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 is Required 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
☐ 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).