Student Summer Employment Process Guide

Process and Workflows for Student Hiring

Once you have identified the student who will work during the summer, use this guide to determine what process to use. Section 1 below 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
1. Determine if student will be located outside the US while working this summer	• ***Supervising Manager*** and ***Student Employee*** determine if the student will be located outside the United States over summer while working • **If Student Employee plans to perform work while located outside the US,** the Supervising Manager must submit a ServiceNow request to Global HR for an International Assignment Assessment to determine if student is allowed to work while abroad
2. Determine if student will enroll in Fall Semester	• ***Supervising Manager*** discusses planned future enrollment with ***Student Employee*** to determine if they will enroll in the Fall semester • **If Student Employee does <u>not</u> plan to enroll in Fall:** o Student remains in current pay group (03T or 03G) for the remainder of pay period during which the academic term ends o For future pay periods, use Manager Self Service to terminate current position; use Careers to rehire as Tech Temp
3. If student IS returning in the Fall, determine if student will continue to work more than 5 weeks into the summer	• ***Supervising Manager*** discusses work schedule with ***Student Employee*** to determine if the student will work more than an additional 5 weeks after the end of spring semester • **If Student Employee does not plan to maintain new schedule for more than 5 weeks**: o Confirm funding is available to extend student's work schedule o If funding available, student remains in default 03T/03G pay group due to IRS grace period (student is not subject to FICA or GDCP). Use Manager Self Service to extend termination date • **If Foreign National student,** confirm immigration documents extend beyond semester end date. If documents do not extend beyond semester end date, student cannot work

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Step	Actions
4. Determine if student is registered for half-time+ credit load for summer	• ***Supervising Manager*** discusses planned course load with ***Student Employee*** to determine if the student is registered for a half-time+ credit load* during summer *Summer Half-time Credit Load Minimums:* • **Undergraduate Student**: 6 credit hours[1] • **Graduate Student:** 3 credit hours[2] o **If it is the semester of graduation,** Ph.D. Candidates and Advanced Master's Degree students need a minimum of 1 credit hour • **If Student Employee is registered for a half-time or greater course load,** student stays in a student pay group 03T/03G (student is not subject to FICA or GDCP) and hired for no more than 20 hours/week. Use Manager Self Service to extend termination date through summer (or use Direct Hire Form to hire).

5. Determine if student is a US Resident for tax purposes	• ***Supervising Manager*** communicates directly with ***Student Employee*** and asks:
	  1. Are you considered a US tax resident (e.g., US Citizen, Permanent Resident, or 'Resident Alien'')?
	  2. If no, according to your GLACIER record, will you become Resident in the current calendar year? Check GLACIER summary page.
	• **If Student Employee is a Non-Resident Alien (NRA) for tax purposes and not enrolled in summer classes:**
	  o Use **pay group 03T** if student will be **working 20 hours or less per week**
	  o Use **pay group 03C** if student will be **working more than 20 hours per week** (up to 40 hours)
	  o Indicate in the comments section that student is NRA and therefore exempt from FICA/GDCP
	Note: If the ***Student Employee*** is unsure of status and is unable to determine status using GLACIER, ***Supervising Manager*** should submit a ServiceNow ticket for Global HR assistance

6. Is student already an employee? If so, will they maintain their current position?	• **If new student employee**, submit a Direct Hire form to hire student as an hourly Student Assistant in pay group 03C • **If already a Student Employee, *Supervising Manager*** determines if summer work responsibilities require a new position or if the **Student Employee** will maintain their current position with only a change to hours worked • **If Student Employee will not maintain current position and is staying within your unit or will be employed by a different unit/new department**, transfer into new position ***Note:*** New department must provide the effective date, action reason, new position number, pay changes (if applicable), and comments/notes • **If student is currently a GRA, GTA, or GA**, they must be rehired as an hourly Student Assistant in pay group 03C, transfer into hourly Student Assistant position.

[1] https://policylibrary.gatech.edu/employment/eligibility-student-employment

[2] http://www.catalog.gatech.edu/academics/graduate/work-loads/

Step	Actions
7. If student is currently a Student Assistant and will maintain their position, change pay group to 03C	• ***Provisioned Initiator*** submits “Add/Change Position” transaction using Manager Self Service (MSS) in OneUSG Connect, requesting the ***Student Employee’s*** pay group be changed to “03C” o Indicate in the comments section that student is taking a temporary reduced course load and is ineligible for student exemptions o Update standard work hours, if necessary • Approval Workflow initiated o **If transaction is approved**, no further action needed o **If transaction is denied**, review reasons for denial and submit new transaction with updated information

Section 2: Corresponding Workflows

Request an International Assignment Assessment Workflow	
Step	**Actions**
1. Submit ticket in ServiceNow for Global HR	• ***Supervising Manager*** submits a request in ServiceNow for **Student Employee** with sections completed as follows: o *Short Description*: International Assignment Assessment o *Description*: **Student Employee's** GT ID or Employee ID ▪ Should someone other than the Supervising Manager need to complete the Assessment, include their name and email address
2. Complete International Assignment Assessment	• ***Global HR*** will send the ***Supervising 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 over summer
3. Contact Office of Legal Affairs for an Export Review	• ***Supervising 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 over summer
4. Contact the Cyber Security Office	• ***Supervising 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 over summer

