

Glossary of Student Hiring Terms

1. **Add/Change Position (MSS Transaction)** – This type of transaction is used to create or modify position attributes (job code, pay group, description, location, etc.). This is the first step to hire a student. All position attributes must be updated and aligned before submitting a hire transaction.
2. **Direct Hire Form (MSS Transaction)** – This type of transaction is used to hire new hires, as well as inactive previous affiliates and employees (i.e. rehires). It is submitted via the Manager Self Service (MSS) Direct Hire Form tile.
3. **Equifax Compliance Center** (*University System of Georgia's Employment Center*) – Platform used to generate and manage online new hire packets. Student employees have 25 forms to complete and all new hires will need to complete their online packet prior to starting work. New employees receive access to the packet through two emails from donotreply@equifax.com that contain their Login ID and password. The online portal is called the University System of Georgia's Employment Center in the emails.
4. **Foreign National Student** – An individual who is not a U.S. Citizen or Green Card holder. Foreign National Students may require additional hiring steps.
5. **GradWorks** – Platform used by the Office of Graduate Studies for academic approval of hiring Graduate Research Assistants (GRAs), Graduate Teaching Assistants (GTAs), and Graduate Assistants (GAs). Hiring of graduate students starts with initial department approval workflow in GradWorks, then concludes with hiring the student in OneUSG Connect. *Note: GradWorks does not replace OneUSG Connect hiring transactions. The student must also be hired in OneUSG connect to begin work.*
6. **Hiring Department** – Department where the student will be working and paid.
7. **Hiring Manager** – Individual who will be supervising the student employee.
8. **Home Department** – Department where the student is pursuing their academic major. OneUSG Connect does not maintain home departments and therefore the academic major department does not have access to the student's employee record.
9. **I-9** – Employment Eligibility Verification form that is required for all individuals hired for employment in the United States. The form contains two sections:
 - a. Employee information that can be completed online via the University System of Georgia's Employment Center.
 - b. Verification of original (no photocopies) identification documents that must be completed in-person as required by law.
 - i. If student is residing in metro-Atlanta, they must complete Section 2 at Human Resources, 500 Tech Pkwy NW. Students should [make an appointment](#) for this in-person verification prior to starting or on the first day of their new position.

- ii. If student is residing outside metro-Atlanta, they can remotely complete Section 2 with a notary and physical mail in of the paperwork. Visit the [Remote Onboarding website](#) for more information.
10. **IAT Dashboard** – The IAT (Identity and Access Management Administrative Tool) Dashboard provides a view of identity information from multiple sources. Following creation of the new employee record in OneUSG Connect, the user can find an employee’s USG Employee ID, GTID, and GT Account ID. When a student’s Employee ID appears, they are officially hired in the system. Access is granted to Provisioned Initiators, Department HR, and GTID Requestors.
 11. **Intra-Institutional Transfer Request (MSS Transaction)** – This type of transaction moves an active employee from one position number to another position number. The transfer can be within the current department or to a new department within the same institution. It is submitted via MSS transfer transaction.
 12. **New Hire** – An individual who has never worked for Georgia Tech or another USG institution, as well as previous employees who do not have an USG Employee ID number. *Note:* Student employees who are previous Affiliates with a USG Employee ID number will still need new hire onboarding.
 13. **Onboarding** – The completion of online paperwork and in-person documentation verification that is required for starting a job at Georgia Tech. All New Hire employees will need to complete an online student new hire packet via the University System of Georgia’s Employment Center. After that is complete, they will need to schedule an appointment to complete section 2 of their paperwork, which includes I-9 verification and a Security Questionnaire. Onboarding will need to be finished prior to or within 3 days of starting a new position. *Visit the [Student Onboarding website](#) for additional details*
 14. **OneUSG Connect** – A system currently used by all University System of Georgia institutions to manage all HR transactions, including recruiting and hiring, absence requests, paychecks, retirements, and terminations.
 15. **Pay Period (Bi-weekly)** – Begins on Sunday and ends on Saturday two weeks later. Payroll is processed the following Monday and the student is paid that Friday (6 days after the pay period ends). Students must report their time to be paid and time will need to be entered the last day of the pay period (Saturday). Managers will need to approve the time by 10am on Monday for the student to be paid on Friday. Refer to the [GTHR Payroll Calendar](#) for 2021 pay periods.
 16. **Pay Period (Monthly)** – Begins on the first day of the month and ends on the last day of the month. Payroll is processed the week before payday and the student is paid on the last business day of the month. Students do not need to report time. Refer to the [GTHR Payroll Calendar](#) for 2021 pay periods.
 17. **Position Management** – Department responsible for data integrity and compliance of OneUSG Connect. Level 4 approvers for student hire transactions and final approvers of all MSS transactions in OneUSG Connect. Once a hire transaction is processed in the

system, no further action is needed, and the student is fully hired. Processing includes a transaction being fully approved through workflow and updated in OneUSG Connect.

- 18. Position Number** – Each job at Georgia Tech has an associated position number, which is an assigned unique identifier that represents all position attributes (job code, pay group, description, location, etc.).
- 19. Rehire** – An individual who was previously employed by Georgia Tech or another USG institution. They have had a break in employment and Georgia Tech is re-employing the individual. This individual already has USG Employee ID number but is not currently active on payroll. Rehires will not be required to complete a student hire packet.
- 20. Security Questionnaire** – State of Georgia form that is required for all new Georgia Tech employees per state law. This document will need to be completed in-person with a notary signature and is part of the onboarding process.
- 21. Talent Acquisition (TA)** – The talent acquisition department in Georgia Tech Human Resources assists hiring managers with finding and acquiring skilled applicants to meet their organizational labor needs and requirements.
- 22. Time Keeping System** – All GTRI employees and hourly student employees must record their time worked through a web interface (Web Clock) or physical time clock (Kaba Time Clock). Students with multiple campus jobs may use one or both methods; departments should inform their students about the time reporting method in their unit.
 - a. Kaba Clock** – The Kaba time clock is used to record an employee's in/out punches using their Buzzcard. The Kaba time clock is a physical device mounted on the wall at the work location.
 - b. Web Clock** – The Web Clock is used to record an employee's in/out punches using OneUSG Connect and can be accessed via the Time and Absence tile in Employee Self Service.
- 23. Transfer** – An active employee who is leaving one position number and moving into another position number.
- 24. USG/Unpaid Student Affiliate** – Previous student affiliates will have a USG Employee ID number, but will have never received a GT paycheck. They will need to complete the online student new hire packet as part of onboarding. Affiliate is an official status granted by Georgia Tech host departments to guests who are participating in activities that support the Institute's mission and require access to campus facilities and/or internal information technology systems.
- 25. USG Employee ID number** – A 7-digit unique identifier assigned to active employees and affiliates. Individuals terminated after July 1, 2019 should also have this number. Legacy Peoplesoft system Employee IDs only have 6 digits and previous employees who did not convert over to the OneUSG system will need to be treated as new hires.