



Student Employee Hiring Guide

Georgia Tech Human Resources
Student Employment



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The Information in this document applies to Georgia Tech and/or USG students being hired in a student employee position at Georgia Tech. It does not apply to staff, Tech Temp, or non-USG student hires.

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Definition of a Student Employee

According to the University System of Georgia (USG) [Human Resources Administrative Practice Manual](#) (Employee Categories), “Student Employees are considered temporary and include graduate assistants and student workers. Student employees may not exceed a total of 1,300 hours worked in a 12-consecutive month period. The 1,300 hours can be accumulated in any combination during the 12-month period. Student employees are not subject to the re-employment restriction requiring a break-in-service after 12-consecutive months of employment.

International students in lawful F-1 and J-1 status are eligible to work for an institution but must not work more than 20 hours per week in accordance with Federal Regulations they can work more than 20 hours a week during school holidays and breaks. Additionally, students in F1 and J1 status may work in positions not classified as student employment as approved by their Primary Designated School Official (P) DSO or Alternate Responsible Officer (A) RO.”



Student Employment Eligibility

Degree seeking students currently enrolled at Georgia Tech, and previously enrolled students taking only a one or two semester break from classes, are eligible for student employment at the Institute. In specific instances, a student enrolled at another University System of Georgia (USG) school may be eligible to be employed in a student position at Georgia Tech. The eligibility rules for specific student employee positions depend on the type of position and the student’s status as a graduate, undergraduate, Federal Work Study (FWS) student, Resident Assistant (RA), or President’s Undergraduate Research Award (PURA) recipient.

Student employee positions are considered temporary and non-benefits eligible. Georgia Tech will comply with all federal, state, and local laws regarding the employment of USG students. For more information, review the [Eligibility for Student Employment](#) policy.

Students enrolled at non-USG schools are not eligible to be hired in a student position.

Student Employee Categories

There are two groups in which student employees can be categorized: Undergraduate and Graduate.

Undergraduate

Undergraduate student positions are as follows:

- Student Assistant (SA)
- Federal Work Study (FWS)
- Resident Assistant (RA)
- Student Assistant-PURA



Student Assistant

This is the largest and broadest category of student positions. Student Assistants (SA) are hired to perform a variety of jobs. They can be employed to provide administrative support, customer service, IT support, research, teaching support, tutoring, and other types of support services. Student Assistants can work up to 20 hours per week (all positions combined) if they are registered at least half-time during the semester. A half-time courseload is considered 6 credit hours for undergraduates and 3 credit hours for graduate students.

Students who are temporarily registered for less than half-time courseload or registered for only Co-Op or Internship credit hours for one or two semesters can be hired as a Student Assistant and work more than 20 hours per week (up to 40 hours) in 03C pay group. Student Assistants are paid biweekly.

Federal Work Study

At Georgia Tech, FWS is awarded to students who are registered at least half-time during the semester and demonstrate financial need. FWS students can work up to 20 hours per week on campus, off campus, or in a community service position. FWS students are prohibited from holding multiple positions within the Institute. To be considered for a FWS award, students must complete both the Free Application for Federal Student Aid (FAFSA) and Georgia Tech Application for Scholarships and Financial Aid (GT App) each year by the published deadline. FWS students are paid biweekly. For more information, visit the [Federal Work Study](#) website.

Student Assistant-PURA

President's Undergraduate Research Awards (PURA) fund salaries to undergraduate students who are conducting research under the supervision and mentorship of a Georgia Tech or Georgia Tech Research Institute faculty. Between two hundred and three hundred competitive awards are offered each year. Students hired in a Student Assistant - PURA position can work

up to 20 hours per week (all positions combined) and are paid biweekly. For more information, visit the [President's Undergraduate Research Awards](#) website.

Resident Assistant

Resident Assistants (RAs) are students who serve in the residence halls as a resource for their residents. The main function of an RA is to build community and relationships with residents to provide programming, individualized support, campus resource information, and academic encouragement. Students hired as a Resident Assistant can work up to 20 hours per week (all positions combined) with 12 hours being designated as an RA and the remaining 8 hours designated to an additional student position. Resident Assistants are paid biweekly. For more information, visit the [Housing and Residence Life](#) website.

