HR Topics for Student Employment

Focus on Summer

Georgia Tech Human Resources
March 16, 2022
Before we get started...

Keep questions focused on the discussion.

Please add your questions in the Chat.

We will share this presentation after today's call.

We will follow-up on any unanswered questions.
Welcome to **HR Topics for Student Employment**

**GTHR meeting series specifically for student employers**
- Will occur 3 times per year in anticipation of upcoming semester
- Updates, semester-specific reminders, best practices, new tools & resources

**Student Employment (SE) unit in GTHR**
- Diana Robert, Karine Avagian
- Our goal: *Improve the student employee experience at Tech!*
- Provide guidance and resources for Hiring Units, Students and their Supervisors
- Website: [https://hr.gatech.edu/student-employment](https://hr.gatech.edu/student-employment)

**Help us help you!**
- Start employment process early – get ahead of the semester surge
- Strive for future date hiring not retroactive/back-dated transactions
- Stay informed, and communicate with students
- Use *ServiceNow*
Agenda

- Welcome
- Administrative Services Center (ASC) Update
- Preparing for Summer Semester 2022
- LITE Report Demo
- Best Practices, Resources and Tools
- Pre-Submitted Questions Answered
- Final Questions?
ASC & Student Hiring Update

Calvin Yu
Let’s stay connected!

Questions or Feedback?

Email:
adminx@gatech.edu

Website:
adminx.gatech.edu
About the ASC – *Initial Services*

**Who**
The ASC partners with local and central units to provide efficient and consistent support for administrative operations across the Institute.

**What**
Deliver world class customer service in administrative excellence to advance the Institute Strategic Plan.

**How**
A highly skilled and trained ASC team will deliver services that are integrated into the ASC after undergoing process improvement.

**October 2022**
The ASC will serve as the “front door” for all HR inquiries and transaction initiation.

Starting October 2022 with Wave 1, the ASC will deliver the following HR services across the Institute:
- Hiring (all employee types)
- Foreign national and international assignment processing
- Employee data management (workforce administration)
High-Level ASC Organization Structure

- Homepage
- Administrative Services Center
- Operational Excellence
  - Continuous Improvement
  - Instructional Systems and Training
  - Program and Portfolio Management
  - IT Service Delivery and Applications
  - Organizational Readiness
  - Analytics
- Customer Service Excellence
  - Customer Relationship Management
  - Customer Service Resolution
- HR Support Services
  - Talent & Onboarding Services
  - Workforce Administration & Records
  - Compensation & Benefits
  - Payroll Services
- Administration
  - IT Support Services
  - Finance Support Services
  - Procurement Support Services
  - Research Administration Support Services

Key:
- HR Services Launch I – OCT’22
- HR Services Launch II
- Subsequent Launches
ASC Support Model

Current Vision January 2022

Customer Channels
(Phone, Chat, Email, Request Form)

In Person/Walk-up Service Center

Support Ticket Created

Customer Service Excellence

ASC Tier 1
Customer Support Representatives

USG Shared Services Center
(Tier 1, 2, 3)

Functional Support Services

ASC Tier 2
Functional Support Services

HR Specialist & SME
Finance Specialist & SME
IT Specialist & SME

ASC Tier 3
Central Offices/Expert Resource

GTHR
Finance & Planning
OIT

USG Shared Services Center
(Tier 1, 2, 3)

Functional Support Services

ASC Tier 2

ASC Tier 3
Central Offices/Expert Resource

GTHR
Finance & Planning
OIT
Getting to October – Key Campus Events

- **MAR**: Planning for discussions with Institute leadership occurs
- **APR**: Discussions with Institute leadership begin
- **MAY**: ASC positions open and hiring begins, Listening sessions
- **JUN**: ASC hiring finishes, ASC buildout complete
- **JUL**: Campus training begins, ASC "mock-launch" occurs
- **AUG**: ASC serves as the HR front door and participates in HR service delivery
- **SEP**: Stabilization and hypercare launches
- **OCT**: Regular engagement and communication with HR, governance, and campus stakeholders

More events will be added to this timeline – these are critical ones we want you to be aware of now.
## High-level Future State of Hiring

<table>
<thead>
<tr>
<th>Delivery Channel</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>GTHR</td>
<td>• Own and direct the global design and deployment of policies and programs that attract and acquire new talent and enable internal movement</td>
</tr>
<tr>
<td>Unit HR</td>
<td>• Work closely with unit leaders, hiring managers, and talent acquisition consultants to facilitate workforce planning and the success of talent acquisition objectives at the unit level</td>
</tr>
</tbody>
</table>
| Hiring Manager         | • Identify the need to hire a new resource (e.g., faculty, staff, affiliate, student, etc.)  
                          | • Interview, evaluate, and select candidates for open roles                                                                                  |
| ASC HR Support Services| • Recruit and screen external and internal talent for open positions, finding talent through employee referrals, active applications, talent pools, and talent pipelines  
                          | • Provide recruitment and onboarding administration services  
                          | • Serve as the primary point of contact for candidate, employee, and hiring manager inquiries                                                  |
| USG SSC                | • Provide systems and vendor support throughout hiring processes                                                                               |

*Scope of services detail is as of 01/2022 and is pending final confirmation following the completion of hiring process improvement work*
The “quick wins” are primarily made up of communication and training updates while the longer-term improvements that include technology and policy changes will be implemented after the launch of the ASC.

