Student Employment Town Hall
Tips & Best Practices for Hiring Students
August 6, 2020
Agenda

1. Overview of Student Hiring Process
2. Creating a New Position or Changing an Existing Position
3. Activating Student in Position
4. Onboarding
5. Reporting and Approving Time
6. Additional Resources
7. Updates
8. Questions
Overview of Student Hiring Process

**Identify Need for Student Employee Position**

- Create Position
  - Reuse available position or create new position
  - Confirm all position attributes are correct

- Submit Transaction to Activate Student in OneUSG Connect
  - If current employee, use MSS transfer transaction
  - If new hire or rehire, use Direct Hire Form

- Onboarding
  - Student New Hire Documents initiated
  - Student completes electronic New Hire Documents
  - In-person onboarding at 500 Tech Pkwy or GradHiring

- Report & Approve Time
  - Student reports time
  - Manager approves time in MSS

**Student is PAID**
Position Management: Creating a New Position or Changing an Existing Position
Position Management

• All employees (faculty, staff, students) and affiliates require a position number. The position is created and managed within Manager Self Service.

• A position has set attributes that can be created and updated in Manager Self Service. Then, a person will fill that position, which creates a job.
  • Pay Group
  • Department
  • Job Code
  • Location
  • FTE/Part-time
  • Reports To
  • Funding
Position Management Best Practices

- Create a new position when there is not an existing vacant position available for use.
- Clone from an existing position to minimize data entry and check the data attributes.
- Complete the summary of request with the business case/rationale.
- Complete all the required fields per Georgia Tech business process.
- Do not Skip Distribution on funding page (funding is required on all position numbers).
- Make sure all data aligns. Examples:
  - i.e. Pay Group 03H (Hourly Staff) does not align with Employee Type Salaried
  - i.e. Pay Group 03C does not align with Employee Type Salaried, and Regular
  - Standard Hours 35.00 (0.875 FTE) does not align with Full-Time
Position Management Best Practices

Best Practice: Repurpose existing positions in your department instead of creating new positions each time you need to hire an employee or change an employee’s job.

• Keys to success:
  • Utilize queries in the Manage Positions tile to find vacant positions.
  • Utilize queries in Query Viewer to view all active positions and their data attributes.
  • Complete the summary of request with the business case/rationale.
  • Complete all the required fields per GT business process.
  • Utilize the Position Action Reason Matrix to select the correct action reason
  • Use correct effective dates
Changing a Position: Action Reason Codes

• If you are updating an existing position, you will choose from the reason codes on the right.

• If you need to make multiple updates to a position, refer to **Position Action Reason Matrix**.
  • Position Data Update
  • Job Reclassification

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<thead>
<tr>
<th>Reason Code</th>
<th>Description</th>
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<tr>
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<td>INA</td>
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<td>JDU</td>
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<td>JRC</td>
<td>Job Re-Classification</td>
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<td>MGR</td>
<td>Reports to Update</td>
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<td>NFY</td>
<td>New Fiscal Year</td>
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<td>REA</td>
<td>Position Reactivated</td>
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<td>Re-Organization</td>
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<td>TTL</td>
<td>Title Change</td>
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<td>UPD</td>
<td>Position Data Update</td>
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Activating Student in Position: Hiring, Rehiring, & Transferring
Recruitment & Hiring Lifecycle

- **Hiring Department**: Add/Change Position → Create Direct Hire Form
- **Direct Hire Form**: Submit Hire → Approval Workflow (Levels 1-5)
- **Georgia Tech Human Resources**: Onboarding → Create Employee & Job in OneUSG*

*Position Management receives transaction after New Hire Documents, section 1 of onboarding, is complete.
When to Use the Direct Hire Form

- Accessible by Provisioned Initiators (additional security role)
- Georgia Tech/USG students:
  - New Hires (anyone without a USG Employee ID)
  - Rehires (anyone who has USG Employee ID)
  - Add concurrent job
- Do not use to:
  - Terminate assignment
  - Extend assignment
  - Perform personnel transactions
- Do not use for:
  - Non-USG students
  - Tech Temps
  - Careers ATS
When Do I Use Transfer vs Direct Hire?

• If the student is not an active employee and needs to be hired or rehired, use the Direct Hire Form.

• If the student is an active employee, use the MSS Intra-Institutional Transfer transaction.
  • Intra-institutional transfers are used to move an active employee from one position number to another position number between departments (or same dept) within the same institution.

• Examples of an Intra-Institutional Transfer
  • Student Assistant moving from one position number in department X to another position number in department Y
  • Student Assistant moving to new position in same department to support a different faculty member
Intra-Institutional Transfer Keys to Success

• Use queries and reports to gather information **BEFORE** proceeding.
• Validate position details/attributes **BEFORE** initiating transfer.
• Student must be actively employed and **without** a future dated termination date.
  • Job Aid: Transfer an employee without a future termination date
  • Job Aid: Transfer an employee with a future termination date
• Communicate and collaborate with other department, otherwise you may delay approval of your transaction.
• Ad Hoc an HR Representative from the other department.
• Include clear, comprehensive justification in the comments.
• Follow the process to minimize delays in transfers, hires, and pay.
Step 1: Validate all position attributes (i.e. pay group, reports to).