Graduate

Graduate student positions are as follows:

- Graduate Research Assistant (GRA)
- Active-Duty Military GRA*
- Graduate Teaching Assistant (GTA)
- Graduate Assistant (GA) Monthly
- Graduate Assistant (GA) Hourly
- Student Assistant (SA)
- Affiliate**



Graduate Research Assistants (GRA) and Graduate Teaching Assistants (GTA) are typically hired by graduate schools to perform assistantships that are related to the student's degree. A graduate student can have one assistantship per semester, either for research as a GRA or for teaching as a GTA. Nonacademic departments can hire GRAs and GTAs only with an approval from the Office of Graduate Education (links to the approval request forms can be found [here](#)). Graduate Assistants (GA) and Student Assistants (SA) can be hired to perform tasks within campus departments, such as administrative support, IT support, and other types of support services. For more information on graduate student employment, visit the [Office of Graduate Education](#) website and review the [Hiring & Supervision](#) webpage. Specific Graduate Student policies can be found in Georgia Tech's [Policy Library](#).

*Active-Duty Military GRA position is currently allowed for GTRI only.

**Affiliate position is used when graduate students cannot be hired in a graduate student position but require system access (i.e., a graduate student receiving a fellowship that pays for tuition and fees).

For more details on Active-Duty Military GRA and Affiliate categories for graduate students, review the *GRA, GTA, GA Hiring Training Manual* on the Office of Graduate Education's [Hiring and Supervision](#) webpage.

Graduate Research Assistant

Graduate Research Assistants (GRA) conduct research in a lab with a professor (usually their major professor or another professor) for any given amount of time and the research is usually related to their thesis/dissertation. GRAs must be registered for a minimum of credit 12 hours and should be hired at 33% to 50% effort (13.33-20 hours per week). GRAs must be continuous for each term they are working on the project, including summer semesters. GRAs are paid a monthly stipend and receive a tuition waiver. GRAs are paid monthly (normally on the last day of the month).



Graduate Teaching Assistant

Graduate Teaching Assistants (GTA) are hired to support course instructors, and their responsibilities may include assisting with lectures, grading, holding office hours, and any other additional duties assigned by the instructor. GTAs must be registered for a minimum of 12 credit hours and should be hired at 33% to 50% effort (13.33-20 hours per week). GTAs are paid a monthly stipend and receive a tuition waiver. GTAs are paid monthly (normally on the last day of the month).

Graduate Assistant (Monthly)

Graduate Assistant (GA - monthly) position is only offered to graduate students already hired as a Graduate Research Assistant (GRA) or a Graduate Teaching Assistant (GTA). Graduate Assistants (monthly) usually perform administrative tasks for a department, unit, school, or college during a semester. This position may also include lab work or instructional support (e.g., grading). Graduate students in a Graduate Assistant (monthly) position can be hired at 17% or less effort (up to 6.67 hours per week) and the total hours per week combined with their GRA or GTA assignment cannot exceed 20 hours. Graduate Assistants (monthly) are paid monthly (normally on the last of the month).

Graduate Assistant - Hourly

Graduate Assistants - Hourly (GA-Hourly) usually perform administrative tasks for a department, unit, school, or college during a semester. This position may include lab work or instructional support (e.g., grading), but the lab work must not be the same research project the student was working on during the previous semester(s). If this is the case, the student must be hired as a GRA. Graduate Assistants - Hourly position does not accompany a tuition waiver. Graduate students in a Graduate Assistants - Hourly position can be hired up to 50% effort (20 hours per week) all positions combined. Graduate Assistants - Hourly are paid biweekly.

Student Assistant

Graduate students can be hired as a Student Assistant (SA) if they are temporarily not registered for a minimum of 3 credit hours for one to two semesters (e.g., summer semester) or registered for only Internship credit hours and they can work more than 20 hours per week (up to 40 hours) in 03C pay group. Student Assistants are paid biweekly. Student Assistants perform a variety of jobs to provide administrative support, customer service, IT support, research, teaching support, tutoring, and other types of support services.