<table>
<thead>
<tr>
<th>Hiring Process</th>
<th>Quick Wins</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Hiring Processes*</td>
<td>11</td>
</tr>
<tr>
<td>Student Hiring</td>
<td>6</td>
</tr>
<tr>
<td>Faculty Hiring</td>
<td>3</td>
</tr>
<tr>
<td>Affiliate Hiring</td>
<td>2</td>
</tr>
<tr>
<td>Retired But Working</td>
<td>1</td>
</tr>
</tbody>
</table>

View the full list at adminx.gatech.edu/quick-wins
Let’s stay connected!

Questions or Feedback?

Email:
adminx@gatech.edu

Website:
adminx.gatech.edu
Questions?
Preparing for Summer 2022

Diana Robert
# Student positions only for GT/USG Students

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>900X01</td>
<td><strong>Student Assistant</strong> <em>(SA, Tutor, UTA, Paid Intern, Lifeguard, ...)</em></td>
<td>Student</td>
<td>03T (03C)</td>
<td>Hourly</td>
</tr>
<tr>
<td>900X02</td>
<td><strong>Resident Assistant</strong> <em>(Housing RAs only)</em></td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>900T01</td>
<td><strong>Student Assistant - PURA</strong> <em>(Allyson Tant)</em> <em>(Undergrad research award recipients only)</em></td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>901X01</td>
<td><strong>Work Study</strong> <em>(LaTonya Harrell)</em> <em>(Same roles as SA; with FWS award &amp; approval only)</em></td>
<td>FWS</td>
<td>03W</td>
<td>Hourly</td>
</tr>
<tr>
<td>909X01</td>
<td><strong>Graduate Assistant</strong> <em>(GA - Hourly)</em></td>
<td>Graduate Assistant</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>907X01</td>
<td><strong>Graduate Research Assistant</strong> <em>(GRA)</em></td>
<td>GRA</td>
<td>03G</td>
<td>Monthly</td>
</tr>
<tr>
<td>908X01</td>
<td><strong>Graduate Teaching Assistant</strong> <em>(GTA)</em></td>
<td>GTA</td>
<td>03G</td>
<td>Monthly</td>
</tr>
<tr>
<td>905X02</td>
<td><strong>Graduate Assistant</strong> <em>(GA - Monthly)</em> <em>(only if concurrent with GRA/GTA position)</em></td>
<td>Graduate Assistant</td>
<td>03G</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

**Note:** High school students, non-USG students, and graduated students cannot be hired into USG student job codes; they must be hired into Tech Temp or staff positions.
Broaden Your Reach/Expand Your Applicant Pool!

Career Center/ CareerBuzz
https://career.gatech.edu/campus-employment

Post on-campus student jobs & research positions; then view applicant resumes

• Create an "On Campus Partner" account in CareerBuzz; log in to post a position
• Can add screening criteria (e.g., class levels, majors, FWS award)
• Students are already looking in CareerBuzz for off-campus opportunities
Summer Considerations:

- Graduating?
- Not working in summer, but will return in fall
- Working while taking summer classes
- Working and NOT taking summer classes
- International student
- Not located in the US
- Non-USG "student"
- Minors
Are your Student Employees Graduating?

- Determine graduation plans now & set termination dates.
- If your student is graduating in May, these are the last dates they can work in a student position:
  - Paid Hourly: May 14 (termination effective date = May 15, 2022)
  - Paid Monthly: May 31 (termination effective date = June 1, 2022)
  - International students can only work until semester end date on their I-20
    - e.g. 5/7/22 (termination effective date= 5/8/22)
    - Verify I-20 date with student or OIE
- If you want/need your student to work after graduating, you must hire them into a Tech Temp or staff position.
  - Allow time for required job posting and background check
Will Return in Fall - Not Working in Summer

If your GRA/GTA will not be working for GT this summer, but will be returning to GT in the fall...

- **Use Short Work Break (SWB)**
  - Only an option for students in O3G pay group (monthly)
  - SWB moves employee to a non-pay status until return-to-work
  - Put return-to-work date in request comments, or leave date open-ended
  - Make sure to specify return date before return month's pay is processed
    
    E.g., A return to work on 8/22/22 or 8/1/22 should be submitted no later than one week in advance of when Monthly payroll is processed on 8/24/22.

Already have a May end date in OneUSG for your GRA/GTAs?
- Before end date occurs, move GRA/GTA to SWB status
Short Work Break (SWB)

**Effective Date:** First day of action (must be on or before existing termination date)

**Request Type:** Miscellaneous

**Request:** "Short Work Break"
Short Work Break (SWB) (continued)

- Include return to work date in comments section (e.g., "GRA/GTA will be returning to work on 8/22/22")
Will Return in Fall - Not Working in Summer

If your hourly student employee is not working over the summer, they do NOT need to be terminated at end of spring semester*

- Instead, request they do not work/report any hours during summer
- No SWB option for hourly students; but no pay if they do not report hours
- Leaving the student hired/active will save time and resources in the fall
  - Eliminates need for time-consuming rehire process
  - Easier/faster to transfer a student employee (if moving to another job) than to rehire

*Exceptions:
  - Graduating students
  - PURA Award recipients (award is only for one semester)
  - Federal Work Study award ending (FWS should not be left 'open-ended')

Generally, students should not be hired with a future termination date, and do not need to be terminated at semester end.
Summer Employment While Taking Classes

All GT/USG students who are enrolled at least 50% credit hours* are considered primarily a student, **must be hired into a student pay group and CANNOT work more than 20 hours/week.** (Same as any other enrolled semester.)

