HR Topics for Student Employment

Georgia Tech Human Resources
November 10, 2021
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 (Manager), Karine Avagian (Coordinator)
- Our goal: *Improve the student employee experience at Tech!*
- 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](https://hr.gatech.edu/student-employment)
Agenda

• Preparing for Spring Semester 2022 - Diana Robert
• Student Hiring Improvement Project Update - Leslie Hall
• Office of Graduate Studies Updates - James Black
• Student Employment Best Practices
• Resources and Tools
• Your Questions Answered
• Final Questions
Preparing for Spring 2022

Diana Robert
Important Now!

Annual Compliance Training

- All employees, including student employees, hired before October 1, 2021, are required to visit the Georgia Tech Employee Learning Platform to complete the 4-part compliance training by November 19, 2021.
- Students may submit their questions about the Compliance Training to Annual Compliance Help or visit the FAQ page (in ServiceNow).

Executive Order to Vaccinate (by December 8, 2021) deadline extended to Jan. 4, 2022

- Current student employees who are subject to comply with the Federal order were notified by email in October.
- For more information, including FAQs and how to request assistance students can visit: health.gatech.edu/vaccine-executive-order
- The compliance process for new employees (including students) hired after Jan. 4 is TBD.
### 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>
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</thead>
<tbody>
<tr>
<td>900X01</td>
<td>Student Assistant (SA, Tutor, UTA, Paid Intern, Lifeguard,...)</td>
<td>Student</td>
<td>03T (03C)</td>
<td>Hourly</td>
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<td>900X02</td>
<td>Resident Assistant (Housing RA)</td>
<td>Student</td>
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<td>900T01</td>
<td>Student Assistant - PURA (Undergrad research award recipient)</td>
<td>Student</td>
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<td>901X01</td>
<td>Work Study (Same roles as SA, but with FWS award)</td>
<td>FWS</td>
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<td>909X01</td>
<td>Graduate Assistant (GA - Hourly)</td>
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<td>907X01</td>
<td>Graduate Research Assistant (GRA)</td>
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<td>908X01</td>
<td>Graduate Teaching Assistant (GTA)</td>
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<td>905X02</td>
<td>Graduate Assistant (GA - Monthly)</td>
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**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.
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<thead>
<tr>
<th>Student Hiring Process</th>
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<td>Federal Work Study Deadline to Submit Hiring Request (FWS student work start and end dates 8/23-5/7 or 1/10-5/7)</td>
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<td>Last Day a Fall Graduating Student Can Work in a Student Position</td>
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<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)</td>
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<td>Initiate Student Hiring Record in GradWorks (GW-onboarded units)</td>
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<td>Enter GRA/GTA Waiver Exemption in Banner</td>
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<td>Final Week of Phase II Registration: Ensure Students are Properly Enrolled</td>
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<td>GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)</td>
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Graduate Student Hiring Reminders

GRA or GTA appointment
• Hired for 33%-50% effort
• Must be enrolled in a minimum of 12 credit hours
  • For Fall and Spring terms, 9 Hours must be Graded and/or Pass/Fail
  • For Summer, 6 hours must be Graded and/or Pass/Fail
• Eligible for tuition waiver; academic unit enters tuition waiver in Banner

Graduate Assistant (GA)
• Hired for 25% time or less
• Must be enrolled in a minimum of 3 credit hours
• Use GA-Monthly if concurrent job with GRA or GTA appointment
• Use GA-Hourly if not also a GRA or GTA
Special Job Category Updates & Reminders

**Federal Work Study (FWS)**
- Spring 2022 start date is 1/10/22
- All FWS students must be hired with an end date
  - 5/7/2022 (full academic year or spring only); or, 12/17/21 (fall only)
- If you previously hired for fall only, **extend the position now** (do not term and rehire for Spring)
- **Karen Martin** (not Tim Mention) 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
- PURA awards are for the academic semester (PURA DHFs **must** include a start and end date that corresponds with the semester start and end date)
- For PURA student hiring information (assignment start/end dates, position set up, salary, and funding) and questions, contact Allyson Tant
Winter Break & Semester End Considerations

- **FWS** and **PURA** students should not work and report hours during a break when classes are not in session (i.e., from 12/18/2021 through 1/9/2022)

- Other student employee types are allowed to work during winter break – with the permission of their supervisor/department.

