Undergraduate Student Hiring in OneUSG Connect

OneUSG Connect Training
June 21, 2021
Housekeeping

• Please use the Q&A box to ask questions
• Make sure that you select "All Panelists" when asking your question
• Panelists will answer your questions via the WebEx Q&A
• We will send out the slides after the presentation
• Webinar will be recorded
Safe Harbor

• The information delivered within this presentation was originally published in June 2021.

• This information, while accurate at the time, is subject to change.
Agenda

- Student Hiring Process Overview
- Student Assistants (including RAs and PURA recipients)
- Federal Work-Study Students
- Review Position Action Reason Codes
- Common Transactions for Undergraduate Student Employment
  - Direct Hire Form
  - Onboarding
  - MSS Transactions including Pay Changes, Transfers, Extensions and Terminations
  - Resources and Next Steps
Presenters

Diana Sutton-Fernández
Consultant
ERP Organizational Readiness

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GTHR
Student Employment Manager

Timothy Mention
Student Financial Aid Program Manager

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GTHR Data Manager
Position Management

Shalonda Cargill
ERP System Lead Analyst
Workforce Administration

Badra J. Jaden
ERP System Lead Analyst
Careers
Student Hiring Process Overview
# Student Job Codes

## GT Undergraduate Student Positions

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>900X01</td>
<td>Student Assistant</td>
<td>Student</td>
<td>03T (03C*)</td>
<td>Hourly</td>
</tr>
<tr>
<td>900X02</td>
<td>Resident Assistant</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>900T01</td>
<td>Student Assistant (PURA)</td>
<td>Student</td>
<td>03T</td>
<td>Hourly</td>
</tr>
<tr>
<td>901X01</td>
<td>Work Study</td>
<td>FWS</td>
<td>03W</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

## Non-USG Student Position Options

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Description</th>
<th>Employee Class</th>
<th>Pay Group</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>904T20</td>
<td>Tech Temp: Research Intern</td>
<td>Temp</td>
<td>03C</td>
<td>Hourly</td>
</tr>
<tr>
<td># TBD</td>
<td>Visiting Research Assistant (PT)</td>
<td>Staff</td>
<td>03H</td>
<td>Hourly</td>
</tr>
</tbody>
</table>

*used during temporarily reduced course load semester
All Student Hire Types

**Student Assistants**
GTHR Student Employment
*Process Owner: Diana Robert*

- **Job Codes:**
  - 900X01 (SA)
  - 900X02 (RA)
  - 900T01 (SA-PURA)

- **Pay Groups:** 03T
  (or 03C – SA only)

**Federal Work Study Students**
Office of Financial Aid
*Process Owner: Timothy Mention*

- **Job Code:** 901X01
- **Pay Group:** 03W

**Graduate Student Employees**
Office of Graduate Studies
*Process Owner: Corey McAllister*

- **GA hourly:** 909X01 – 03T
- **GA monthly:** 905X02 – 03G
- **GRA:** 907X01 – 03G
- **GTA:** 908X01 - 03G

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**Provisioned Initiator Actions**

- **Verify FWS Eligibility**

- **Submit GradWorks hiring request to ensure academic eligibility**

- **Review existing position, create a new position, or edit a position’s attributes**

- **Hire or rehire via Direct Hire Form OR Transfer via MSS**

- **Post-Hire MSS Transactions: Pay Changes, Extensions, etc.**
## Overview of Current Hourly Student Hiring Process

### Identify Need For Student Employee Position

<table>
<thead>
<tr>
<th>Position Created</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Reuse available position or create new position</td>
</tr>
<tr>
<td>- Confirm all position attributes are correct</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transaction Submitted &amp; Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>(to activate student in position)</td>
</tr>
<tr>
<td>- If current employee, use MSS transfer transaction</td>
</tr>
<tr>
<td>- If new hire or rehire, use Direct Hire Form (Approval levels 1-5)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Onboarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>(new employees only)</td>
</tr>
<tr>
<td>- Step 1: Student completes electronic New Hire documents</td>
</tr>
<tr>
<td>- Step 2: In-person requirement</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Reported &amp; Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Student Reports Hourly Time</td>
</tr>
<tr>
<td>- Manager approves time in MSS</td>
</tr>
</tbody>
</table>