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Use Manager Self Service to Terminate Student Employee Workflow	
Step	**Actions**
1. Determine appropriate effective date for termination	• ***Supervising Manager*** determines appropriate effective date for termination depending on when ***Student Employee*** is expected to discontinue working in their current position • **Note:** The termination date should be the day after the ***Student Employee's*** last day of work. For example, if the student's last day is May 31, the termination effective date will be June 1
2. Determine if "Rehire" transaction is needed	• ***Supervising Manager*** determines if ***Student Employee*** will be rehired into a new position
3. Notify student employee of termination of current position and subsequent process steps	• ***Supervising Manager*** notifies ***Student Employee*** of planned termination (and subsequent rehire into new position if applicable)
4. Submit "Terminate" transaction in Manager Self Service	• ***Supervising Manager*** or ***Provisioned Initiator*** submits "Terminate" transaction via Manager Self Service (MSS) in OneUSG Connect • Approval Workflow initiated o **If transaction is approved**, proceed with rehire steps if needed o **If transaction is denied**, review reasons for denial and submit new transaction with updated information

Hire Prior Student in Tech Temp Employee Position Workflow	
Step	**Actions**

1. Determine if vacant position can be used or if new position must be created	• ***Provisioned Initiator*** determines if department has a vacant position that can be reused or if a new position must be created
	  o **If vacant position can be used with not attribute changes**, proceed to step 2
	  o **If vacant position can be used and attribute changes are needed, *Provisioned Initiator*** submits “Add/Change Position” transaction via Manager Self Service (MSS) in OneUSG Connect with attribute changes
	  o **If new position must be created, *Provisioned Initiator*** submits “Add/Change Position” transaction via Manager Self Service (MSS) in OneUSG Connect for new position
	• Approval Process initiated
	• **If transaction is denied**, review reasons for denial and submit new transaction with updated information if needed

2. Post job	• ***Talent Acquisition Representative*** posts job via Careers ATS for a minimum of 3 days
3. Interview and select applicant	• If there are multiple candidates and interviews are needed, ***Supervising Manager*** or other ***Hiring Department resource(s)*** conducts interviews and selects applicant to be hired
4. Extend offer to selected candidate	• ***Supervising Manager*** or other ***Hiring Department resource(s)*** extend offer of employment to selected candidate
5. Initiate background check	• ***Talent Acquisition Representative*** initiates background check process • **If Tech Temp does not pass background check**, they cannot be hired
6. Onboarding packet	• ***Talent Acquisition Representative*** initiates Equifax Compliance Center email with required onboarding forms • ***Tech Temp*** completes onboarding forms
7. Create job record	• ***GTHR Position Management team*** creates job record in OneUSG Connect

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Rehire Student Employee in Alternative Position or Hire New Student Employee Workflow	
Step	**Actions**

1. Determine if vacant position can be used or if new position must be created	• ***Provisioned Initiator*** determines if department has a vacant position that can be reused or if a new position must be created
	  o **If vacant position can be used with not attribute changes**, proceed to step 2
	  o **If vacant position can be used and attribute changes are needed, *Provisioned Initiator*** submits "Add/Change Position" transaction via Manager Self Service (MSS) in OneUSG Connect with attribute changes
	  o **If new position must be created, *Provisioned Initiator*** submits "Add/Change Position" transaction via Manager Self Service (MSS) in OneUSG Connect for new position
	• Approval Process initiated
	• **If transaction is denied**, review reasons for denial and submit new transaction with updated information

2. Complete Direct Hire form to hire student employee	• ***Provisioned Initiator*** completes Direct Hire form to hire **Student Employee** into new position
3. Determine if Student Position requires background check	• ***Talent Acquisition Representative*** determines if position responsibilities require a background check. *(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 5
4. If needed, initiate background check	• ***Talent Acquisition Representative*** initiates background check process • **If Student Employee does not pass a required background check**, student cannot be hired
5. Onboarding packet (new employees only)	• ***Talent Acquisition Representative*** initiates Equifax Compliance Center email with required onboarding forms • ***Student Employee*** completes onboarding forms
6. Create job record	• ***GTHR Position Management team*** creates job record in OneUSG Connect

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Transfer Student Employee into New Position Workflow	
Step	**Actions**
1. Determine if vacant position can be used or if new position must be created	• ***Provisioned Initiator*** determines if department has a vacant position that can be reused or if a new position must be created o **If vacant position can be used with not attribute changes**, proceed to step 2 o **If vacant position can be used and attribute changes are needed, *Provisioned Initiator*** submits “Add/Change Position” transaction via Manager Self Service (MSS) in OneUSG Connect with attribute changes o **If new position must be created, *Provisioned Initiator*** submits “Add/Change Position” transaction via Manager Self Service (MSS) in OneUSG Connect for new position • Approval Process initiated • **If transaction is denied**, review reasons for denial and submit new transaction with updated information
2. Transfer Student Employee into New Position	• ***Provisioned Initiator*** submits a “Transfer” transaction via Manager Self Service (MSS) in OneUSG Connect to transfer **Student Employee** into new position • Approval Process initiated • **If transaction is denied,** review reasons for denial and submit new transaction with updated information

Approval Workflow	
Step	**Actions**
1. Level 1 Approval	• ***Level 1 Approver*** confirms whether transaction is complete, correct, and allowable from a human resources perspective • **If transaction denied, *Provisioned Initiator*** resubmits transaction with updated information
2. Level 2 Approval (subject to departmental approval workflow configuration)	• ***Level 2 Approver*** confirms whether transaction is complete, correct, and allowable from a finance perspective • **If Transaction denied, *Provisioned Initiator*** resubmits transaction with updated information
3. Level 4 Approval (subject to transaction approval workflow configuration)	• ***Level 4 Approver*** confirms whether transaction is complete, correct, and allowable • **If transaction denied, *Provisioned Initiator*** resubmits transaction with updated information
4. Level 5 Approval	• ***Level 5 Approver*** confirms whether transaction is complete, correct, and allowable • **If transaction denied, *Provisioned Initiator*** resubmits transaction with updated information

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