Student Employee Job Codes and Pay Groups

The following job codes apply to students enrolled at Georgia Tech or other USG schools. High school students, non-USG students, and graduated students cannot be hired into student job codes; they must be hired into Tech Temp or staff positions.

Job Code	Student Employee Category	Pay Group	Pay Frequency
900X01	Student Assistant (Examples: Office Assistant, Undergraduate Research Assistant, Tutor, Undergraduate Teaching Assistant, Technical Support Agent, Lifeguard, Facility Assistant, and more)	03T (03C)	Hourly
900T01	Student Assistant - PURA (For President's undergraduate research award recipients only)	03T	Hourly
900X02	Resident Assistant (For Housing RAs only)	03T	Hourly
901X01	Work Study Student (For students with Federal Work Study (FWS) award and approval only)	03W	Hourly
905X02	Graduate Assistant (Only if concurrent with GRA/GTA position)	03G	Monthly
907X01	Graduate Research Assistant	03G	Monthly
908X01	Graduate Teaching Assistant	03G	Monthly
909X01	Graduate Assistant - Hourly	03T	Hourly

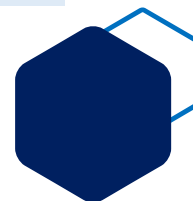
Student Employee Pay/Stipend

For student employee pay or stipend guidelines and policies, visit the websites for corresponding student employee categories. All Georgia Tech employees are required to receive payroll payments by direct deposit (Board of Regents Direct Deposit Policy). The exceptions are Federal Work Study Program employees and employees who can provide evidence that they are prohibited from opening a U.S. bank account. Employee Self-Service in OneUSG Connect should be used to set up or change direct deposit information. Employee Self-Service in OneUSG Connect should be used to set up or change direct deposit information.

Student Assistant

There are currently no published payment guidelines for the Student Assistant position at Georgia Tech (some departments may have guidelines based on the role(s) Student Assistants are hired for). However, payments to student employees must at least meet the current federal minimum wage of \$7.25 per hour (2024). Departments should follow fair and consistent guidelines that apply equally to all student employees in similar roles. Job duties must determine pay; a detailed position description is particularly important if the pay rate is above average levels. In Spring 2024, the starting salary for Student Assistant positions at Georgia Tech was in the range of \$8-\$10 per hour, median pay was around \$13 per hour, and average pay was between \$10-\$20 per hour.

Category	Links
Student Assistant – PURA	President's Undergraduate Research Awards
Resident Assistant	Student Job Opportunities (contact Housing and Residence Life at staffselection@housing.gatech.edu)
Federal Work Study (FWS)	Employing Federal Work-Study Students (see <i>Types of FWS Employment and Pay Rates</i> section)
Graduate Research Assistant Graduate Teaching Assistant	Stipends for Graduate Assistantships Policy GRA, GTA, GA Hiring Training Manual (see <i>Pay for GRA/GTA</i> section)
Graduate Assistant	GRA, GTA, GA Hiring Training Manual (see <i>Graduate Assistant Pay</i> section)



Pay Increase for Student Employees

There are currently no restrictions on student employee pay increases at Georgia Tech. However, departments should follow fair and consistent guidelines that apply equally to all student employees in similar roles. If student employees' job duties change and their responsibilities increase (e.g., they are training or supervising other student employees), their pay rate may be greater than other student employees. Common practice is to increase Student Assistants' pay by an additional 0.25 cent per hour after completing two successful semesters working for the same department. Departments should follow their own pay increase guidelines or existing guidelines for specific student employee categories.

An Ad Hoc Salary Change request must be submitted in Manager Self-Service (MSS) to change a student employee's base pay (select reason 'In Range Adjustment' for student employee pay changes).

- See [Requesting an Ad Hoc Salary Change](#) Knowledge Article.

Delayed Pay

Departments should communicate to student employees if their pay will be delayed due to any reason (e.g., a submitted transaction was approved after the payroll processing deadline).

Departments may submit an off-cycle payment request to be paid outside of the regularly scheduled payroll date if necessary. Departments may also refer students to campus financial resources when needed.