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**Student is PAID**
<table>
<thead>
<tr>
<th>Student Hiring Process</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create/Modify Fall Student Positions</td>
<td>June 13</td>
<td>June 20</td>
<td>July 4</td>
<td>August 1</td>
</tr>
<tr>
<td></td>
<td>June 27</td>
<td>July 11</td>
<td>July 18</td>
<td>August 8</td>
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<td>July 15</td>
<td>August 15</td>
<td>August 22</td>
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<td>July 25</td>
<td>August 29</td>
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<td></td>
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<td>Sept 5</td>
</tr>
<tr>
<td>Extend Termination Dates for Active Employees Staying in Current Position</td>
<td></td>
<td></td>
<td>July 25</td>
<td>Sept 12</td>
</tr>
<tr>
<td></td>
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<tr>
<td>Submit Transfer Requests for Active Employees Changing Positions or Dept.</td>
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<tr>
<td></td>
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<td>7/30</td>
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</tr>
<tr>
<td>Update Pay Group 03C to 03T (only for students in pay group 03C for summer, returning for at least half-time course load in fall)</td>
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<td>7/30</td>
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<tr>
<td>Submit &amp; Approve Direct Hire Form at Levels 1 &amp; 2</td>
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<tr>
<td></td>
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<td></td>
<td>B/6</td>
<td></td>
</tr>
<tr>
<td>Federal Work Study Deadline to Submit Hiring Request (FWS student work start and end dates 8/23-12/18 or 8/23 to 5/7)</td>
<td></td>
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<td>7/26</td>
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<tr>
<td>Last day a summer graduating student can work in a student position</td>
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<tr>
<td>New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)</td>
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<tr>
<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of starting)</td>
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<tr>
<td>Student Employee Onboarding Event August 18, 19, and 20 9 a.m.- 4 p.m.</td>
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<tr>
<td>Classes Begin</td>
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<tr>
<td>Biweekly Pay Processed</td>
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<tr>
<td>Biweekly Students Paid</td>
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</tbody>
</table>
Fall Semester New Employee Onboarding Guidance

• **CANVAS tutorial to assist with completion of Equifax online hiring documents** *(Step 1)*
  • Step-by-step instructions for completing online Student 'hiring packet' forms
  • Guidance on GLACIER tax compliance for foreign national student employees
  • For more information visit: [Canvas Student Employee Onboarding Tutorial](#)

• **New Student Employee Onboarding – In Person** *(Step 2)*: Required In-person ID verification (I-9 Section 2) & GA Loyalty Oath
  • Completed at **Student Employee Onboarding Event**, August 18-20 Clough
  • Or, completed by **Appointment at GTHR**
  • Or, for employees who will not be working in the metro Atlanta area, there is a **Remote Notary Onboarding** option.

*Reminder*: Students must be in the US to complete their onboarding – there is no 'digital' substitution. If the student will be in the US but not in Atlanta, review the remote notary option for completion.
Student Employee Onboarding Event *

- 3-day in-person event: August 18, 19, & 20, 3rd floor of Clough (CULC)
- Replaces need to visit 500 Tech Parkway for in-person completion of I-9 (part 2)*
- Open to both undergraduate and graduate students who are new employees
- Students will sign up for timed 'tickets' between 9am and 3:30pm
- Students must have completed their Equifax online hiring packets (part 1 of I-9) before the Student Employee Onboarding event

* Volunteers needed! Please sign up here.
Student Assistants
## Types of Undergraduate Employee Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Assistant (SA) - 900X01</strong></td>
<td>USG undergrad (or graduate student), paid hourly (not eligible for any tuition waivers)</td>
</tr>
<tr>
<td></td>
<td>- Primarily used for students enrolled in ≥50% course load (pay group 03T)</td>
</tr>
<tr>
<td></td>
<td>- Title can also be used for students with temporarily reduced (0-49%) course load during any academic semester (must use pay group 03C)</td>
</tr>
<tr>
<td><strong>Resident Assistant (RA) 900X02</strong></td>
<td>Used only by Housing &amp; Residence Life</td>
</tr>
<tr>
<td></td>
<td>- Different compensation structure (e.g., rent, meal plan) requires unique job code</td>
</tr>
<tr>
<td><strong>Student Assistant PURA - 900T01</strong></td>
<td>Used only for PURA recipients</td>
</tr>
<tr>
<td></td>
<td>- Code used exclusively to compensate President’s Undergraduate Research Award recipients – i.e., employed to conduct research (salary award)</td>
</tr>
</tbody>
</table>

- ALL students enrolled ≥50% course load cannot be hired for more than 20 hours/week. **This applies whether they have one or more jobs - all jobs combined cannot exceed .5FTE (20 hours)**
When employed students are enrolled again (50%+ credit hours), they must be switched back to 03T pay group; contributions will end, and student can request a GDCP (7.5%) refund.

