

Student Employment Process Guide

Process and Workflows for Student Hiring

Once you have identified the need to hire a student during the Academic Year, use this guide to determine what steps need to be taken. Section 1 will help you determine how to hire your student. Section 2 contains the corresponding workflows.

Section 1: Determine How to Hire Your Student

Step	Actions
<p>1. Identify need for student employee</p>	<ul style="list-style-type: none"> • Hiring Manager discusses the need for a student hire with their department's HR Representative/ Provisioned Initiator and Finance contact, including whether the unit has the budget for a student hire <ul style="list-style-type: none"> ○ Create a job description ○ Determine pay rate for student ○ Finance contact will provide the budget Combination Code
<p>2. Determine if vacant position can be used or if new position must be created</p>	<ul style="list-style-type: none"> • Provisioned Initiator reviews existing vacant positions to determine if department has a vacant position that can be reused or if a new position must be created <ul style="list-style-type: none"> ○ If vacant position can be used with no attribute changes, proceed to step 3 ○ If vacant position can be used but attribute changes are needed, Provisioned Initiator submits "Add/Change Position" transaction via Manager Self Service (MSS) with attribute changes ○ If new position must be created, Provisioned Initiator submits "Add/Change Position" transaction via Manager Self Service (MSS) in for new position • Approval Process • If transaction is denied, review reasons for denial and submit new transaction with updated information
<p>3. Post Job</p>	<ul style="list-style-type: none"> • Hiring Manager determines the appropriate job posting strategy: <ul style="list-style-type: none"> ○ If Federal Work Study (FWS) position, the position will need to be posted on the Office of Scholarships & Financial Aid website <ul style="list-style-type: none"> ▪ Review FWS Supervisor Guide ▪ Complete the Position Request Form and send it to fws@finaid.gatech.edu ▪ FWS contact reviews the job posting and determines whether to approve position ▪ Once approved, FWS contact posts the job on the Office of Scholarships & Financial Aid website ○ If this is a competitive, non-FWS position, post the position on CareerBuzz

	<ul style="list-style-type: none"> ○ If this is a non-competitive position, proceed to step 6
<p>4. Recruit applicants</p>	<ul style="list-style-type: none"> • Students apply to the position with a resume via online posting or informational session <ul style="list-style-type: none"> ○ If FWS position, student will also need to submit their federal aid award letter as part of the application
<p>5. Select Student Hire</p>	<ul style="list-style-type: none"> • Hiring Department reviews all applications and determines whom to interview. Sends interview invitations via email to selected candidates • Hiring Department interviews all selected students • Hiring Department selects final candidate(s) and offers position • Student accepts/declines job offer <ul style="list-style-type: none"> ○ If student accepts, Hiring Department sends Welcome Letter ○ If student declines, Hiring Department selects alternate candidate
<p>6. Determine if student will be located outside the US while working this semester</p>	<ul style="list-style-type: none"> • Hiring Manager and Student Employee determine if the student will be located outside the United States while working • If Student Employee plans to perform work while located outside the US, the Hiring Manager must submit a Service Now request to Global HR for an International Assignment Assessment to determine if student is allowed to work while abroad
<p>7. Determine if student is a new hire, rehire, extension, or transfer and submit appropriate hire transaction</p>	<p><u>New Hire</u></p> <ul style="list-style-type: none"> • Never worked for GT or USG; or Previous employee with no 7-digit USG Employee ID • If new student employee, submit a Direct Hire form to hire student <p><u>Rehire</u></p> <ul style="list-style-type: none"> • Worked for GT or USG and has a USG Employee ID, but not active on payroll; or Affiliate with USG Employee ID who has never received a GT paycheck • If Student Employee is rehire, submit a Direct Hire form to hire student. <u>Include Employee ID in Direct Hire form to avoid delays</u> <p><u>Extension*</u></p> <ul style="list-style-type: none"> • Student is staying in current position, but term date is ending • If Student Employee will maintain current position, extend the termination date <p><u>Transfer*</u></p> <ul style="list-style-type: none"> • Transferring from one position number into another position number • If Student Employee will not maintain current position and is staying within the department, transfer into new position • If Student Employee will be employed by a different department, new department communicates and coordinates with student's current department to transfer into new position

