

24 SUMMER

UNDERGRADUATE

Student Employment Timeline Summer 2024



Employment Process Steps	MARCH				APRIL					MAY					
	4	11	18	25	1	8	15	22	29	6	13	20	27		
Search and Apply for Open Positions on Campus	[Gold bar from March 4 to April 15]							04/19							
Confirm Summer Work Schedule and How to Report Time with Hiring Manager or Department							[Gold bar from April 22 to April 29]		05/06						
New Hires Complete Canvas Student Employee Onboarding Tutorial					[Gold bar from April 1 to May 6]						05/10				
New Hires Complete Equifax/USG Employment Center Documents					[Teal bar from April 1 to May 6]					05/10					
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)								[Teal bar from April 29 to May 6]		05/16					
Classes Begin											[Yellow hexagon]	05/13			
Biweekly Pay Processed													[Green bar]	05/24	
Biweekly Employees Paid														[Green bar]	05/31

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

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New Hires Complete Canvas Student Employee Onboarding Tutorial														05/10
New Hires Complete Equifax/USG Employment Center Documents														05/10
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)														05/16
GRA/GTA Tuition Waivers Entered in Banner by Hiring Department														05/17
Classes Begin														05/13
Enroll in Payroll Deductions (optional) - Learn More														05/20
Bursar Office Final Payment Deadline for Summer Classes														05/20
Biweekly Pay Processed (Hourly GAs)														05/24
Biweekly Employees Paid														05/31
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)														05/21
Monthly Employees Paid														05/31

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