Job Aid: How To Apply For A Refund From GDCP

03T: an hourly (non FWS) enrolled-student position; exempt from certain paycheck deductions

03C: an hourly temporary position; FICA and GDCP contributions are mandatory

Guidelines

+ **03T is the default pay group for Student Assistant positions.** (Cannot be hired in 03T pay group for >20 hours/week)

+ However, when an employed student is **temporarily** not enrolled full-time in classes for a semester (<50% credit hours), they must be switched from 03T to SA in 03C.
  - Job Aid: Changing Pay Group for Student Employees - Reduced Credit Hours

+ Student Assistant in 03C pay group is the **only option** to hire a student in a student position for 40 hours/week (alternative is Tech Temp with required background check and job posting).

+ When employed students are enrolled again (50%+ credit hours), they must be switched back to 03T pay group; contributions will end, and student can request a GDCP (7.5%) refund.
  - Job Aid: How To Apply For A Refund From GDCP
Student Assistants can work in their student jobs during Winter Break: 12/19/21 - 1/9/22.

Student employees can hold multiple jobs, but all jobs must be in the same pay group (e.g., 03T, 03W, or 03C).

Student Assistants do not need to be hired with a future term date.

Please inform students of their pay rate, employment dates, time reporting method and need to report hours as worked.

Students can only work in a student job until the end of the pay period that includes their graduation/completion. (e.g., for hourly paid: 8/6/21, 12/18/21)

Reminder: students are being hired and paid to work for GT in the USA. (Employees should never work from another country without prior approval from Global HR & export control.)

Student Assistants (not FWS) can work in their student jobs during Winter Break: 12/19/21 - 1/9/22.

For tools, resources & FAQs: Student Employment web page
Federal Work-Study Students
The Federal Work-Study (FWS) Program provides funds for part-time jobs that allow students to earn money needed to pay for educational expenses. FWS awards are a form of federal financial aid. Positions are available both on and off campus. Students are encouraged to find positions that provide work experience in their field of study or provide valuable service to the community.

For students to be considered for an FWS award, they must complete the Free Application for Federal Student Aid (FAFSA) and the Georgia Tech Application for Scholarships and Financial Aid (GT APP) each year by the posted deadlines.

The funding for majority of the FWS positions are split 75/25. Only community service-based positions receive 100% funding from FWS.

For other questions regarding FWS, please contact fws@finaid.gatech.edu.
We are requesting that FWS students work a minimum of 10 hours per week. Also please remember that students can only work 20 hours per week and usually only have one FWS position.

FWS students (901X01) should always be hired for Fall/Spring term (if they are beginning in the Fall).

Reminder: Students will not be able to work between June 27-July 4 to allow departments time to switch them over to the new work tag for the new fiscal year.

All FWS students must be hired with an EOA (term) date.
Fall: 12/18/21; Spring 05/7/22

All FWS student transactions must have an effective date that is at the beginning of a pay period.

Timothy Mention should be an approver on ALL transactions regarding FWS students (pay increases, termination, transfers to BWS, funding changes, supervisor’s updates, etc.)

We are requesting that FWS students work a minimum of 10 hours per week. Also please remember that students can only work 20 hours per week and usually only have one FWS position.
Supervisors are responsible for monitoring their student’s wages. Office of Financial Aid has a spreadsheet that you can request that will help you with monitoring.

All FWS students must have position funding set up at a 75/25 split: 75% will be FWS combo code and 25% will be your department combo code.

Students that exceed their allocation will be charged to the department’s account, if we cannot increase the student’s award. We will inform the student and the Supervisor of any FWS award increases.

All concurrent hires must be approved by the FWS Manager.

100% CEISMC and 100% Jumpstart students do not have a split.
FWS Reminders

Position Management
- Position Funding: Combo codes on the position (missing or incorrect)
- Job Code: 901X01 and Pay Group: 03W

Reporting Time
- Please remind your FWS students to punch in and out each day this will cut down on the extra work required of you.
- Any missed punches must be manually keyed in by the supervisor

Transfers
- Have vacant positions readily available
- Effective date for transfers should always be a beginning of a pay period
- Don't forget you have to transfer them back to FWS for Fall and/or Spring.