	<p><i>*Note: Extensions of employment and transfers can only occur if the Student Employee has not been terminated. If the termination date has passed, you cannot extend employment or transfer the student employee. Instead you will need to rehire the student using the Direct Hire Form.</i></p>
<p>8. Background check, if needed</p>	<ul style="list-style-type: none"> • If position responsibilities require a background check, <i>GTHR Talent Acquisition</i> initiates background check process. (Note: most student positions do NOT require a background check – the primary exceptions involve working with minors) • If position does not require a background check or Student Employee has undergone background check in prior 12 months, proceed to step 9 • If Student Employee does not pass a required background check, student cannot be hired
<p>9. Onboarding packet (new hires and affiliates who have never received a paycheck from GT)</p>	<ul style="list-style-type: none"> • <i>Talent Acquisition Representative</i> initiates Equifax Compliance Center emails with required student hire packet onboarding forms • <i>Student Employee</i> completes necessary paperwork through University System of Georgia’s Employment Center via emails from donotreply@equifax.com • Once new hire online paperwork is complete, <i>Student Employee</i> schedules an appointment with a GTHR Onboarding Specialist to complete the required in-person I-9 verification and security questionnaire • <i>GTHR Onboarding Specialist</i> confirms student employee’s documentation for the required in-person component of the I-9 form • If Student Employee is residing outside the metro Atlanta area, the student will need to remotely complete the in-person I-9 form with a notary and then physically mail the notarized copies to 500 Tech Pkwy NW, Atlanta, GA 3033-0435, <i>Attention: Onboarding Team</i>
<p>10. Create/updates job record</p>	<ul style="list-style-type: none"> • <i>GTHR Position Management team</i> creates/updates job record in OneUSG Connect
<p>11. Time Reporting & Payroll</p>	<ul style="list-style-type: none"> • If monthly student employee, hours will not need to be reported • If hourly student employee: <ul style="list-style-type: none"> ○ <i>Hiring Manager</i> informs <i>Student Employee</i> how to report time (KABA Clock or Web Clock) ○ <i>Student Employee</i> completes training on how to enter time ○ <i>Student Employee</i> reports time ○ <i>Hiring Manager</i> determines whether to approve a Student’s time or whether there are any issues. If there are issues, the Hiring Manager makes any necessary edits in OneUSG Connect Manager Self Service (MSS) • <i>Student Employee</i> is paid per Payroll Calendar schedule

Section 2: Corresponding Workflows

Request an International Assignment Assessment Workflow	
Step	Actions
1. Submit ticket in ServiceNow for Global HR	<ul style="list-style-type: none"> • Supervising Manager submits a request in ServiceNow for Student Employee with sections completed as follows: <ul style="list-style-type: none"> ○ <u>Short Description</u>: International Assignment Assessment ○ <u>Description</u>: Student Employee's GT ID or Employee ID <ul style="list-style-type: none"> ▪ Should someone other than the Supervising Manager need to complete the Assessment, include their name and email address
2. Complete International Assignment Assessment	<ul style="list-style-type: none"> • Global HR will send the Hiring Manager an International Assignment Assessment that will need to be completed • If Student Employee is not approved to work outside the US by Global HR, student cannot work
3. Contact Office of Legal Affairs for an Export Review	<ul style="list-style-type: none"> • Hiring Manager contacts the Office of Legal Affairs via asklegal@gatech.edu to conduct an Export Review on student's scope of responsibilities to be conducted outside the US • If Student Employee's scope of responsibilities does not pass the Export Review, student cannot work
4. Contact the Cyber Security Office	<ul style="list-style-type: none"> • Hiring Manager contacts the Cyber Security Office via ask@security.gatech.edu to confirm that any systems needed are available outside the US • If systems are not available outside the US, student cannot work
Related Job Aid	<ul style="list-style-type: none"> • How would I Handle a Student Working Abroad?