Step 2: Run *Future Termination Date Report* in LITE.
   2a. Look up using Employee ID or Employee Name (legal name)
   2b. Employee found with a future termination date?
      ➢ If yes, **continue to Step 3 and complete the process**. If no, proceed to Step 4.

Step 3: New department submits Direct Hire Form.
   ➢ Must include in Comments/Notes: “Employee has future termination date. Hiring on “x” date. Should be a transfer but cannot submit due to termination date.”
     • Position Management will cancel DHF and manually transfer employee.
Student Transfer Process – UPDATED!

Step 4: Verify employee is an active employee.
- Employee not found on Future Termination Date Report
- Active employee? If yes, **continue to step 5**. If no, proceed to Step 6.

Step 5: Communicate and collaborate with the other department.
5a. New department provides new position number and effective date
5b. The Department with access to the employee will initiate the Transfer as an MSS transaction
5c. Ad Hoc approver from new department in workflow

Step 6: New department initiates Direct Hire Form to hire or rehire employee.
- Follow Direct Hire Process
Onboarding
**Onboarding Steps**

1. **Student completes the electronic student hire packet**
   - Must be done online in USG Employment Center (Equifax)
   - Student will receive email from "donotreply@equifax..." *after* level 5 approval for the Direct Hire Form
   - Tutorial available to help complete documents

2. **Student completes final onboarding**
   - Cannot be done online
   - Can only be done after electronic packet is complete (step 1)
   - Identity Verification (I-9 Section 2) & witnessed signing of GA Loyalty Oath
   - Must have proper documentation: hr.gatech.edu/identification-requirements
Your Georgia Tech New Hire Documents are Ready

donotreply@equifax.com <donotreply@equifax.com>
Thu, 21 Feb 2013 10:15 AM
To: Bundell, Georgina P. <georgina.bundell@gtch.edu>

Welcome to The Georgia Institute of Technology!

Dear Georgina Bundell,

In this message, you will find a link to the University System of Georgia’s Employment Center to complete the necessary new hire documents and onboarding information to prepare you for employment or affiliation.

To complete your paperwork:

- Please read and sign electronically by initiaing each page, indicating that you have read, understand, and accept the terms and conditions of employment or affiliation with Georgia Tech.
- Complete all necessary documents, including the Final Instructions document on or before your first day of employment or affiliation.

To access the paperwork:

- Use the following Login ID and Password for authentication:
  Login ID: georgina
  Password: Will be sent in a separate email

Need assistance?

If you have any difficulty accessing the site or questions about the new hire documents, please contact Human Resources at hrask@vahgtch.edu or 404.894.4847.

Again, we warmly welcome you to Georgia Tech. We look forward to working with you.

Sincerely,

Georgia Tech Human Resources
Your Georgia Tech New Hire Password Information

donotreply@equifax.com <donotreply@equifax.com>

Thu 6/18/2020 10:23 AM

To: Burdell, Georgina P. <georgina.burdell10@geotech.edu>

Welcome to Georgia Tech!

Dear Georgina Burdell,

Please use the following password for authentication to the University System of Georgia Employment Center to complete your new hire paperwork.

Password: XXXXXX

Please contact 404-884-4047 with any questions regarding the site or your documents.

Sincerely,

Georgia Tech Human Resources
Final Onboarding

Only two ways for students to compete final onboarding:

- **In-Person** at GradHiring or GTHR
  - At GradHiring* in Clough Commons by appointment:
    - August 12
    - August 13
    - August 14
  - Other Dates: GTHR at 500 Tech Pkwy, click [here](#) for appointment

- **Remote** by using a notary
  - Option if student's work location is outside the Metro Atlanta area
  - Student visits a notary and has them notarize copies of acceptable documents and witnessed signature on GA Loyalty Oath
  - Must mail (not email) notarized documents to:
    - 500 Tech Parkway NW Atlanta GA 30332-0435; Attention: Onboarding Team

*Undergraduate students are also invited to GradHiring this year
Reporting and Approving Time
Reporting Time

• All hourly employees need to report time *as it is worked* into OneUSG Connect, per USG Policy and in compliance with Fair Labor Standards Act (FLSA) and Affordable Care Act (ACA).

• Student employees must clock in using their department’s time keeping method: Kaba Time Clock (in/out punches recorded with Buzzcard tap) or Web Clock (in/out times recorded in ESS).

• **Tip**: an employee can check for a Web Clock icon in Employee Self Service (under Time and Absence tile).

• Student employees working multiple jobs may need to use multiple methods to report their time.