Terminations
- Federal Work Study students do not have to be terminated in between the Fall and Spring semesters. This could delay their pay if you do.
Position Action Reason Codes
Position Change Action Reasons

- Action Reason selected must align with the data change
- Resource: Position Action Reason Matrix

<table>
<thead>
<tr>
<th>Employee Group</th>
<th>Reason Code</th>
<th>Action Reason</th>
<th>Beginning of Pay Period required</th>
<th>Job Code</th>
<th>Official Title</th>
<th>Reports To</th>
<th>Employee Type</th>
<th>Pay Group</th>
<th>Reg/Temp</th>
<th>Full/Part-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENTS</td>
<td>CON</td>
<td>Contract Change</td>
<td>✅</td>
<td></td>
<td></td>
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<td>DPT</td>
<td>Department Change</td>
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<td>FTE</td>
<td>FTE Change</td>
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<td>INA</td>
<td>Position Inactivated</td>
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<tr>
<td></td>
<td>JRC</td>
<td>Job Re-classification</td>
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<td>REA</td>
<td>Position Reactivated</td>
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<td></td>
<td>REO</td>
<td>Re-Organization</td>
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<td>TTL</td>
<td>Title Change</td>
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<td></td>
<td>UPD</td>
<td>Position Data Update</td>
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<td>Job Description Update</td>
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<td>MGR</td>
<td>Reports To Update</td>
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</tbody>
</table>
Submitting a Position

• 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 03T (Hourly non-FWS enrolled student) does not align with Employee Salaried
✓ i.e. Pay Group 03C does not align with Employee Type Salaried, and Regular
Steps to Submit a Position

• Update the “Is this a new Position” field to Yes. This updates the third field to now read “Clone from Position Number”.

• If you would like to create a new position from scratch, leave the third field blank.

• Clone minimizes user data entry. The function still allows for changes. **Best practice:** Review all data when cloning.
Summary of Request

• Always required per Georgia Tech business processes

Position Data

• New Positions- Always use the beginning of the pay period from the first day worked.

• Changes- Refer to position action reason list

• Effective Date
  - Which effective date should I use?
  - Always use the beginning of the first day worked
Job Information

- Search for and select the Job Code first. This will auto-fill Official Title, FLSA Status and Regular/Temporary.
- Pay Group: select the appropriate pay group from the choices available.
- Pay group should align with the other data fields you have selected.
- Unfamiliar with pay groups? Not sure?
- Knowledge Article: [How Do I Determine What The Compensation Frequencies Are Per Pay Group?](#)
The Department and Location Code are required fields.
Mail drop is located on the position.

Standard Hours for Student Employees are 20 hours or less.
Salary and Funding

• Select the Chartfield Details hyperlink to begin adding funding (required).
• If you do not know the funding code(s), your department finance representative can provide you with the correct code(s) for the transaction.
• The Proposed Budget and Salary fields are not required.
Combination Code

- **All** combo codes (e.g., funding sources) for the institute are visible to the initiator.
- You can search by the combo code number, description, short description, or more advanced options.
Combination Code (cont’d)

- Enter the Percent of Distribution (total must equal 100).
- If you need to split the funding across multiple combination codes, select the plus (+) icon.

<table>
<thead>
<tr>
<th>Combination Code</th>
<th>Funding End Date</th>
<th>Percent of Distribution</th>
<th>Chartfield Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>03DE00009777</td>
<td></td>
<td>100</td>
<td>Chartfield Details</td>
</tr>
</tbody>
</table>

[Image of a distribution table with fields for combination code, funding end date, percent of distribution, and chartfield details.]
Job Profile

- Job Profiles are equivalent to a job description.
- Preferred qualifications for hiring can be facilitated through Careers with your Talent Acquisition consultant.
Job Profile - Position Data

- The position data fields auto-populate from the job profile.
- If you need to edit any of the fields, indicate your changes in the comments.
- Any changes to the job description are vetted by compensation and subject to approval.
Final Sections

• If you need to add or update the Background Check Package, Job Duties/Effort, or the Attachments sections, select the drop-down arrows for more details.

