# Hiring Timeline 2021

## Search and Apply for Open Positions on Campus
- **Deadline:** April 30

## Confirm Summer Work Schedule and How to Report Time with Hiring Department
- **Deadline:** May 10

## Complete Canvas Student Employee Onboarding Tutorial
- **Deadline:** May 14

## New Hires Complete Equifax/USG Employment Center Documents
- **Deadline:** May 14

## New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)
- **Deadline:** May 17

## Classes Begin
- **Date:** May 17

## Bursar Office Final Payment Deadline for Summer Classes
- **Date:** May 24

## Biweekly Pay Processed
- **Date:** May 28

## Biweekly Employees Paid
- **Date:** June 4

For questions, visit [services.gatech.edu](http://services.gatech.edu) to review knowledge articles and FAQs or to submit support requests. For additional student-specific resources, visit [hr.gatech.edu/student-employment](http://hr.gatech.edu/student-employment).
Positions Initiated in Gradworks (check with Hiring Department to confirm whether they use Gradworks and that your position is in progress)

Confirm Summer Work Schedule with Hiring Department

Complete Canvas Student Employee Onboarding Tutorial

New Hires Complete Equifax/USG Employment Center Documents

New Hires Complete I-9 Section 2 In-Person (prior to or within 3 days of starting)

GRA/GTA Waiver Exemptions Entered in Banner by Hiring Department

Classes Begin

Enroll in Payroll Deductions (optional) - Learn More

Bursar Office Final Payment Deadline for Summer Classes

Biweekly Pay Processed (Hourly GAs)

Biweekly Employees Paid

Monthly Pay Processed (GRAs, GTAs, Monthly GAs)

Monthly Employees Paid

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