edu/hr/policies).
6. **Right to Know Training.** As a condition of employment, all new employees are required to complete a Right to Know training module, which can be found at <https://www.usg.edu/facilities/rtk-ghs/>.

We are committed to helping you navigate through the hiring process as easily and quickly as possible. For questions, call 404.385.1111.

We look forward to your first day as a Georgia Tech employee. We hope that you will find your work to be rewarding, challenging, and meaningful. We are glad to have you with us.

Sincerely,

**Georgia Tech Administrative Services Center**