Student Hiring Checklist

This checklist is for new student employees who are U.S. Citizens or Green Card Holders. Use the checklist to support your onboarding process.

Step 1: Complete Online Student New Hire Packet
☐ Access the University System of Georgia Employment Center

1. Open email titled Your Georgia Tech New Hire Documents are Ready from donotreply@equifax.com. This email will include your login ID and Employment Center URL
2. Retrieve login password from a separate email titled Your Georgia Tech New Hire Password Information from donotreply@equifax.com
3. Log into Employment Center with above information

☐ Complete your Student Hire Packet

1. Log in to Employment Center
2. Complete all 25 forms.

☐ Further Action Email Received

1. Schedule Human Resources appointment to complete the I-9 and Security Questionnaire. Note: You must bring original documents to this appointment. Photocopies cannot be used
2. Visit the following website to learn more about Student Health Insurance: https://health.gatech.edu/finance/insurance

Step 2: In-Person Onboarding
☐ Wear Face Covering

☐ Complete I-9 and Security Questionnaire with Human Resources Onboarding Specialist. Note: this must be done prior to or within 3 days of starting your new job.

Step 3: Employee Self Service, Conflict of Interest, and Training
☐ Complete Employee Self Service Training for OneUSG Connect

☐ Access Employee Self Service in OneUSG Connect and complete the following:
- Verify Direct Deposit (Job Aid: How do I Update my Direct Deposit Information?)
- Verify your mailing address (Job Aid: How Do I Change My Address?)
- Verify your phone number(s) (Job aid: How Do I Update My Phone Number?)
- Enter or edit your military/veteran status (OneUSG Connect > Personal Details > Veteran status)
- Enter or edit your race/ethnicity (OneUSG Connect > Personal Details > Ethnic Groups)

☐ Complete the electronic Conflict of Interest (COI) form

☐ Complete Right to Know Training (USG Requirement)