*Summer Credit Hours
- **Undergraduates:** 6+ credit hours = student pay group (03T, 03W)
- **Graduate Students:** 3+ credit hours = student pay group
  
  (12+ credit hours= GRA/GTA & monthly student pay group 03G)

GRAs who are continuing their research work, should be encouraged to register for 12 summer credit hours and remain employed as GRAs
Summer Employment While NOT Taking Classes

GT/USG students who are temporarily not enrolled at least halftime* should be hired as a Student Assistant in temp pay group 03C.

Using Student Assistant-03C replaces the need to hire USG students as Tech Temps, thereby eliminating job posting and background check requirements.

As a Student Assistant in 03C pay group they:
• Can be hired up to 100% FTE (40 hours/week)
• Will need to report their hours as worked & will be paid bi-weekly
• Will have FICA and GDCP deducted from their pay
  • GDCP contributions are totally refundable – see "Understanding GDCP" here: https://hr.gatech.edu/student-employee-resources

* Summer credit hours
• Graduate students: <3 credit hours= pay group 03C
• Undergraduates: <6 credit hours = pay group 03C
International Student Considerations

Hourly international students (F-1 status) who are not taking classes over the summer, can be hired two ways:

1. If they will work up to 20 hours/week, they can remain as a Student Assistant in a student pay group (03T)
2. If they will work for 20-40 hours/week, they must be hired as a Student Assistant in the temp pay group (03C)
   - In 03C pay group they will have GDCP payroll deductions taken from their paycheck and will need to apply later for a refund (the same process used by all GT students.)
   - FICA deductions will be turned off as appropriate for International students who are exempt from FICA contributions

International students MUST apply for a Social Security Number (SSN) as soon as they are hired. The SSN request process is initiated by the student in iStart.
See OIE website: https://isss.oie.gatech.edu/content/social-security-numbers
Student Leaving the Country?

Employees who leave the country should not work from outside the US

- This applies to all employee types and nationalities
- Requires approval; submit the *International Assignment Assessment* form in iStart
- Please review the knowledge article: How Would I Handle a Student Working Abroad?
**Summer Undergraduate Student Hiring Process**

1. Will the student be working outside the United States?
   - NO: Global HR must determine if student is eligible to work
     - Submit a ServiceNow request for an International Assignment Assessment
   - YES: To employ beyond semester pay period, must hire/transfer to Tech Temp position

2. Will the student be enrolled in the fall semester?
   - NO: Student remains in pay group 03T for remainder of pay period that includes semester end date
   - YES: If foreign national student, confirm immigration documents extend beyond semester end date

3. Is this a current employee who will work fewer than 5 extra weeks?
   - NO: Student remains in pay group 03T (5 week IRS grace period)
   - YES: Use MSS - Extend termination date

4. Is the student registered for half time+ credit hours* for summer?
   - NO: Half-time+ students can work up to 20 hours/week in default pay group 03T
     - Use MSS - Request Add/Change Position to change pay group 03C
   - YES: Use MSS - Extend termination date through summer
     - OR: Working >20 hours per week (up to 40 hours): Use pay group 03C
       - Add comment: Student is temporarily taking a reduced course load and ineligible for student exemptions

5. Is the student a U.S. Resident for tax purposes?
   - NO: Working <20 hours per week: Use default pay group 03T for Non-Resident Alien (NRA)
   - YES: Use MSS - Request Add/Change Position to create or modify a SA position with pay group 03C

6. Is the student currently a Student Assistant?
   - NO: Use Direct Hire Form (DHF) to hire student into new position
   - YES: At end of summer, change pay group to 03T

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*Half-time Credit Load Minimums: Undergraduate Student: 6 credit hours

Available at: [https://hr.gatech.edu/student-hiring-guidelines](https://hr.gatech.edu/student-hiring-guidelines)
Summer Graduate Student Hiring Process

1. Will the student be working outside the United States?
   - NO: Submit a ServiceNow request for an 'International Assignment Assessment'
   - YES: Global HR must determine if student is eligible to work

2. Will the student be enrolled in the fall semester?
   - NO: To employ beyond semester pay period, must hire/transfer to Tech Temp position
   - YES: Confirm funding allows for employment extension

3. Is this a current employee who will work fewer than 5 extra weeks?
   - NO: If foreign national student, confirm immigration documents extend beyond semester end date
   - YES: Student remains in current pay group 03T and 03G

4. Is the student registered for half time+ credit hours* for summer?
   - NO: Use MSS – Extend termination date through summer
   - YES: Half-time+ students can work up to 20 hours/week in default pay group 03T and 03G

5. Is the student a U.S. Resident for tax purposes?
   - NO: Use MSS – Request Add/Change Position to create or modify a SA position with pay group 03C
   - YES: Working <20 hours per week: Use default pay group 03T for Non-Resident Alien (NRA)

6. Is the student currently a GRA, GTA, or GA Monthly?
   - NO: Use Direct Hire Form (DHF) to hire student in new position
   - YES: Working >20 hours per week (up to 40 hours): Use pay group 03C

Default Pay Groups:
Student Assistant: 03T
GRA/GTA/GA: 03G

*Half-time Credit Load Minimums:
Graduate Student: 3 credit hours

Available at: https://hr.gatech.edu/student-hiring-guidelines
# Biweekly Student Hiring Timeline

