'22 SUMMER

GRADUATE STUDENT HIRING TIMELINE

Human Resources

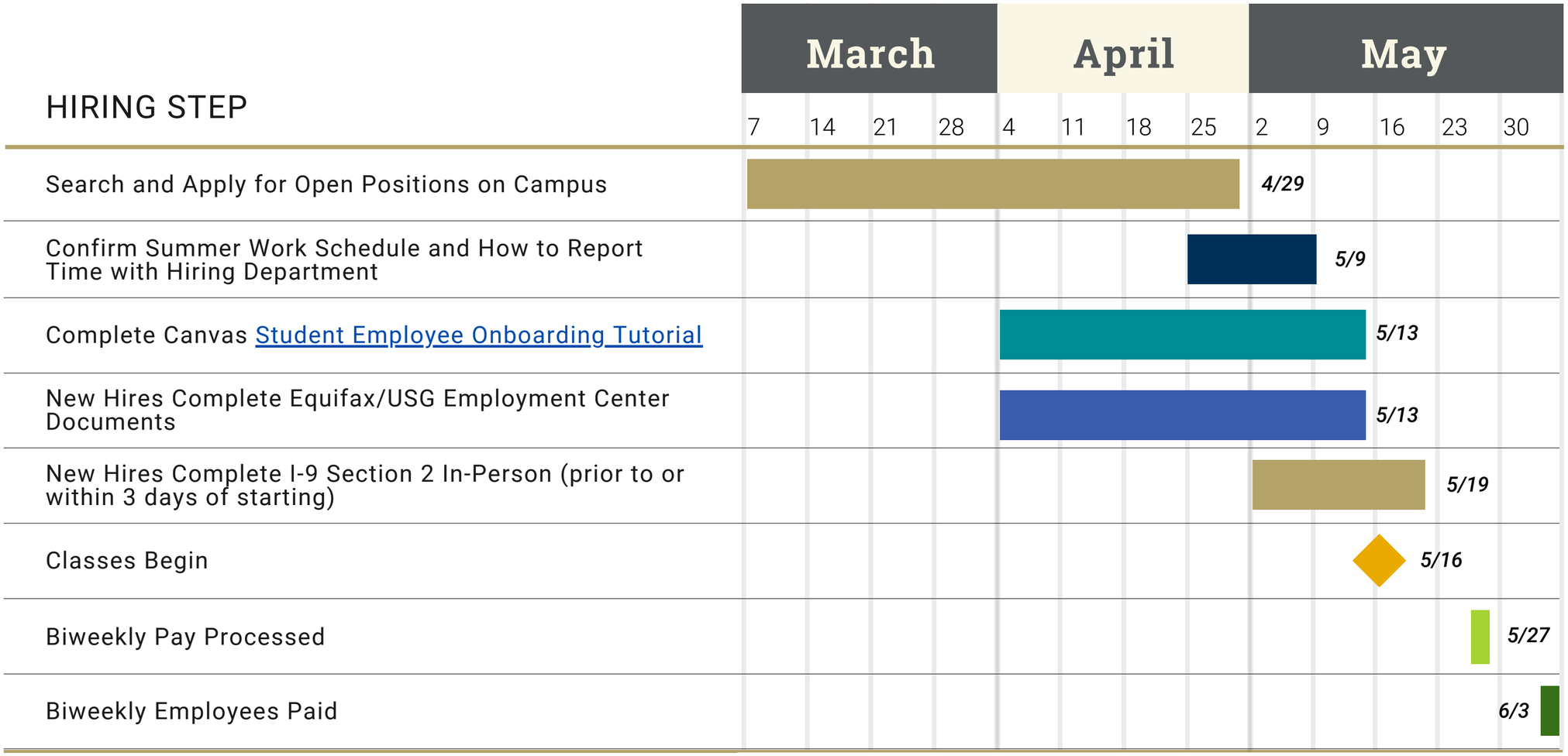
HIRING STEP	March	April	May
Positions Initiated in Gradworks (check with Hiring Department to confirm whether they use Gradworks and that your position is in progress)		4/5	
Confirm Summer Work Schedule with Hiring Department			5/9
Complete Canvas Student Employee Onboarding Tutorial			5/13
New Hires Complete Equifax/USG Employment Center Documents			5/13
New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)			5/19
GRA/GTA Tuition Waivers Entered in Banner by Hiring Department			5/20
Classes Begin			5/16
Enroll in Payroll Deductions (optional) - Learn More			5/23
Bursar Office Final Payment Deadline for Summer Classes			5/23
Biweekly Pay Processed (Hourly GAs)			5/27
Biweekly Employees Paid			6/3
Monthly Pay Processed (GRAs, GTAs, Monthly GAs)			5/23
Monthly Employees Paid			5/31

For questions, visit services.gatech.edu to review knowledge articles and FAQs or to submit support requests. For additional student-specific resources, visit hr.gatech.edu/student-employment.

'22 SUMMER

UNDERGRADUATE
STUDENT HIRING TIMELINE

Human Resources



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