• A student temporarily not enrolled in classes, may be switched out of Web Clock to online timesheet (not generally used for students).
Approving Time

Managers approve time in MSS

Tips & Best Practices:

• Managers should approve hours regularly instead of at the end of the pay period. This results in fewer payroll errors.

• Communicate to student when they are switched between hourly and monthly positions, or between Web Clock and online timesheet.

• Regularly check the hire/rehire/transfer’s employment status.
  • Manager Tip: if the student employee is not in your My Team or Team Time tiles in Manager Self-Service, the employee is likely not hired yet or has been terminated.
  • Provisioned Initiators: in Query Viewer, use query 030_HR_NEW_HIRE_DTRNG to check if new employee is active in system.
Resources for Time Reporting

- Time & Leave ServiceNow Landing Page
- Web Clock Job Aid
- Job Aid for Web Clock Users with Multiple Web Clock Jobs
- Kaba Time Clock Job Aid
- Job Aid for Kaba Users with Multiple Kaba Jobs
- Online Timesheet Job Aid
- How to Enter Time for an Employee Job Aid
- How to Approve Time Job Aid
- How to Manage Exceptions Job Aid
- How Do I Report Additional Hours for Affordable Care Act - ACA?
- How Do I Enter Hours For Biweekly Resident Assistant Employees?
Additional Resources
Job Aids

- How Do I Submit a Termination Date or Extend an Assignment?
- How Do I Manage Positions?
- How Do I Submit a Hire Through the Direct Hire Form
- Changing Pay Group for Student Employees - Reduced Credit Hours
- Transfer an employee without a future termination date
- Transfer an employee with a future termination date
- 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?
  - Note the current title is How Do I Approve, Deny, Or Push Back Transactions Assigned to Me?, but it will be updated soon to this title
Other Resources

• Student Employment Website: hr.gatech.edu/student-employment

• Specific to Graduate Student Employees:
  o Updated Grad Works Training Guide: grad.gatech.edu/GTGradWorks
  o Office of Graduate Studies: jacquelyn.strickland@grad.gatech.edu
  o Approval Change Requests: gtgradworks-support@gtri.gatech.edu
# Student Position Job Codes

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<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
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<tbody>
<tr>
<td>900X01</td>
<td>Student Assistant</td>
<td>Student</td>
<td>03T (03C*)</td>
<td>Hourly</td>
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<tr>
<td>900X02</td>
<td>Resident Assistant</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
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<tr>
<td>900T01</td>
<td>Student Assistant (PUR)</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
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<td>Work Study</td>
<td>FWS</td>
<td>03W</td>
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<td>905X02</td>
<td>Graduate Assistant</td>
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<td>907X01</td>
<td>Graduate Research Assistant</td>
<td>GRA</td>
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<td>Graduate Teaching Assistant</td>
<td>GTA</td>
<td>03G</td>
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<td>909X01</td>
<td>Graduate Assistant – Hourly</td>
<td>Grad Asst</td>
<td>03T</td>
<td>Hourly</td>
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</table>

*used during temporarily reduced course load semester*
Updates
Message to all managers on 8/5/2020:

Students should complete their Student Hire packet by August 8 to ensure they are in the system in time for tuition waivers and on-time USG paycheck processing.

- If a student completes their packet after August 8, but before August 14, they will still be able to make an appointment to attend GradHiring.

- Anyone who completes the packet after August 14, will need to finish their onboarding by appointment at 500 Tech Parkway.

- Note: GTHR will track students with August start dates who are not able to finish their Student Hire packet by August 8 and make every effort to hire and pay those students in August, even if it requires manual processing of off-cycle checks.
We Need You!

• We are so thankful to potential volunteers like you who work side-by-side with GTHR professionals to make this event possible!

• The health and safety of our staff and students are a top priority and we will be adhering to physical distancing and CDC guidelines.

• Join the team!

CALLING ALL VOLUNTEERS

We are still in need of volunteers for our three-day GradHiring event. Due to Covid-19 and our recent transition to OneUSG Connect, this event will look and feel very different than last year!

Yes, I want to volunteer!
Questions?
Pre-Submitted Questions & Information Requests

• Reviewing what information the newly hired student receives from Equifax so that we (managers) can be knowledgeable about what they receive.

• For continuing graduate student hires (GTA/GRA), most of our students need several actions for the next term. For example, they are transitioning from a GRA to GTA and combo code will need to be updated. In this case, would it be recommended that we take the actions in the below sequence? First, extend their term date, then update their position from GRA to GTA, lastly update their position funding. If you have other recommendations, please share
Pre-Submitted Questions & Information Requests Continued

• Why does it take so long for approvals?

• The Direct Hire Form requires that you check 'Existing Employee' box if the student already has an employee id with GT. Do all HR representatives who initiate DHF have access to check if the student has an existing Employee ID? The DHF gets denied if they miss to check this box and provide an Employee ID for existing student employees.
Additional Questions?