## SUMMER 2022

<table>
<thead>
<tr>
<th>Student Hiring Process</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Modify Summer Student Positions</td>
<td>Mar 7</td>
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<td></td>
<td>Mar 14</td>
<td>Apr 4</td>
<td>May 2</td>
<td>June 6</td>
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<td>Mar 21</td>
<td>Apr 11</td>
<td>May 9</td>
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<td>Mar 28</td>
<td>Apr 18</td>
<td>May 16</td>
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<td>Apr 25</td>
<td>May 23</td>
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<td>May 30</td>
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<tr>
<td>Extend Termination Dates for Active Employees Staying in Current Position</td>
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<td>3/25</td>
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<tr>
<td>Update Pay Group 03T to 03C to Transfer Position to Hourly Student Assistant (only for students taking a reduced course load)</td>
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<td>4/8</td>
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<tr>
<td>Submit Transfer Requests for Active Employees Changing Positions or Dept.</td>
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<td>4/25</td>
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<tr>
<td>Submit &amp; Approve Direct Hire Form at Levels 1 &amp; 2</td>
<td></td>
<td>4/25</td>
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<tr>
<td>Last day a Spring Graduating Student Can Work in a Student Position</td>
<td></td>
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<td>5/14</td>
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<tr>
<td>New Hires Complete Equifax/USG Employment Center Documents</td>
<td></td>
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<td>5/16</td>
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<td></td>
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<tr>
<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)</td>
<td></td>
<td></td>
<td>5/19</td>
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<tr>
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<tr>
<td>Classes Begin</td>
<td></td>
<td></td>
<td>5/16</td>
<td></td>
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<tr>
<td>Biweekly PayProcessed</td>
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<td>5/27</td>
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<tr>
<td>Biweekly Students Paid</td>
<td></td>
<td></td>
<td>6/3</td>
<td></td>
</tr>
</tbody>
</table>
Special Job Category Updates & Reminders

Federal Work Study (FWS)
• Spring semester end date is 5/7/2022
• Summer FWS employment – Start Date: 5/16/2022, End Date: 8/6/2022
• Important: FWS worktag changes with new fiscal year; new one announced in May/June
• LaTonya Harrell should be an approver on ALL FWS student transactions
• FWS questions or inquiries can be sent to fws@finaid.gatech.edu

Student Assistant – PURA (President's Undergraduate Research Award recipients)
• Allyson Tant should be an approver on ALL transactions regarding PURA students
• Summer semester award recipients will be announced in April
• PURA awards are for the academic semester
  • For summer: Start Date: 5/16/2022, End Date: 8/5/2022
• For PURA student hiring information (assignment start/end dates, position set up, salary, and funding) and questions, contact Allyson Tant
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<tbody>
<tr>
<td>Create/Modify Summer Student Positions</td>
<td>Mar 7</td>
<td>Mar 14</td>
<td>3/25</td>
</tr>
<tr>
<td>Initiate Student Hiring Record in GradWorks (GW-onboarded units)</td>
<td>Mar 21</td>
<td>Apr 4</td>
<td>4/20</td>
</tr>
<tr>
<td>Extend End Dates for Active Employees Staying in Current Position</td>
<td>Mar 28</td>
<td>Apr 11</td>
<td>4/25</td>
</tr>
<tr>
<td>Submit Transfer Requests for Active Employees Changing Positions or Departments</td>
<td>Apr 18</td>
<td>Apr 18</td>
<td>4/25</td>
</tr>
<tr>
<td>Transfer Student to Hourly Student Assistant Position in O365 Pay Group</td>
<td>Apr 25</td>
<td>May 2</td>
<td>4/25</td>
</tr>
<tr>
<td>Initiate Short Work Break for Current Student Employees Not Working in the Summer but Returning in the Fall (O365 Pay Group only)</td>
<td>Apr 25</td>
<td>May 9</td>
<td>4/25</td>
</tr>
<tr>
<td>Submit &amp; Approve Direct Hire Form at Levels 1 &amp; 2</td>
<td>Apr 25</td>
<td>May 16</td>
<td>4/25</td>
</tr>
<tr>
<td>Enter GBA/GTA Tuition Waivers in Banner</td>
<td>Apr 25</td>
<td>May 23</td>
<td>5/19</td>
</tr>
<tr>
<td>New Hires Complete Equifax/USG Employment Center Documents (Includes I-9 Section 1)</td>
<td>Apr 25</td>
<td>May 23</td>
<td>5/20</td>
</tr>
<tr>
<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)</td>
<td>Apr 29</td>
<td>May 23</td>
<td>5/20</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 2</td>
<td>May 30</td>
<td></td>
</tr>
<tr>
<td>Registration/Schedule Change Deadline for Returning Students: Ensure Students are Properly Enrolled</td>
<td>May 2</td>
<td>May 20</td>
<td></td>
</tr>
<tr>
<td>GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)</td>
<td>May 2</td>
<td>May 23</td>
<td></td>
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<tr>
<td>Monthly Payroll Processed</td>
<td>May 2</td>
<td>May 23</td>
<td></td>
</tr>
<tr>
<td>Monthly Students Paid</td>
<td>May 2</td>
<td>May 31</td>
<td></td>
</tr>
</tbody>
</table>
Graduate Student Summer Hiring Options Recap

**GRA or GTA appointment** (Hired for 33%- 50% FTE) - paid monthly
- Must be enrolled in a minimum of 12 credit hours
  - For Summer, 6 hours must be Graded and/or Pass/Fail (other 6 can be Audit, Graded, or Pass/Fail)
- Eligible for tuition waiver; academic unit enters tuition waiver in Banner
- Encourage GRAs to enroll in Summer credit hours if they intend to continue research

