UNDERGRADUATE

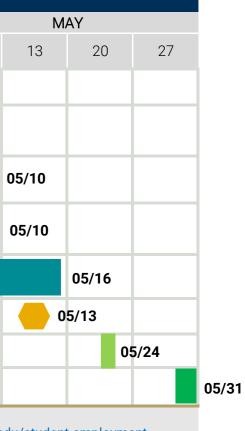
24 SUMMER

Student Employment Timeline Summer 2024

	MARCH				APRIL						
Employment Process Steps	4	11	18	25	1	8	15	22	29	6	
Search and Apply for Open Positions on Campus								04/19			
Confirm Summer Work Schedule and How to Report Time with Hiring Manager or Department										05/06	
New Hires Complete Canvas <u>Student Employee Onboarding Tutorial</u>											
New Hires Complete Equifax/USG Employment Center Documents											
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)											
Classes Begin											
Biweekly Pay Processed											
Biweekly Employees Paid											

For questions, visit <u>https://gatech.service-now.com/asc</u> to review knowledge articles and FAQs or to submit support requests. For additional student-specific resources, visit <u>hr.gatech.edu/student-employment</u>.





GRADUATE

24 SUMMER

Student Employment Timeline Summer 2024

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New Hires Complete Canvas <u>Student Employee Onboarding Tutorial</u>										
New Hires Complete Equifax/USG Employment Center Documents										
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)										
GRA/GTA Tuition Waivers Entered in Banner by Hiring Department										
Classes Begin										
Enroll in Payroll Deductions (optional) - <u>Learn More</u>										
Bursar Office Final Payment Deadline for Summer Classes										
Biweekly Pay Processed (Hourly GAs)										
Biweekly Employees Paid										
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)										
Monthly Employees Paid										

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