



Student Employee 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 24 forms.

Further Action is Required Email Received

1. Schedule [ASC/HR 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 in-person with ASC/HR Customer Service Representative at 500 Tech Parkway. *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 (for step-by-step instructions, visit the [ASC portal](#) and type in the topic in the search field):

- Verify Direct Deposit
- Verify your mailing address Verify your phone number(s)
- Enter or edit your military/veteran status
- Enter or edit your race/ethnicity

Complete the electronic [Conflict of Interest \(COI\) form](#)

Complete [Right to Know](#) Training (USG Requirement)