**Graduate Assistant/GA** (Usually hired for 25% FTE or less)
- Must be enrolled in a minimum of 3 credit hours
- Use GA-Monthly (905X02) only if concurrent job with GRA or GTA appointment – paid monthly
- Use GA-Hourly (909X01) if not also a GRA or GTA – paid bi-weekly & must report hours

**Student Assistant (SA) - in Pay Group 03C** (Hired up to 100% FTE)
- Use only if temporarily not enrolled (or enrolled <3 credit hours)
- Paid bi-weekly & must report hours as worked
- Replaces need to hire as a Tech Temp during non-enrolled semesters
Non-USG "Students"

**Paid student interns & researchers from non-USG schools must be hired into Tech Temp or Staff positions.** *(Hired through a posted job opening in Careers, not by Direct Hire Form.)*
- **Summer only (or up to 12 months):**
  - Use 2022 Tech Temp Job Codes *(e.g., TEMP- Lab/Research: 936V11)*
- **Employment beyond one year:**
  - *New!* Visiting Research Assistant (954W04)
  - Partial-benefits eligible, staff position

---

**Unpaid summer interns from non-USG schools should be added as Affiliates *(by Direct Hire Form)***
- Summer only (up to 6 months): Job Code 995XA4
- Research affiliation longer than 6 months: Job Code 995XA5
- More Affiliate information: [https://hr.gatech.edu/affiliates](https://hr.gatech.edu/affiliates)
Minors on Campus

If your non-USG student Temp or Affiliate is a minor (under 18), parental permission must be obtained, and extra requirements met.

• Review the Environmental Health & Safety (EHS) direction on minors here: https://www.ehs.gatech.edu/minors

• The Youth Programs Policy can be found at: https://policylibrary.gatech.edu/youth-programs-policy

• To register a Youth Program, review these instructions.
GTHR Support Center – Summer Employment

• To address questions about the OneUSG Connect hiring process and provide real-time assistance on any summer employment issue (not just student hiring!)
• Staffed by GTHR employees from:
  • Payroll
  • Benefits
  • Position Management
  • Student Employment
  • Global HR
  • Talent Acquisition
  • Time & Labor
  • Retirement
• Available via **Microsoft Teams** on these dates:
  • 4/21/2022 2:00-4:00 p.m.
  • 4/26/2022 9:30-11:30 a.m.
  • 5/5/2022 2:00-4:00 p.m.
  • 5/11/2022 9:30-11:30 a.m.
Questions?
OneUSG
LITE Reports

Kashuanda Clarke
LITE – HR Ad Hoc Report

This report generates custom templates and can be configured to include a wide variety of HR information. It can be used if the specific information needed isn't available in any other reports.

- Website – lite.gatech.edu
- Job Aid - [KB0025952](#)

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<thead>
<tr>
<th>1. Select Criteria</th>
<th>2. Select Columns</th>
<th>3. Select Columns you with to sort by</th>
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<tbody>
<tr>
<td>• Employee Class</td>
<td>• Academic Rank</td>
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Live Demo
Questions?
LITE - Student Employment Report

- **Student Employment LITE Report** *(announced December 2021)*
- Identify unit where specific students are actively working and # hours
- Currently only accessible by Provisioned Initiators *(change request pending to expand access)*
- [https://lite.gatech.edu/](https://lite.gatech.edu/) > HCM Tab > Student Employment report
LITE - Student Employment Report (continued)

- Scroll down to Student Employment Report
- Input the Full Name, or Empl ID or GTID > select student and click onto the blue arrow to move that student into the selected section
• Once you have a name, EmplID or GTID selected, click onto the FINISH button at the bottom:

After you click FINISH – you will see the student's current employment information (work department, position number, job code, and FTE/hours)
Best Practices, Resources & Tools

Diana Robert
Transaction Best Practices

- Create or modify summer student employee **positions as early as possible**.
- **Submit transfer requests** for active employees changing positions or departments. This must be done before their termination date in their current position.
- Submit hire/rehire transactions well in advance of start date
- Do not include future termination dates on student hire transactions (except for SA-PURA and FWS which require end dates)
- Use Short Work Break (SWB) for GRA/GTAs temporarily not working but who may be returning
- For information on upcoming training, additional resources, and previously recorded webinars visit [OneUSG Connect Training](#).
Keys to Student Hiring Success

• Consider posting your department’s student employee positions on CareerBuzz.

• Visit the GTHR Student Employment website for new and improved resources for student hiring.

• Use LITE Reports: Student Employment Report to determine if a student is currently employed, in which department(s), and for how many hours; HR AdHoc Report can be customized to your needs (e.g. to review start and end dates of current student employees, etc.)

• Confirm if a student is hired via the IAT Dashboard (Provisioned Initiator or local HR Representative can access)

• If you need to check the status of a recently submitted transaction, refer to the job aid: How Do I Check the Status of a Direct Hire Form?

• If a student is working and has not received a paycheck, submit a ticket via ServiceNow on behalf of the student so the issue can be resolved before their next paycheck. Include the student's name, Employee ID, and GTID.
Basic Reminders

• Only new hires require "onboarding"; refer new hire student employees to [Student Employee Onboarding Tutorial](#) in Canvas.

• Enrolled student employees cannot be hired for more than 20 hours per week between all on-campus positions combined.

