



# Student Employee Checklist

This checklist is for students who are U.S. Citizens or Green Card Holders. All new student employees, students who have not been employed or paid in two years, or students who were previously Affiliates and never completed the I-9 process must complete the onboarding process. Use the checklist to support your onboarding process. For questions regarding onboarding, please contact the [Administrative Services Center \(ASC\)](#).

## Step 1: Complete Online Student Onboarding Packet

### Access the University System of Georgia Employment Center

1. Open email titled *Your Georgia Tech New Hire Documents are Ready* from donotreply@equifax.com. This email will include your login ID and Employment Center URL.
2. Retrieve login password from a separate email titled *Your Georgia Tech New Hire Password Information* from donotreply@equifax.com.
3. Log into Employment Center with above information.
4. If you cannot find the email, check your spam folder.

### Complete your Student Hire Packet

1. Log into Employment Center.
2. Complete all 24 forms.

### Further Action is Required Email Received

1. Schedule [ASC/HR appointment](#) to complete the I-9 and Security Questionnaire. Click on the 'Schedule Walk-up Appointment' tile and select "Onboarding – Completing Hiring Documents" for the reason for your visit.
  - *Note: You must bring [original documents](#) to this appointment. Photocopies cannot be used.*
2. Visit the following website to learn more about Student Health Insurance: <https://health.gatech.edu/finance/insurance>

## Step 2: In-Person Onboarding

**Complete I-9 and Security Questionnaire** in-person with ASC/HR Customer Service Representative at 755 Marietta Street. **Note: this must be done prior to or within 3 days of your start date.**

If you are not located within the metro Atlanta area and need a remote option, please contact the [ASC](#) to find an appropriate location near you. Note: If you are located outside of the United States, you will need to wait until arrival in the U.S. to complete onboarding.

## Step 3: Employee Self Service, Conflict of Interest, and Training

Complete [Introduction to Employee Self-Service \(ESS\)](#) training for OneUSG Connect



- Access Employee Self Service in [OneUSG Connect](#) and complete the following** (for step-by-step instructions, visit the [ASC portal](#) and type in the topic in the search field):
  - Review/Update My Direct Deposit Information
  - Update My Personal Information
  
- Complete the electronic [Conflict of Interest \(COI\) form](#)**
  
- Complete [Right to Know](#) Training (USG Requirement)**