

**'23
FALL**

**UNDERGRADUATE
STUDENT EMPLOYMENT TIMELINE**



Human Resources

EMPLOYMENT PROCESS STEPS	June				July					August				Sept.		
	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	
Search and Apply for Open Positions on Campus		[Gold bar from 6/12 to 7/31]								8/4						
Confirm Fall Work Schedule and How to Report Time with Hiring Manager or Department										[Gold bar from 7/31 to 8/15]						
New Hires Complete Canvas Student Employee Onboarding Tutorial						[Gold bar from 7/10 to 8/18]										
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)						[Teal bar from 7/10 to 8/18]										
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of job start)							[Teal bar from 7/24 to 8/24]									
Student Employee Onboarding Event August 16-18, 9 a.m. - 4 p.m.										[Teal bar from 8/16 to 8/18]						
Classes Begin												[Yellow diamond at 8/21]				
Biweekly Pay Processed														[Light green bar at 9/1]		
Biweekly Employees Paid															[Dark green bar at 9/8]	

For questions, visit 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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EMPLOYMENT PROCESS STEPS	June				July						August				Sept.	
	6	13	20	27	3	10	17	24	31	7	14	21	28	4	11	
Positions Initiated in Gradworks (check with Hiring Manager or Department to confirm whether they use Gradworks and that your position is in progress)			[Bar]				7/11									
Confirm Fall Work Schedule and How to Report Time with Hiring Manager or Department												8/15				
New Hires Complete Canvas Student Employee Onboarding Tutorial													8/18			
New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)													8/18			
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of job start)														8/24		
Student Employee Onboarding Event August 16-18, 9 a.m. - 4 p.m.													8/16 - 8/18			
GRA/GTA Tuition Waivers Entered in Banner by Hiring Department														8/25		
Classes Begin															8/21	
Enroll in Payroll Deductions (optional) - Learn More															8/28	
Bursar Office Final Payment Deadline for Fall Classes															8/28	
Biweekly Pay Processed (Hourly GAs)															9/1	
Biweekly Employees Paid															9/8	
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)															8/24	
Monthly Employees Paid															8/31	

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