• Students should not start working until they are hired in OneUSG Connect, it is in violation of labor law AND because Georgia Tech cannot pay them until their employment record is active in the system.

• Student employees must be enrolled for the duration of student employment. Student employees should notify their supervisor if their enrollment does not meet the minimum credit hour requirements for student employment as outlined in the [Eligibility for Student Employment](#) policy.
Help Keep Student Employees Informed

Please make sure employees know their **pay rate, frequency, and time-reporting method**
- **2022 Student Payroll Calendar** with important pay dates by month
- **Undergraduate & Graduate Student Summer 2022 Hiring Timelines**
- Videos on how to use the Web Clock or KABA Clock for Time reporting
- Student resources are at [https://hr.gatech.edu/student-employee-resources](https://hr.gatech.edu/student-employee-resources)

Communicate that students can use **ServiceNow**
- Issues completing onboarding or missing pay
- Questions about employment and taxation of foreign nationals

Promote use of **Employee Self Service**
- Verify/update personal information, view pay statements, etc.

Please email your ideas/suggestions for additional student or supervisor resources to: [student-employment@gatech.edu](mailto:student-employment@gatech.edu)
Resources for Hiring Departments

- New/Updated Resources for Hiring Departments
  https://hr.gatech.edu/student-hiring-guidelines

- Summer 2022 Hiring Timelines (*Bi-weekly & Monthly*)
- Updated Summer Hiring Guidance ("SA in 03C")
- Sample Offer Letters
- Student Equifax Onboarding Email Samples
- Student Communications Archive
Other Helpful Websites

Bursar & Treasury Services:
https://www.bursar.gatech.edu/

Graduate Studies:
https://grad.gatech.edu/

OIE- International Student & Scholar Services:
https://isss.oie.gatech.edu/search/find?keys=social%20security%20number

President’s Undergraduate Research Awards (PURA):
http://urop.gatech.edu/content/presidents-undergraduate-research-awards

Federal Work Study:
• General information: https://finaid.gatech.edu/undergraduate-types-aid/federal-work-study
• Employer information: https://finaid.gatech.edu/manage-aid/work-study-employer
• Student information: https://finaid.gatech.edu/manage-aid/work-study-student

GT Tech Temp Hiring Process:
https://hr.gatech.edu/temporary-staff-tech-temps
Job Aids

- Visit ServiceNow and enter the following question in the search bar:
  - How Do I Submit a Termination Date or Extend an Assignment?
  - How Do I Submit a Hire Through the Direct Hire Form
  - Changing Pay Group for Student Employees - Reduced Credit Hours
  - How To Submit An Intra-Institutional Transfer?
  - How To Apply For A Refund From GDCP?
  - How Do I Withdraw A Direct Hire Form Request?
  - How Do I Resolve "Candidate Is Currently In The Approval Process" Alerts?
  - How Do I View My Transaction Status?
  - How do I Approve or Deny Transactions through the Approvals Tile?
  - How to use the Query Viewer?
Resources

- AdminX
- LearnNow Employee Training Platform
- LearnNow Job Aid
- OneUSG Connect Webinars on MediaSpace
- Key Business Process Maps
- Position Action Reason Matrix
- Request OneUSG Connect Security Role
- Onboarding: Compliance Center HR View Only
- IAT Dashboard
- LITE Reports
<table>
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<td>Can we please discuss when a student worker is termed May 7, 2022, how we rehire them?</td>
<td>Ideally a student should not be terminated and rehired. Instead, they should be transferred (while still active) from their old position to their new one, or their termination date extended if continuing in the same position. If their job has ended in OneUSG, the student will need to be Rehired using the Direct Hire Form (DHF) - which takes longer than a transfer.</td>
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<td>Can you go over the requirements for student assistants to work 40 hours a week during summer semester?</td>
<td>Yes, reviewed earlier in presentation. In summary, if a USG student is temporarily enrolled less than 50% course load, they can be hired for up to 40 hours per week but only as a Student Assistant in pay group 03C. (No other student positions/pay group combinations can be hired for over 20 hours/week.) If a USG student is taking a course load of at least 50% credit hours, they are considered primarily a student, and cannot be hired at GT for more than 20 hours/week.</td>
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- Enrollment in classes versus max allowable hours for summer term.
- Onboarding and offboarding student workers.
- Where to advertise open positions.

- See answer above
- Only new hires (never worked at GT before) need to complete Equifax Onboarding packet and I-9 documentation. Rehires and transfers of active student employees, do not need to complete any USG onboarding. There are currently no centralized GTHR offboarding requirements for student employees; individual units may have their
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<td>How long can we expect the hiring process to take from start to finish? In the past it has taken an upwards of a month (or more) to get a newly hired student on payroll. Have things improved?</td>
<td>It takes longer during the peak hiring times at the beginning of each semester. To help level the peak workload (and shorten the processing times), please submit transactions well in advance of the start date, whenever possible transfer (rather than term and rehire), and use Short Work Break (SWB) for GRA/GTAs. The Student Hiring Improvement Project has reduced the overall time to hire a new student employee. Additional improvements are expected when all hiring shifts to the ASC.</td>
</tr>
</tbody>
</table>
| If a Student Assistant is graduating in the Spring, could they be transferred or rehired as an Affiliate after the bi-weekly Pay Period ends? For example, if the department wants the person to continue working until 6/30/2022. If so, what is the best way to go about that process? | Affiliates are unpaid positions. If you want a student to continue working beyond the end of the pay period that includes their graduation, they should be hired into a Tech Temp or Staff position.   
   - This requires Job posting in Careers, not use of Direct Hire Form   
   - Allow time for required background check and job posting |
Submitted Questions

1. How can we speed up the hiring process? Is there anything we can do to speed this process up?

2. How can we charge a portion of the time a FWS student is working (on a weekend for example) to a different work tag than the FWS (75%) and the regular work tag (25%)?

