

To: <employee\_email\_address>

Subject: Your Georgia Tech New Hire Documents are Ready



Welcome to The Georgia Institute of Technology!

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

**Before your first day of employment, you must complete the online portion of the Georgia Tech employee onboarding process.** Onboarding provides you with all the information you need to prepare for employment. It is a critical and final step in making sure you are an official employee for the University System of Georgia (USG).

**Prior to your first day of work, you must complete the required new hire documents (online), and before your 3<sup>rd</sup> day of employment, you must complete final onboarding paperwork (in-person).**

Read below for detailed instructions on how to complete these two tasks.

**To access and complete your new hire documents (online):**

1. Visit the USG Employment Center: <https://hrxtest2.talx.com/ec/#/login/21477?divisionid=1425>
2. Use the following Login ID and Password for authentication:

**Login ID:** <username>

**Password:** You will receive your unique password in a separate email with the subject line "Your Georgia Tech New Hire Password Information."

3. Read and follow the prompts to electronically sign each document, indicating you read, understand, and accept the terms and conditions of employment or affiliation with Georgia Tech
4. Complete all documents in the online packet before your first day of work.

**To complete final onboarding paperwork (in-person):**

After completing all documents in the online hire packet, you will receive further instructions via email on next steps to complete in-person requirements, which includes presentation of original (no photocopies) proof of identity and eligibility to work documentation ([I-9 required documents](#)). The email will come from "[donotreply@equifax.com](mailto:donotreply@equifax.com)."

**IMPORTANT:** All of these steps should be completed prior to your third day of work.

**Need assistance?**

If you have any difficulty accessing the site or questions about the new hire documents, please contact Administrative Service Center at [support@asc.gatech.edu](mailto:support@asc.gatech.edu) or 404.385.1111.

Again, we warmly welcome you to Georgia Tech. We look forward to working with you.

Sincerely,

**Georgia Tech Administrative Services Center**