- See [Submitting an Off-Cycle Payment Request](#) Knowledge Article.
- See [Student Life's Academic, Financial, Personal Assistance](#) webpage.

Supplemental Pay

Supplemental pay is a temporary pay adjustment to compensate employees beyond their base pay. To qualify for supplemental payment, student employees must perform job duties that are significantly different than their normal job duties. Supplemental pay also includes payments for incentives and awards related to employment. The type of supplemental pay used for student employees at Georgia Tech is 'Student Temp Assignment.'

- See [Supplemental Pay](#) Knowledge Article.

Overtime Pay for Student Employees

Student Assistants (hired in 03C pay group) should not work over 40 hours per week (all other student positions are limited to 20 hours per week). However, if Student Assistants do work over 40 hours, they must report their hours and are entitled to overtime pay. [Student Pay Group](#) policy indicates, *non-exempt employees (student or non-student, full time or part time) are paid bi-weekly and are not exempted from the Fair Labor Standards Act (FLSA) and therefore are subject to overtime payments for all hours worked in excess of 40 hours per work week.*

Payroll Deduction for GRA/GTA

Graduate Research Assistants (GRA) and Graduate Teaching Assistants (GTA) have an option to enroll in payroll deduction for the tuition, fees, and health insurance (if applicable) owed on their student account after their position becomes active in OneUSG Connect. The amount owed will be distributed over three months for fall and spring and two months for summer. GRAs and GTAs may contact the Bursar's Office by email at bursar.ask@business.gatech.edu with questions. For more information, visit the [GRA/GTA-Fee Payment Program](#) website.

GDCP Deduction for Students

Student employees taking a semester off or are registered for less than half-time courseload and will be working over 20 hours per week are not eligible for IRS student exemptions and will contribute to GDCP. During those semesters, student employees are hired as a Student Assistant and will have 7.5% for Georgia Defined Contribution Plan (GDCP) deducted from their earnings. Students will be eligible to apply for a refund of their GDCP contributions 30 days after their GDCP employment ends. For more details, review the [Understanding GDCP](#) document.

Student Employee Time Reporting

Students should not start working and cannot report time (if paid hourly/biweekly) until their job is active and they are hired in OneUSG Connect. It is in violation of labor law and Georgia Tech cannot pay students until their employment record is active in the system.



Student employees' work schedule, hours, and expectations should be determined and agreed upon between the student and the supervisor. Generally, student employees are expected to work during reasonable work hours. Student employees are not required to work overnight, during holidays or school breaks. Student employees should not work or report hours while in class or during class time(s).

Students who are registered for half-time or greater courseload should not work or report more than 20 hours per week (all positions combined). A half-time courseload is considered 6 credit hours for undergraduates and 3 credit hours for graduate students. Students temporarily registered for less than half-time courseload or registered for only Co-Op or Internship credit hours and are hired as a Student Assistant in 03C pay group should not work or report more than 40 hours per week. Student Assistants should not work or report more than 40 hours per week during holidays or school breaks.

Time Reporting for Hourly Paid Student Positions

Hourly paid student employees (Student Assistant, FWS Student, Student Assistant - PURA, Graduate Assistant - Hourly) are required to report their time via the Web Clock or Physical Time Clock at the start and end of their shift (they must record any meal breaks as taken). Student employees using the Web Clock do not have access to edit their timesheet and must contact their supervisor to correct any missed/incorrect time. If the Web Clock is unavailable (i.e., for a system update), student employees should complete the Georgia Tech's manual employee timesheet, sign and submit it to their supervisor to enter their time in OneUSG Connect.

- See [Reporting Time - Web Clock](#) Knowledge Article.
- See [Reporting Time - Physical Time Clock](#) Knowledge Article.
- See [Georgia Tech's Manual Employee Timesheet](#) (used when the Web Clock is unavailable).
- See [Verifying and Approving Employee Time Worked](#) Knowledge Article.

Resident Assistants have an internal process for time reporting.

- See [Entering and Approving Resident Assistant Hours](#) Knowledge Article.

Time Reporting for Monthly Paid Student Positions

Monthly paid student employees (Graduate Research Assistant, Graduate Teaching Assistant, Graduate Assistant (monthly)) do not report hours in OneUSG connect.