- However, students leaving the country during break should not work from outside the US (Unless approved using iStart *International Assignment Assessment form*).

- **Graduating students** can only work in a student position until the end of the pay period that includes their graduation (December 17/18, 2021)
  - Monthly: December 31, 2021
  - Bi-Weekly: December 25, 2021
  - Possible earlier date: Graduating **International students** cannot work past the semester end date on their I-20
Transaction Best Practices

• Create or modify spring 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.

• **Extend termination dates** for active employees staying in their current position. This must be done before their termination date in their current position.

• **Submit termination request** for student employees who are no longer active in their position with your department.

• For information on upcoming training, additional resources, and previously recorded webinars visit **OneUSG Connect Training**.
GTHR Support Center – Spring Employment

• To address questions about the OneUSG hiring process and provide real-time assistance on any spring 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 – remaining dates:
  - 12/6/2021 2:00-4:00 p.m.
  - 12/15/2021 9:30-11:30 a.m.
  - 1/13/2022 2:00-4:00 p.m.
Student Hiring Improvement Project Update

Leslie Hall
Pilot Processing Program Design

• **Student Request Intake Form completed by the hiring department**
  - **New Release**: Student hires initiated in GradWorks now flow into the pilot process with no rekeying

• **Pilot AdminX team within GTHR**
  - Receives and reviews intake form
    - Follows-up with department if additional information needed
  - Creates or updates the position
    - Eliminates the “Add/Change Position Transaction” and requisite approvals
  - Submits the Direct Hire form
    - Hiring department approvals remain
    - Level 4 approval eliminated
Pilot Processing Program Design

• Current
  • Seven participating departments
  • Two additional departments added in November 2021

• Future
  • No additional departments will be added to the Smartsheet Pilot
  • Moving to an enterprise-wide solution in 2022
    • Pilot anticipated to migrate Spring 2022
  • GTHR Pilot AdminX team and functions will move to the Administrative Service Center (ASC)
  • GTHR Student Employment will remain in GTHR
Pilot Transaction Volume

3,237 Submissions received from Pilot Program participants

April 1 – November 8

Transactions Overview
Pilot Submissions Requiring Follow-up

10.8% of Pilot Program submissions required additional information.

End-to-end insight into the Pilot Program process allows us to quickly identify where additional information and updates are needed, thereby avoiding re-work and reducing processing time associated with denials and resubmitted transactions.
Pilot Completed Enhancements

- Ability to transfer students from pilot departments to other (non-pilot) departments
- New and fine-tuned reporting
- New Resources FAQs, Status Guide, Student Request Guide
- Changes to intake form to optimize process and provide additional help text
- Notification emails have additional fields and include a statement when no action is needed
- Release of GradWorks integration to eliminate rekeying of student hires

[Georgia Tech Logo]
Questions?
Office of Graduate Studies
Updates

James Black
Graduate Student Employment Policy Review

• Working group charged by Bonnie Ferri, Vice Provost for Graduate Education and Faculty Development

• Diverse representation

• **Charge:** Review the current state of GTA/GRA positions for Masters and Ph.D. students at Georgia Tech and recommend new or revised policies and procedures, including:
  • Streamline/update existing policies (outdated, conflicting, disorganized)
  • Job titles, levels, stipends, and waivers (e.g. GRA I, GRA II, GTA I, GTA II, GSI, etc.)
  • Leave of absence policy (student employees are not benefits eligible)
  • Key goals are improving transparency and creating a "safety net"

• Working since late spring 2021, changes to go into effect fall 2022
Spring GradIO (Graduate Institute Orientation)

Two options:

1. Synchronous, 1-hr orientation sessions

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<tr>
<th>Session 1</th>
<th>Thursday, January 6</th>
<th>2:00 - 3:00 pm EST (UTC-5)</th>
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<tbody>
<tr>
<td>Session 2</td>
<td>Tuesday, January 11</td>
<td>11:00 am - 12:00 pm EST (UTC-5)</td>
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- Registration will open on Dec. 1
- More sessions will be added if necessary, based on demand

https://grad.gatech.edu/orientation-gradexpo
2. Asynchronous orientation resources delivered via modules in Canvas
   • Self-enroll link to be published on 12/15
   • Admitted students that register for orientation will be added to the site
   • Anyone at Tech can self-enroll when the link is published
   • Key conduit for information: links directly to Student Employee Onboarding Tutorial
GT6000 (Grad Groups) is Georgia Tech’s extended orientation program for new graduate students (think GT1000)

GT6000 will be offered during the first 8 weeks of the spring 2022 semester (normal hybrid mode, lots of opportunities for engagement on campus, 1 credit hour, pass-fail)

Cover non-academic topics such as: advisor-advisee relationships, stress/time management, resilience, imposter syndrome, DEI, etc.

Returning students can sign up too (most beneficial for first year students or students feeling disconnected)

Still working on the schedule, students register during Phase II (early January)
Spring Programming

• Taxes 101 for Graduate Students
  • Domestic students
  • International students
  • Date TBD (early February)

• Graduate Student Appreciation Week #gtGRADitude
  • April 4-8, 2022
  • Plan something for your students!
Student Employment Best Practices

Diana Robert
Best Practices & Keys to Success

• Consider posting your department’s student employee positions on CareerBuzz Job Board or Campus Job Board.

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

• If you are experiencing issues with a submitted transaction, submit a ticket via ServiceNow.

• 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?

• Provisioned Initiator or local HR Representative can confirm if a student is hired via the IAT Dashboard.

• 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 in time for their second paycheck. Include the student’s name, Employee ID, and GTID.
Student Reminders

• Refer student employees to the GTHR Student Employment website for onboarding, time reporting, payroll and other helpful resources, including the Student Employee Onboarding Tutorial in Canvas.

• Remind student employees that they must be enrolled for the duration of student employment. Student employees must immediately 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.

• Continue to remind student employees that they cannot be hired, and should not work, 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.
Resources and Tools

Diana Robert
Student Employment Resources

Student Employment Website

• New/Updated Resources for Hiring Departments
  • Updated Student Hiring Took Kit Items
  • Spring 2022 Hiring Timelines
  • Student Equifax Onboarding Email Samples
  • Student Communications Archive

• New/Updated Resources for Student Employees
  • Student 2022 Payroll Calendar (coming in January 2022)
  • How to Use the WebClock for Time Reporting (video)
  • How to Use the KABA Clock for Time Reporting (video)
Other Helpful Websites

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

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

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

Updated Federal Work Study site:
• 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
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
Your Questions Answered