• The background check package selected will feed into Careers. If not selected in Add Position transaction, it can be added at job posting.
Job Duties are equivalent to job responsibilities and must equal 100%.
Approval Workflow

- After selecting the Save & Submit button, the approval workflow populates on the bottom of the page.
- Select the “Multiple Approvers” hyperlinks to view the list of approvers in the pool.
- Select the plus (+) icon to add ad hoc approvers or reviewers, if needed per business process.
Common Transactions for Undergraduate Student Employment
The following are some common transactions used for Undergraduate Student Employment:

- Direct Hire Form
- Onboarding Process
- MSS Post-Hire Transactions
  - Pay Changes
    - Ad-Hoc Salary
    - Supplemental Pay
  - Transfers
  - Extensions and Terminations
Student Hire Process in OneUSG Connect

MSS: Add/Change Position

Submit up to 180 days

MSS: Submit Direct Hire Form (If a Rehire, select the Existing Employee checkbox)

Takes up to 5 business days

Workflow Approvals (Department, Faculty Affairs, etc.)

2-3 business days

NEW: Position Management approves before Talent Acquisition

TA determines background check requirements – usually not required for student positions

3 business days

Equifax Compliance Center sends onboarding link to candidate

Talent Acquisition initiates onboarding, if needed

2 business days

Talent Acquisition reviews & approves Form

Candidate completes onboarding activities

Candidate ready for hire into OneUSG Connect

If a rehire (within 2 yrs), TA moves candidate to “Manage Transactions”
How to Hire via Direct Hire Form

START OF PROCESS
1. Determine If Action Required for Position
2. Enter Information Into Direct Hire Form
3. Submit Direct Hire Form for Review and Approval
4. Track Approval Workflow (Level 1&2)
5. Track Approval Workflow (Level 4)

Detailed Steps:
- Generate GTID and GT Username
- Review Transaction Info to Finalize Candidate
- Complete Onboarding Paperwork
- Conduct Background Check
- Track Approval Workflow (Level 5)
- Notify New Hire of Process Completion

LEGEND:
- DEPARTMENT ACTION
- CENTRAL OFFICE ACTION
- VENDOR & CANDIDATE ACTION

Process Owner: GTHR Talent Acquisition

Interactive Process Map (Scroll to the bottom of the page to locate the map and additional job aids)
Direct Hire Form

- Accessible by:
  - Hiring Managers via MSS Tile
  - Provisioned Initiators via Navigator
- GT/USG students:
  - Hires (Includes Affiliates)
  - Rehires
  - Add concurrent job
- Do not use to:
  - Terminate assignment
  - Extend assignment
  - Salary change requests
- Do not use for Non-USG students:
  - Tech Temps
  - Careers ATS
Direct Hire Form

Start date = first day working

End date = the day after the last day worked (not required for bi-weekly student positions but required for FWS)

Onboarding Packet = Student

Org Relation = Employee
Reminder: Accuracy is critical here. Please use legal first and last name!
Current or Previous Employee Checkbox

- Check the “Current or Previous Employee" box if the hire worked at any USG institution in the past or is currently working.
Employee ID Lookup

- Enter the Employee ID in the **Empl ID** field to locate the rehire.
- To search for the **Empl ID**, select the magnifying glass to do a Look Up by Name and Last Name.
- The system will tell you their current FTE and department, if they are an active employee.

6/21/2021
Direct Hire Form Changes

- All Approvers (Level 1 – Level 5) can use the Direct Hire Approval Page to review their transactions
Direct Hire Form Changes

• Approvers can select multiple variables to search for transactions
  • Example: Last Name, First Name, Position Number, Pay Group, Department, etc.

• With the Release of 6.24, the following variables were added:
  • Reports to for Position searchable by name or position
  • Approval Path
  • Date Range (Submission and Hire Date)
  • Organizational Relation Relationship
  • Pending Approval level
Direct Hire Form Approval Page

After selecting variables, the data can be sorted by clicking on the header on any column. For example, click "Pay Group" to see pay groups in alpha order.
Direct Hire Form Approval Page

Legend for Approval Status Column:

- Approved = Transaction approved by all Approvers
- Denied = Transaction denied
- Pending = Transaction is awaiting review by Approver

<table>
<thead>
<tr>
<th>Approval Status</th>
<th>Pending Approval Level Descr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>(blank)</td>
</tr>
<tr>
<td>Denied</td>
<td>(blank)</td>
</tr>
<tr>
<td>Pending</td>
<td>Approver 6</td>
</tr>
<tr>
<td>Approved</td>
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<tr>
<td>Approved</td>
<td>(blank)</td>
</tr>
<tr>
<td>Approved</td>
<td>(blank)</td>
</tr>
<tr>
<td>Pending</td>
<td>Approver 4</td>
</tr>
<tr>
<td>Pending</td>
<td>Approver 4</td>
</tr>
<tr>
<td>Pending</td>
<td>Approver 4</td>
</tr>
<tr>
<td>Approved</td>
<td>(blank)</td>
</tr>
<tr>
<td>Approved</td>
<td>(blank)</td>
</tr>
</tbody>
</table>