Overtime Reporting for Student Employees

Student Assistants should not work over 40 hours per week. However, if Student Assistants do work over 40 hours, they must report their hours and are entitled to overtime pay. [Student Pay Group](#) policy indicates, *non-exempt employees (student or non-student, full time or part time) are paid bi-weekly and are not exempted from the Fair Labor Standards Act (FLSA) and therefore are subject to overtime payments for all hours worked in excess of 40 hours per work week.*

Student Hiring Periods

Most hourly paid student employees can be hired at any time during the year; employment is not semester-based. Student employment timelines can be found on the Student Employment's [Resources for Student Employers](#) webpage.

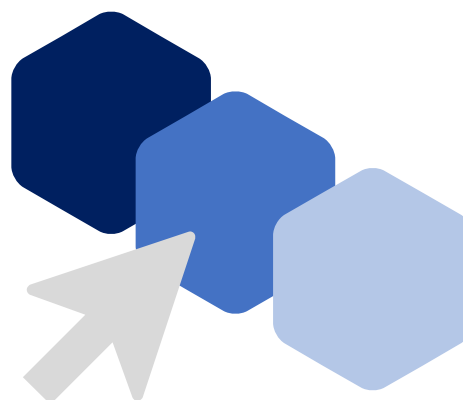
Graduate Research Assistants (GRA) and Graduate Teaching Assistants (GTA) need to be hired by a certain date in the semester. The normal hiring period for GRAs and GTAs ends the Friday of the first week of classes for any semester. The last date to hire GRAs and GTAs as a late hire is the last day to enroll in Student Health Insurance. The last day to enter tuition waiver during the late hiring period is the day before the last day to hire a GRA or GTA. This allows for tuition waivers to be added to students' accounts. Requests to hire GRAs and GTAs after the

hiring period dates should be submitted to the Academic Program Coordinator for Graduate Hiring. For recommended hiring periods, visit the Office of Graduate Education's [Hiring and Supervision](#) webpage.

Posting Student Job Opportunities

Student job posting is encouraged but not required except for Federal Work Study jobs that must be posted. Georgia Tech currently does not have a centralized Job Board; however, several departments and units post jobs on their websites. The following sites are available for job postings (this list is not all-inclusive):

[Campus Jobs](#)
[CareerBuzz](#)
[Student and Campus Event Centers](#)
[Campus Recreation Center \(CRC\)](#)
[Tutoring & Academic Support](#)
[Office of Information Technology \(OIT\)](#)
[Georgia Tech Research Institute](#)
[OMED Educational Services](#)
[Georgia Tech Athletics Association](#)
[Library](#)
[Housing and Residential Life](#)
[Federal Work Study](#) (only for FWS award recipients)



It is recommended that departments keep current job descriptions for all student positions. Job descriptions should include the following information at the minimum:

Job Title
Job Summary
Essential Job functions
Minimum qualifications
Abilities required

Student Employee Offer Letters

Departments can use their own offer letters for student employees or customize the offer letter templates available on the [Student Employment](#) website.

Creating and Modifying Student Positions

Each student employee must be assigned a position number in OneUSG Connect. Student positions are created in advance in Manager Self-Service (MSS) and used when hiring student employees. Departments are encouraged to use vacant student positions before creating new student positions. When modifying student positions, use the appropriate [Reason Code](#) for the desired change.

The following attributes are required to create a new student position in MSS:

Effective Date (must align with the beginning of a pay period for the position's pay frequency; use a current or historical date when creating or modifying student positions)

Job Code (see the **Student Employee Job Codes and Pay Groups** section; Official Title defaults to the Job Code title and should not be changed or edited)

Reports To (supervisor's position number)

Employee Type (hourly or monthly)

Pay Group (see the **Student Employee Job Codes and Pay Groups** section)

Regular or Temporary (all student employee positions are temporary)

Full or Part-Time (all student employee positions are part-time)

Standard Hours (edit the Standard Hours to reflect the hours a student is hired to work; FTE populates automatically after the hours are entered and a Tab key is used to move to the next field; FTE should not be changed or edited)

Salary and Funding Information (funding information is entered by selecting the Chartfield Details link)

Job Profile (information related to the Job Summary and Requirements will populate from the Job Code and should not be changed or edited)

Background Check Package (see the **Background Screening for Student Employees** section; hiring departments requiring background screening for student employees can add the option when a Direct Hire eRequest is submitted)

Departments can access a complete list of positions or position changes by running any of the available position queries or audits from the Query section of the Manage Positions tile in MSS.