Diana Robert
<table>
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<tr>
<th>Question</th>
<th>Answer</th>
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<tr>
<td>Deadline to submit spring grad student hires in OneUSG?</td>
<td>For monthly GRA/GTAs being hired to start in January, DHF transactions should be submitted and approved by levels 1 &amp; 2 (in hiring department) by Friday December 17. FYI, the new 2022 Payroll Calendar and the Spring Semester Student Hiring Timeline are both posted and available on the GTHR website.</td>
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<tr>
<td>What's new for the Spring Semester?</td>
<td>Let's all plan to celebrate <strong>Graduate Student Appreciation Week:</strong> April 4-8, and <strong>National Student Employment Week:</strong> April 5-11, 2022!</td>
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<td>What can we do now to prepare for Spring Hiring?</td>
<td>Transfer and extend now. Prepare and plan early! Spring semester transaction timelines are available at: <a href="https://hr.gatech.edu/student-hiring-guidelines">https://hr.gatech.edu/student-hiring-guidelines</a></td>
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| Pilot groups: Will there be additional Gradworks inputs (more than new hire: rehire, revise transactions) for spring hiring?| Effective 11/08/2021, both new hire and rehire transactions are being interfaced from GradWorks to the Pilot intake form. There is no plan to add any more transactions within the Pilot. The integration will continue to be evaluated as we move to the enterprise-wide solution. For updates on the Pilot - see: [https://hr.gatech.edu/student-hiring-improvement-project](https://hr.gatech.edu/student-hiring-improvement-project) }
<table>
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<th>Questions</th>
<th>Answer</th>
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<tr>
<td>Need to refresh on processes though we have three other HR Professionals who would front-manage the process.</td>
<td>There was a training class on November 4 that provided a comprehensive and detailed 'refresh' on OneUSG processes and transactions including Position Management, Add/Change Form, DHF, Affiliate Form, and Equifax Compliance Center. A recording of the training session is available on the OneUSG Connect Mediaspace channel.</td>
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<td>Can we streamline transfer processes?</td>
<td>The Student Hiring Improvement project is working on improving and streamlining the transfer process.</td>
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<td>Can we have direct training on initiating positions?</td>
<td>There is a video available on creating new positions. It can be found on Mediaspace here: <a href="https://mediaspace.gatech.edu/media/0_yaz4pn8t">https://mediaspace.gatech.edu/media/0_yaz4pn8t</a></td>
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<td>My department has a number of approved, but vacant positions. What is the best way to handle these? Can they be deleted, or should they be updated for future use?</td>
<td>Position attributes can be updated, and positions reused as needed. (Or vacant positions can be deactivated by submitting an Add/Change Transaction to inactivate the position.) The decision of which and how many vacant positions to keep for future use is the choice of the department and varies greatly depending on need and volume of student hires.</td>
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<td>Does it matter in which order the transactions are submitted? For example, if you are extending the appointment, changing the pay, changing supervisor and changing the funding is there one transaction that needs to be submitted and approved first before starting the next transactions or can they all be submitted at once.</td>
<td>In general, extensions should happen first to ensure that the student employee stays active and doesn't need to be rehired. However, if you are extending an appointment and changing most of the position attributes (e.g., pay, supervisor and funding) you should instead be transferring the student to a new position that has all the correct updated attributes.</td>
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<td>Commitment Accounting/ Position Management: Have you identified &amp; hopefully resolved the recycled POS# defaulting to previously used Worktag issue?</td>
<td>According to Commitment Accounting, technically this isn't an issue. Any time a position is reused, the new incumbent in the position gets the same attributes as the former employee that was in the position, unless the funding is updated.</td>
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<td>A student wanted to be a personal trainer 1 hour a month in CRC, which was an undergrad position, and they were being submitted by their faculty for GRA. The confusion between Student, CRC &amp; dept about who needs to process what delayed their hire 2 months in Payroll. Can HR advise CRC to have students check eligibility when they offer jobs?</td>
<td>Graduate students can be hired by the CRC but it should be as an hourly GA (if the graduate student is not a GRA or GTA), OR as a monthly GA if the student holds a GRA or GTA position at less than 50% FTE (i.e., if they have 'room' to fit another job and have the total of all their campus jobs not exceed 20 hours per week/50% FTE). We encourage all hiring departments to discuss available hours and potentially conflicting other jobs with perspective student employees. Reminder: there are monthly and hourly student positions - and a student can hold only one type; no one can be employed in both monthly and hourly positions concurrently.</td>
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<td>We had several students who were hired in undergrad in previous years that were still active in those positions, but now were Grad students...Whose responsibility is it to term these students from undergrad positions when they stop working them and or graduate?</td>
<td>The employing department is responsible for terminating the student when they graduate or otherwise are no longer working. Only the active department has access to submit the termination request. The new department (wanting to hire them) should contact HR in the old department (if active in error) to request they submit a termination transaction. Please remember, we are doing this to benefit the student!</td>
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<td>Can students see where they are hired prior to applying for or accepting a position?</td>
<td>If students are active employees in OneUSG they will be able to see this in Techworks.</td>
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<td>Faculty will continue to request hiring after deadlines &amp; beyond the bursar office/payroll cut off to pay fees...How can we serve students better during this time? (Ex: is there a way to communicate to the bursar/payroll folks that the hiring is in process &amp; let the student run a negative balance for payroll deduction without being unenrolled?)</td>
<td>Faculty need to be encouraged to understand and follow the recommended timelines for students to receive tuition waivers and be paid on time. In cases where a late submission is unavoidable, we are working on a way to expedite urgent transactions through the hiring process. However, the Bursar and Payroll operate under USG system deadlines and procedures, and generally have limited flexibility.</td>
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Final Questions?
"Students are our top priority."

Thank you for all you do for students.