Direct Hire Form Workflow

Step	Actions
1. Complete Direct Hire form to hire student employee	<ul style="list-style-type: none"> Provisioned Initiator completes Direct Hire form to hire Student Employee into new position
2. Level 1 Approval	<ul style="list-style-type: none"> Level 1 Approver (Hiring Department) confirms whether transaction is complete, correct, and allowable from a <u>human resources</u> perspective If transaction denied, Provisioned Initiator resubmits transaction with updated information
3. Level 2 Approval	<ul style="list-style-type: none"> Level 2 Approver (Hiring Department) confirms whether transaction is complete, correct, and allowable from a <u>finance</u> perspective If Transaction denied, Provisioned Initiator resubmits transaction with updated information
4. Level 3 Approval (if applicable)	<ul style="list-style-type: none"> If this is a non-Federal Work Study position, proceed to step 5. For Federal Work Study positions, Level 3 Approver (Timothy Mention) confirms whether transaction is complete, correct, and allowable If transaction denied, Provisioned Initiator resubmits transaction with updated information
5. Level 4 Approval	<ul style="list-style-type: none"> GTHR Position Management confirms whether transaction is complete, correct, and allowable If transaction denied, Provisioned Initiator resubmits transaction with updated information
6. Level 5 Approval	<ul style="list-style-type: none"> GTHR Talent Acquisition confirms whether transaction is complete, correct, and allowable If transaction denied, Provisioned Initiator resubmits transaction with updated information
7. Determine if Student Position requires background check	<ul style="list-style-type: none"> If position responsibilities require a background check, GTHR Talent Acquisition initiates background check process. <i>(Note: most student positions do NOT require a background check – the primary exceptions involve working with minors)</i> If position does not require a background check or Student Employee has undergone background check in prior 12 months, proceed to step 8 If Student Employee does not pass a required background check, student cannot be hired
8. Onboarding packet generated for new hires and previous affiliates	<ul style="list-style-type: none"> GTHR Talent Acquisition Representative initiates Equifax Compliance Center email with required onboarding forms
9. Onboarding packet completed	<ul style="list-style-type: none"> Student Employee completes onboarding forms via online USG Employment Center
10. Create job record	<ul style="list-style-type: none"> GTHR Position Management team creates job record in OneUSG Connect
Related Job Aids	<ul style="list-style-type: none"> How do I Manage Positions? How do I Submit a Hire through the Direct Hire Form?

	<ul style="list-style-type: none"> • How do I Check the Status of a Direct Hire Form
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Transfer Student Employee into New Position Workflow

Step	Actions
1. Determine if Student Employee is active	<ul style="list-style-type: none"> • If Student Employee is an active employee, you can proceed with the transfer transaction • If Student Employee is not active, you must rehire the student with a Direct Hire Form
2. Determine if Student Employee will transfer to position in current department or new department	<ul style="list-style-type: none"> • If Student Employee will not maintain current position but is staying within the department, proceed with submitting transaction to transfer into new position • If Student Employee will be employed by a different department, proceed to step 3
3. New department contacts HR Rep/Provisioned Initiator in current department to provide needed transaction information	<ul style="list-style-type: none"> • New Department provides the following position details to the current department's Provisioned Initiator: <ul style="list-style-type: none"> ○ Effective Date ○ Action Reason ○ Position Number ○ New Salary (if applicable) ○ Comments ○ Ad Hoc Approver
4. Current department transfers Student Employee into new position	<ul style="list-style-type: none"> • Current Department's Provisioned Initiator submits a "Transfer" transaction via Manager Self Service (MSS) in OneUSG Connect to transfer Student Employee into new position <ul style="list-style-type: none"> ○ Can only be used for active GT Student Employees ○ If student is transferring into a new department, collaborate and coordinate with the Provisioned Initiator in current department
Related Job Aid	<ul style="list-style-type: none"> • How To Submit An Intra-Institutional Transfer

Add/Change Position Approval Workflow

Step	Actions
1. Level 1 Approval	<ul style="list-style-type: none"> • Level 1 Approver (Hiring Department) confirms whether transaction is complete, correct, and allowable from a <u>human resources</u> perspective • If transaction denied, Provisioned Initiator resubmits transaction with updated information
2. Level 2 Approval	<ul style="list-style-type: none"> • Level 2 Approver (Hiring Department) confirms whether transaction is complete, correct, and allowable from a <u>finance</u> perspective • If Transaction denied, Provisioned Initiator resubmits transaction with updated information
3. Level 4 Approval	<ul style="list-style-type: none"> • GTHR Compensation confirms whether transaction is complete, correct, and allowable • If transaction denied, Provisioned Initiator resubmits transaction with updated information
4. Level 5 Approval	<ul style="list-style-type: none"> • GTHR Position Management confirms whether transaction is complete, correct, and allowable • If transaction denied, Provisioned Initiator resubmits transaction with updated information