- Vacant Positions Query
- Inactive Positions Query
- Add/Change Position Audit
- Add/Change Position Errors
- See [Creating a New Position](#) Knowledge Article.

- See [Change Position Transactions](#) Knowledge Article.
- See [Employee Reporting-To Positions](#) Knowledge Article.
- See [Changing Pay Group for Student Employees - Reduced Credit Hours Working More Than 20 Hours Per Week](#) Knowledge Article.
- See [Adding/Changing Position Funding](#) MSS Job Aid.
- See [Position Action Reason Matrix](#).

Student Assistant (SA) Hiring Steps

- ✓ A Student Assistant is hired using Job Code 900X01 and 03T or 03C* Pay Group.
- ✓ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.
- ✓ Modify a vacant Student Assistant position number (Job Code 900X01 - Student Assistant, 03T or 03C* Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report to manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - *Use 03C pay group if a student is temporarily registered for less than half-time courseload (0-5 credit hours for undergraduate students, 0-2 credit hours for graduate students) for one to two semesters and will be working more than 20 hours per week. Student employees in 03C pay group must be returning to classes after one to two semesters of registering for less than half-time courseload (i.e., they are not graduating).
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Changing Pay Group for Student Employees - Reduced Credit Hours Working More Than 20 Hours Per Week](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ✓ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services**



and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.

- See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
 - See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.
- ☑ Student Assistants can be hired at any time during the year and their employment is not necessarily semester based. Start and end dates for Student Assistants are determined by hiring departments based on their needs. Student Assistants can be hired without a termination or end date.
 - See the **Hiring International Students**, **Hiring New Students**, and **Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.
 - ☑ After the Direct Hire eRequest process has been completed, the Student Assistant position will become active in OneUSG Connect.
 - ☑ All *New Hires*, *Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
 - ☑ Student Assistants should not start working until their position is active in Job Data and they have access to a Physical Time Clock or the Web Clock in OneUSG Connect to enter their time.

Federal Work Study (FWS) Student Hiring Steps

- ☑ A Federal Work Study student is hired using Job Code 901X01 and 03W Pay Group.
- ☑ Contact the FWS program at fws@finaid.gatech.edu to request the current fiscal year Position Request Form (PRF).
- ☑ Complete the PRF, sign it via DocuSign, then download it as a PDF and email it to fws@finaid.gatech.edu. If the department also requires a job application, a link to the application must be provided on the PRF.
- ☑ After the PRF is approved, the requested position(s) will be posted on the [FWS Job Board](#) (if the hiring department has selected a FWS student prior to posting the position, the hiring department should advise the FWS program to not post the position when they submit the PRF to the FWS program).

- ☑ Students with the FWS award interested in the posted position(s) will contact the listed supervisor via email.
- ☑ Supervisors should notify the student if the position is still open and arrange an interview when possible. Students should provide a copy of their financial aid award letter prior to or during the interview to confirm their FWS eligibility. Students can print a copy of their award notice from their OSCAR account.
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before offering the position.
- ☑ Modify a vacant Work Study Student position number (Job Code 901X01 - Work Study Student, Pay Group 03W) in Manager Self Service (MSS) to update the position attributes (e.g., funding information, Report To manager, Standard Hours). The FWS program should be contacted via email (fws@finaid.gatech.edu) for each fiscal year's worktag prior to updating the funding information. Hiring departments must ensure that the funding for FWS positions is set up correctly—FWS worktag should be used for 75% of wages and department worktag should be used to pay the remaining 25%. Create a new FWS position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ☑ After the student is selected for the position and the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles). An approved PRF (signed by the FWS Program Manager) and the student's most recent FWS award letter confirming that the student has been awarded Federal Work Study must be attached to the eRequest. Please ensure when opening a request that the Hire Type is **Student**, and the Job Code is **901X01: Work Study**.
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
- ☑ Start and end dates for FWS jobs are published on the [OSFA website](#). Students with a fall and spring award are hired for both semesters. All FWS students must be hired with start and termination dates that coincides with the published dates on the OSFA website (start date may differ if the student is starting after the semester begins).
- ☑ After the Direct Hire eRequest process has been completed, the FWS student's position will become active in OneUSG Connect.