Legend for Pending Approval Level Descr (Description) Column:

- Approver 1 = Transaction is with Level 1 Approver
- Approver 2 = Transaction is with Level 2 Approver
- Approver 4 = Transaction is with Level 4 Approver
- Approver 5 = Transaction is with Level 5 Approver
- (blank) = Transaction has been approved by all Approvers; Transaction has been "Denied"
Onboarding
Candidate moves to the Direct Hire Dashboard after the direct hire form has been fully approved by levels 1-5. From the dashboard, GTHR Talent Acquisition (TA) initiates or bypasses the background check and onboarding.

Vast majority of student assignments do not require a background check. Background checks are required if student assignment involves:

- Interaction with minors (most common reason)
- Access to secure locations
- TA notifies Hiring Dept of background check results by email

When background check is bypassed or successfully completed, TA initiates onboarding.
Onboarding is required for new student employees and rehires who have not worked in the past 2 years. Entering “Current or Previous Employee” info on DH Form prompts TA to check previous employment dates.

Onboarding invitation sent to new hire within 24 business hours.

Electronic onboarding must be completed within 180 days or by start date.

Department HR can view progress of onboarding.

Equifax notifies TA when electronic onboarding is completed.

Equifax integration moves direct hire from Dashboard into Manage Transactions queue.
Onboarding Process: View-Only Role

• New role in Equifax Compliance Center allows you to view:
  • A new hire's contact information
  • A list of onboarding documents to be completed
  • A timestamped list of completed onboarding documents

• Role assigned to Department HR:
  • HR Business Partners
  • HR Representatives
  • HR Contacts

• PRA Job aid: Onboarding: Compliance Center HR View Only
GT Credentials

• OneUSG Employee ID
  • Generated by creation of new employee record in OneUSG Connect
  • Employee record and job record created by GTHR Position Mgt

• GT ID
  • Identity mgt process discovers new employee record & checks Banner
    • If no match, GTID created
    • If one match, no GTID created (GT students)
    • If multiple possible matches, GTID manually verified by BuzzCard Center

• GT Extended Systems
  • GTID passed to other systems (e.g., MAGE) over subsequent business days
View GT Credentials

• IAT Dashboard
  • Identity & Access Mgt Administrative Tools (IAT) Dashboard
  • Granted to Provisioned Initiators, Dept HR, GTID Requestors
  • View of identity information from multiple sources

• GTID is also available in these systems:
  • Banner (immediately)
  • GTED (few minutes)
  • IAT (few minutes)
  • PeopleSoft, GT Badge Table (few minutes)
  • DWPROD (hourly)
  • EDWPROD (daily)
• Remind students that they’ll receive two emails from Equifax: one with the link and another with the temporary password.
  • Sender is donotreply@equifax.com (check spam filter)

• After student completes online hiring paperwork, they must complete onboarding at one of the following:
  • Student Onboarding Event: August 18-20, 9am-4pm, Clough/CULC
  • In person appointment at GTHR 500 Tech Parkway

**If working remotely outside of Atlanta metro area:
  • Remote in-person completion of onboarding (I-9 part 2 and GA Loyalty Oath)
    • Visit notary
    • Physically mail notarized copies of ID documents and GT Security Questionnaire
  • To: 500 Tech Parkway NW, Atlanta, GA 30332-0435, Attention: Onboarding Team
  • More information: https://hr.gatech.edu/remote-onboarding
Manager Self-Service (MSS)
Post-Hire Transactions
Types of Post Hire Transactions

• Pay Changes
  • Ad Hoc Salary
  • Supplemental

• Transfers

• Extensions and Terminations
Pay Changes
Types of Pay Changes

**Ad Hoc Salary Change Request** – Change to base salary of employee

Business Case: A supervisor decides to increase the rates of the SA.

**Supplemental Pay Request** – Compensation received for work that is significantly different than their normal job duties and/or outside their home department.

Business Case: An SA receives an award.
Pay Changes - Keys to Success

Comments are essential.
- Use comments to clearly convey the justification of the change in base pay or additional pay.
- Comments should include context for central level approvers.

When submitting attachments, do not include documents that contain information and names of other employees.

Use the correct action reasons.
In Range Adjustment for increases to base pay (only option for students).