3. Please explain the tax differences between FWS and direct pay students.

Answer

1. Do not include future terminations dates for student employees. Verify that your positions are set up correctly and your transactions are accurate BEFORE submitting. Whenever possible TRANSFER rather than terminate and rehire.

2. You cannot. However, FWS students are allowed to work on weekends if the work follows the regular guidelines of their assigned and approved duties. If they need to be hired into a different (2nd concurrent FWS) job, this should be discussed with fws@finaid.gatech.edu

3. The difference is only in the funding source; FWS positions are funded 25% by a GT account and 75% by Federal funds; all other student positions are funded 100% by GT accounts (although they might be state or grant sources.) Students are taxed similarly for all student positions in regular student pay groups (03T, 03W, 03G) - the difference occurs if a student is a Student Assistant in pay group 03C. When students are temporarily not enrolled, they are not eligible for student exemptions, so in 03C they will have withdrawals for FICA and GDCP (the same as Tech Temps). For more information, please see "Understanding GDCP" on this...
Submitted Questions

**Question**

- I know everybody wants FWS students but our postings seem to get no responses at all. Can we disseminate them more widely?

- I know HR is incredibly busy (fixing or addressing our mistakes) but can we streamline the position creating and filling processes?

- The MMS instructions were written by people who know the system TOO WELL! They are constantly assuming that beginners know more than we actually do. Don't dumb it down but provide more explicit checklists so that we know what we need to finish to accomplish a certain task (just like pilots in airplanes have checklists to consult before they take off, etc.)

**Answer**

- Unfortunately, the demand for FWS students exceeds the supply; therefore, it is a very competitive process. To increase your reach, consider also posting your FWS position on the CareerBuzz site: [https://career.gatech.edu/campus-employment](https://career.gatech.edu/campus-employment)

- One of the major changes resulting from the Student Hiring Improvement Project, and currently being piloted by multiple campus departments, involves the elimination of the 2-step need for departments to both create a position and then submit a transaction to fill it. Instead, in the future-state ASC, it will be a more streamlined one-request that accomplishes both parts.

- If there are specific job aids or knowledge articles that you would like to see written (or re-written), please provide feedback at the end of the specific article, OR, submit a ServiceNow ticket detailing your need. (In addition, if there is a topic or resource you would like included on the Student Employment website, email: student-employment@gatech.edu)
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| When hiring an enrolled graduate student for an hourly position to do administrative work in a non-academic department, what are the options: 1) Student Assistant with job code 900X01 and 2) Graduate Assistant-Hourly with job code 909X01? Or, is it only option 2? If both options are acceptable, what would be the differences and recommendations for using one over the other? | It is preferable to hire a graduate student into a Graduate Assistant position (versus a Student Assistant position), primarily for reports and record keeping. However, graduate students CAN be hired into Student Assistant positions – particularly in non-academic units. (And, they MUST be hired into Student Assistant (SA) in 03C pay group if they are temporarily not enrolled or enrolled in fewer than 3 credit hours; since SA is the only student position allowed to be in 03C pay group and to work more than 20 hours/week.)

*Note:* IF the graduate student is already employed as a monthly GRA/GTA working less than 20 hours/week, and you want to hire them to do administrative work, THEN you cannot use a GA-Hourly position, but must use a GA-Monthly position (905X02) (to align with their existing monthly paid position). |
<p>| What happens to the GRAs and GTAs when the PI they report to leaves GT? | The GRA/GTA will continue to be paid since they do not report time. Their academic department should assign them to another PI. A 'reports to' change, and possible work tag change should be submitted. |</p>
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<td>Has there been a solution to transitioning a student (GTA or GRA) from a monthly rate to an hourly rate on the transfer form (there is only a slot that shows either the monthly or hourly rate, versus both), submitting the monthly or hourly rate in the comments (if the math was done incorrectly) is not always showing correctly in OneUSG.</td>
<td>At this point in time there is no change to this form. However, the addition of a Salary Calculator Tool has been proposed and is under review.</td>
</tr>
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- Could you cover the process for hiring high school/non-USG students as summer interns?
- Could you cover the key dates for summer student hiring?
- What steps can we take now that will ease the summer/fall student hiring process?

- Covered earlier in presentation: Non-USG student interns must be hired as Tech Temps or Staff if paid, added as affiliates if unpaid.
- Timelines with key dates covered earlier, and available on the GTHR Student Employment - Resources for Hiring Departments page: [https://hr.gatech.edu/student-hiring-guidelines](https://hr.gatech.edu/student-hiring-guidelines)
- Create or modify positions now. Do not terminate student employees who will be retuning in the fall – use Short Work Break (SWB) for GRA/GTAs.
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<tr>
<td>For DHF processing, if the provisioned initiator can be notified when the student is done being processed, that would be ideal so we don't have to check the IAT dashboard randomly.</td>
<td>Thank you for your suggestion. Hiring notifications to various stakeholders (initiators, employees, supervisors) are being planned for the ASC.</td>
</tr>
</tbody>
</table>
| Are there any plans to update the time entry system to allow students to enter the number of hours worked, as opposed to only having the only option be to "clock in/out"? There are several instances where students forget to clock out, leaving supervisors having to go in and make edits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Unfortunately, no. In OneUSG hourly students are required to report hours as worked.  

