

**23**  
**SUMMER**

**UNDERGRADUATE**  
STUDENT EMPLOYMENT TIMELINE



Human Resources

EMPLOYMENT STEPS	March				April				May					
	6	13	20	27	3	10	17	24	1	8	15	22	29	
Search and Apply for Open Positions on Campus	[Gold bar from 6/13 to 4/21]								4/21					
Confirm Summer Work Schedule and How to Report Time with Hiring Manager or Department								[Gold bar from 4/24 to 5/8]		5/8				
New Hires Complete Canvas <a href="#">Student Employee Onboarding Tutorial</a>					[Gold bar from 4/3 to 5/23]								5/23	
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)					[Teal bar from 4/3 to 5/15]						5/15			
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of job start)									[Teal bar from 5/1 to 5/18]		5/18			
Classes Begin											[Yellow diamond]	5/15		
Biweekly Pay Processed												[Light green bar]	5/26	
Biweekly Employees Paid													[Dark green bar]	6/2

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	March				April				May				
	6	13	20	27	3	10	17	24	1	8	15	22	29
Positions Initiated in Gradworks (check with Hiring Manager or Department to confirm whether they use Gradworks and that your position is in progress)	4/19												
Confirm Summer Work Schedule and How to Report Time with Hiring Manager or Department										5/8			
New Hires Complete Canvas <a href="#">Student Employee Onboarding Tutorial</a>													5/12
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)													5/15
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of job start)													5/18
GRA/GTA Tuition Waivers Entered in Banner by Hiring Department													5/19
Classes Begin													5/15
Enroll in Payroll Deductions (optional) - <a href="#">Learn More</a>													5/22
Bursar Office Final Payment Deadline for Summer Classes													5/22
Biweekly Pay Processed (Hourly GAs)													5/26
Biweekly Employees Paid													6/2
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)													5/23
Monthly Employees Paid													5/31

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