Effective date should be the first day of the pay change.
Does not need to align with the pay calendar.
Ad Hoc Salary Change Request

- Effective date should be the first day of the pay change.
- Select a Reason Code:
  1. Compression Adjustment (not used)
  2. Equity Adjustment
  3. *In Range Adjustment
  4. Job Reclassification
  5. Market Adjustment
  6. Merit

**Business Case:** A student assistant assumes additional work responsibilities for a long-term special project and hourly rate increases from $10/hr to $12/hr.

- Action Reason: In Range Adjustment
Supplemental Pay - Student Awards

Two ways to submit Student Awards:

1. Awards for GT student employees:
   - Submit through MSS Supplemental Pay transaction
   - Use Employee Award Supplemental pay code
   - Complete Student Award Payment Form and attach to transaction (make sure it does not include information related to other employees/students)
   - Student award transaction workflow is the same as all supplemental pays

2. Awards for students who are not employees:
   - Request through Accounts Payable
   - Incentives and Awards

NOTE: Submit your transaction and allow for all levels of approval by the end of fiscal year deadlines based on the fiscal year of the award’s funding.
Transfer Transaction
Intra-Institutional Transfers Action Reason

• This type of transfer is moving an active employee from one position number to another position number between departments (or same dept) within the same institution
  • Submitted through MSS Transfer transaction

• 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
Prerequisites

Prior to initiating the transfer transaction:

- Review and verify that the new position the employee is transferring to and complete and accurate
- Decide if a salary adjustment is needed for this transfer and if there is a compensation frequency change
- Verify that you have access to the employee
**Student Transfer Process**

**Step 1:** New Dept - Validate all position attributes (i.e. Pay Group, Reports To).

**Step 2:** New Dept - Is the employee active? If yes, continue to Step 3. If NO → The employee cannot be transferred. They must be hired or rehired via the Direct Hire Form. Do not continue through this process.

**Step 3:** New Dept: Do you have access to the employee? i.e., Can you submit the transfer? If YES → Submit the transaction to transfer the employee from their current position to the new position in your department. Process is complete. If NO → Continue.

**Step 4:** New dept - Contact an HR Representative from the current dept to provide them the needed information for the transaction: Effective date, action reason, position number, salary change (if applicable), and comments.

**Step 5:** Current dept - Initiate the MSS Transfer using the information you received from the new dept.
When To Use Transfer Transactions

- When your security allows you to initiate a transaction for the selected employee
  - Note: All GT positions are available for selection in the transaction.
- When an active GT employee moves to a new position without a break in service

Do not reclassify student positions; use transfer to move to new job code
- Repurpose existing positions where possible; if not possible, create new position with new job code
- Do not use Direct Hire Form
  - Used for hires and rehires **ONLY**
Keys to Success

When the transfer is between departments...

- **Communication is Key**
  - Collaborate with provisioned initiator of employee’s current department or current manager

<table>
<thead>
<tr>
<th>New Department Responsibilities</th>
<th>Current Department Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validate Position Details</td>
<td>Initiate Transaction timely</td>
</tr>
<tr>
<td>Provide transaction information</td>
<td></td>
</tr>
<tr>
<td>✓ Effective Date</td>
<td>Use provided information in transaction and ask for clarification if needed</td>
</tr>
<tr>
<td>✓ Action Reason</td>
<td></td>
</tr>
<tr>
<td>✓ Position Number</td>
<td></td>
</tr>
<tr>
<td>✓ New Salary (if applicable)</td>
<td></td>
</tr>
<tr>
<td>✓ Comments</td>
<td></td>
</tr>
<tr>
<td>✓ Ad Hoc Approver</td>
<td></td>
</tr>
</tbody>
</table>

- Failure to collaborate and communicate may delay approval of your transaction and negatively impact employee’s time reporting and pay.
MSS Transfer Transaction – Job Details

To initiate the transfer in OneUSG:

1. Select Yes/No to indicate if a salary change is needed
2. Enter the effective date of the transfer – this is usually the first day the employee begins the new position *
3. Select Intra-Institutional
4. Select the position number that the employee is transferring into

*May be at beginning of academic calendar
• To make changes to the employee’s base salary, enter either change percent, change amount or new amount
• The new base amount will update based on values in change percent or change amount
• PLEASE NOTE: If the transfer results in a compensation frequency change, enter the new salary based on frequency designated on salary page.
Before submitting the transfer transaction:
• Review the changes to data elements and compensation, if changed.
• Include detailed justification in comments.
• If transfer results in compensation frequency change, confirm new frequency and salary in comments.

