

23  
SPRING

UNDERGRADUATE  
STUDENT EMPLOYMENT TIMELINE



EMPLOYMENT STEPS	November				December				January				
	7	14	21	28	5	12	19	26	2	9	16	23	30
Search and Apply for Open Positions on Campus	[Gold bar from Nov 7 to Nov 28]				12/9								
Confirm Spring Work Schedule and How to Report Time with Hiring Manager or Department									[Gold bar on Dec 26]	1/2			
Complete Canvas <a href="#">Student Employee Onboarding Tutorial</a>									[Gold bar on Dec 26]	1/6			
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)				[Teal bar from Dec 5 to Dec 26]						1/9			
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)									[Teal bar on Dec 26]	1/12			
Classes Begin										[Yellow diamond on Jan 9]	1/9		
Biweekly Pay Processed												[Light green bar on Jan 23]	1/23
Biweekly Employees Paid												[Dark green bar on Jan 27]	1/27

For questions, visit [gatech.service-now.com/asc](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](https://hr.gatech.edu/student-employment).

EMPLOYMENT STEPS	November				December				January							
	7	14	21	28	5	12	19	26	2	9	16	23	30			
Positions Initiated in Gradworks (check with Hiring Department to confirm whether they use Gradworks and that your position is in progress)												12/15				
Confirm Spring Work Schedule and How to Report Time with Hiring Manager or Department											1/2					
Complete Canvas <a href="#">Student Employee Onboarding Tutorial</a>											1/6					
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)											1/9					
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)											1/12					
GRA/GTA Waiver Exemptions Entered in Banner by Hiring Department												1/13				
Classes Begin											1/9					
Enroll in Payroll Deductions (optional) - <a href="#">Learn More</a>												1/17				
Bursar Office Final Payment Deadline for Spring Classes												1/17				
Biweekly Pay Processed													1/23			
Biweekly Employees Paid													1/27			
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)												1/18				
Monthly Employees Paid														1/31		

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