*Student workers (student assistants and Federal Work Study staffers) are required to use punch time to facilitate the determination that the student worker is not working during scheduled class time.*  

The policy (5.2.1 *Time and Leave Reporting*) is located here:  
https://www.usg.edu/business_procedures_manual/section5/C1232  


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<tr>
<td>Can we register once for all future sessions?</td>
<td>No. <em>HR Topics</em>... may be shifting presentation platforms from Teams to Zoom, and we want to make sure we provide you with timely information and proper links.</td>
</tr>
<tr>
<td>Can we hire students who attend Emory for the summer? Can we hire high school students in the summer, if so what's the process?</td>
<td>Yes, but non-USG students must be hired as Tech Temps or Staff (covered earlier in presentation), and this must be done through a job posting in Careers, not through the Direct Hire Form. Only students enrolled at USG schools are eligible to be hired into our student job codes. You <em>are</em> allowed to hire High School students as Tech Temps; please note, if hiring a minor, there may be additional steps for both the minor and the employees that work with them.</td>
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Final Questions?
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<tr>
<td>If a student graduates in the spring but has been accepted for a Master’s program in the fall, can they continue working during the summer in the 03C pay group as a Student Asst. since there will not be a break in service and they will be enrolled in the fall?</td>
<td>Yes. In this case, even though the student has graduated, if they have been accepted and are enrolled in an additional degree program at Tech they can be hired over the summer as a Student Assistant in pay group 03C (since they are temporarily not enrolled.)</td>
</tr>
<tr>
<td>When can new SA (undergrad) begin working for the summer at the earliest?</td>
<td>If the student is enrolled at Tech, they can have any start date. There are no fixed Student Assistant start and stop dates that align with a semester. The summer hiring timelines are guidelines for the steps that need to occur IF the hiring goal is the start of the semester. However, if you mean a new student, they cannot start work until their first day of classes. (For example, a new first year starting classes in August 2022 cannot work in a student position during summer of 2022. Instead, they would need to be hired as a Tech Temp.)</td>
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<tr>
<td>That means we don't have to enter a termination date when we submit the DHF?</td>
<td>Correct, there is no need to enter a future term date for most student jobs when you submit the DHF (exceptions are FWS and PURA.)</td>
</tr>
<tr>
<td>If you have end dates on current students that will return in fall, should you go and fix them all to open ended?</td>
<td>Unfortunately, there isn't a way to do that. If there is already an end date in the system for hourly student employees those dates can only be extended, they can't be removed. However, for monthly student employees, the SWB will override (and remove) the future term date.</td>
</tr>
<tr>
<td>If we don't enter a term date, how do we ensure that they don't clock hours when they shouldn't be working anymore?</td>
<td>Supervisors and hiring departments should clearly communicate expectations to student employees. Let student know when they are hired for and allowed/expected to work, and when they should not be working. Indicate that if time is submitted during non-work periods it might not be approved and may result in termination.</td>
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## Questions from Meeting Chat

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<tr>
<td>If placed on SWB and the term date is 8/15/2022. What must be done on our end to confirm their Fall22 position?</td>
<td>If the SWB return to work date is 8/15 - then at some point (ideally before 8/15 but certainly before 8/22 when August payroll is processed) the student's fall position attributes should be verified and changed, or the student should be transferred to a new position (as appropriate). If your unit uses GradWorks, that process should be completed as usual to ensure that the student is approved and receives their tuition waiver for Fall.</td>
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</table>

We hire 20-25 students in the summer. We start advertising in January, but often do not get applications until mid-late April with positions starting the second week of May. If we can't get them on the payroll quickly it significantly impacts our ability to serve our clients. Is there any way to get the process expedited?  

The Student Hiring Pilot AND the ASC hiring projects are actively looking at ways to shorten the time it takes to hire students. They are also exploring the possibility of a 'fast track' or urgent lane for some jobs with time-sensitive start dates.
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<tbody>
<tr>
<td>Is it processed as a &quot;real affiliate&quot;? i.e., hired by one of the Contractor Vendors?</td>
<td>More information about affiliate categories can be found in the chart on the affiliate webpage: <a href="https://hr.gatech.edu/affiliates">https://hr.gatech.edu/affiliates</a></td>
</tr>
<tr>
<td>Does student assistant job title apply for grad and undergrad students?</td>
<td>Student Assistant title can be used for either graduate or undergraduate students - particularly in non-academic units. In academic units, it is preferable to hire a graduate student into a Graduate Assistant position (versus a Student Assistant position), primarily for reports and record keeping.</td>
</tr>
<tr>
<td>Can you please share what LITE report training is currently available?</td>
<td>LITE Documentation can be found on the <a href="https://docs.edm.gatech.edu/display/EDM/Access+to+LITE+Log+In+Reports">EDM Knowledgebase</a>. The knowledgebase contains report overviews, data sources, and more. Steps to access LITE reports are detailed here: <a href="https://docs.edm.gatech.edu/display/EDM/Access+to+LITE+Log+In+Reports">https://docs.edm.gatech.edu/display/EDM/Access+to+LITE+Log+In+Reports</a></td>
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"Students are our top priority."

Thank you for all you do for students.