Approval Workflow:
• When transferring between departments, the workflow automatically includes approvers from the new department.
• Approvers from current department are not included in the workflow.
Transfer Business Case

SA transferring from School of Aerospace Engineering to School of Civil Engineering. It is 8/10/2021, and the employee will start their job in Civil Engineering on 8/23/2021.

- Civil Engineering validates new position details
- Civil Engineering HR Rep contacts Aerospace Engineering’s HR Rep
- **Aerospace Engineering initiates MSS Transfer Transaction**
Extensions and Terminations
When to do an Extension and Termination

• Extensions: When an assignment has been extended for a longer period of time than originally assigned. The day after the last day worked.

• Termination: The day after the last day worked.
MSS Termination Transaction

• Select the new effective date
  • The day after the last day worked.

• Select End of Student Employment (specifically used for students)
  • Do not use End Semester Appointment

• Explain the change in comments

• Review & Submit
Resources
ServiceNow, Job Aids, Next Steps
Submit Student Hire Ticket to ServiceNow

DHF transaction appears “stuck” for more than 5 business days at level 4 or 5.

Student has not received Equifax onboarding emails and it has been more than 48 hours since the new hire transaction approved at level 5 of Direct Hire Form.

Job Data has not been updated and it has been more than 5 business days since rehire was approved at level 5 of Direct Hire Form.

If a student is active in Job Data but missed a paycheck, the employing department should submit an Off-Cycle Pay request. (Note: supervisor can submit time worked for prior 28 days in MSS time approval.)
Tips for Submitting Tickets in ServiceNow

- Ideally hiring department should submit ticket on behalf of student
- One student/employee situation per inquiry
- Student’s GTID# (& Employee ID) plus Supervisor’s Name should be included

- For general questions, we recommend first searching the knowledge base
- Describe the root issue in detail; try to avoid unusual acronyms
- Include DHF transaction # if appropriate
Resources
Key Links

- Student Employment Web page
- Student Hiring Improvement Project
- Payroll Web page
- Key Business Process Maps
- Onboarding: Compliance Center HR View Only
- IAT Dashboard
- Request OneUSG Connect Security Role
- Position Action Reason Matrix
- AdminX
- Incentives and Awards
- Training Calendar
Visit ServiceNow and enter the following question in the search bar:

- How Do I Submit a Termination Date or Extend an Assignment?
- How Do I Submit a Hire Through the Direct Hire Form
- Changing Pay Group for Student Employees - Reduced Credit Hours
- How To Submit An Intra-Institutional Transfer?
- How To Apply For A Refund From GDCP?
- 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?
- How to use the Query Viewer?
Recorded Webinars

- Recruiting and Hiring for Staff
- Position Management
- Commitment Accounting
- Direct Hire
- Time and Absence Webinars
Student Employment Resources

Enhanced Student Employment Website
- **NEW** Resources for Hiring Departments
  - Updated Student Hiring Took Kit Items
  - Fall 2021 Hiring Timelines
  - Updated New Hire Offer Letters
  - New Rehire/Transfer Offer Letters
  - Student Communications Archive
- **New** Resources for Student Employees
  - Updated Canvas Student Employee Onboarding Tutorial
  - Student 2021 Payroll Calendar
  - *Understanding Your Pay Statement* Resource Guide
  - *Understanding GDCP* Resource Guide

Support Center – Fall Employment
- To address questions about the OneUSG hiring process and provide real-time assistance on any fall employment issue
- Staffed by GTHR employees, available via Microsoft Teams

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<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>June 30, 2021</td>
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</tr>
<tr>
<td>July 8, 2021</td>
<td>2 PM – 4 PM</td>
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<tr>
<td>July 19, 2021</td>
<td>9:30 AM – 11:30 AM</td>
</tr>
<tr>
<td>August 3, 2021</td>
<td>2 PM – 4 PM</td>
</tr>
</tbody>
</table>

[https://ohr.gatech.edu/student-employment](https://ohr.gatech.edu/student-employment)
Next Steps

Visit services.gatech.edu for Job Aids, FAQs or videos.

Visit the OneUSG Connect help tile or services.gatech.edu to submit a ticket for assistance or report an issue.

Contact the OneUSG Service Desk Monday-Friday from 8:00 am-5:00 pm ET for assistance with time sensitive issues at 404-385-5555.
THANK YOU