- ☑ All *New Hires, Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ FWS students should not start working until their position is active in Job Data and they have access to a Physical Time Clock or the Web Clock in OneUSG Connect to enter their time.

Resident Assistant (RA) Hiring Steps

- ☑ A Resident Assistant is hired using Job Code 900X02 and 03T Pay Group.
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.
- ☑ Modify a vacant Resident Assistant position number (Job Code 900X02 - Resident Assistant, 03T Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report To manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ☑ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
 - See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.
- ☑ Start and end dates for Resident Assistants are determined by [Housing and Residence Life](#) based on the department's needs.



- See the **Hiring International Students**, **Hiring New Students**, and **Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.
- ☑ After the Direct Hire eRequest process has been completed, the Resident Assistant position will become active in OneUSG Connect.
- ☑ All *New Hires*, *Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ Resident Assistants should not start working until their position is active in Job Data.

Student Assistant-PURA Hiring Steps

- ☑ A Student Assistant-PURA is hired using Job Code 900T01 and 03T Pay Group.
- ☑ Confirm with the [program](#) that the student is a PURA recipient (students should also provide a copy of their award notification to confirm their eligibility to be hired in this position).
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.
- ☑ Modify a vacant Student Assistant-PURA position number (Job Code 900T01 Student Assistant - PURA, Pay Group 03T) in Manager Self Service (MSS) to update the position attributes (e.g., funding information, Report To manager, Standard Hours). Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ☑ After the student is selected for the position and the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles).
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.

- ☑ PURA students are only employed for the semester of their research award. The start date for PURA students must align with the first day of the semester or after, and the end or termination date should be the Saturday following the end of term date (review the [Academic Calendar](#) for end of term dates).
- ☑ After the Direct Hire eRequest process has been completed, the Student Assistant-PURA position will become active in OneUSG Connect.
- ☑ All *New Hires, Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ PURA students should not start working until their position is active in Job Data and they have access to a Physical Time Clock or the Web Clock in OneUSG Connect to enter their time.

Graduate Research Assistant (GRA) Hiring Steps

- ☑ A Graduate Research Assistant is hired using Job Code 907X01 and 03G Pay Group.
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.
- ☑ Modify a vacant Graduate Research Assistant position number (Job Code 907X01 - Graduate Research Assistant, 03G Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report To manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ☑ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services**



and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.

- See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
- See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.

Note: Department using GradWorks must submit an eRequest to hire or rehire graduate students. GradWorks should only be used for its intended purpose within units.

- ☑ Normally, GRAs start on August 15 for the fall semester, January 1 for the spring semester, and May 15 for the summer semester. Departments or programs can decide to hire GRAs earlier (e.g., hire a GRA on August 1 for the fall semester). GRAs can be hired without a position termination date. However, departments must monitor their status every semester to avoid overpayment when they are not working.
 - See the **Hiring International Students**, **Hiring New Students**, and **Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.
- ☑ After the Direct Hire eRequest process has been completed, the Graduate Research Assistant position will become active in OneUSG Connect.
- ☑ All *New Hires*, *Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ Graduate Research Assistants should not start working until their position is active in Job Data.
- ☑ **Note:** Departments must ensure that a tuition waiver has been entered in Banner for GRA hires by the semester deadline. For more details, visit the Office of Graduate Education's [Hiring and Supervision](#) webpage.

Graduate Teaching Assistant (GTA) Hiring Steps

- ☑ A Graduate Teaching Assistant is hired using Job Code 908X01 and 03G Pay Group.
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.

- ☒ Modify a vacant Graduate Teaching Assistant position number (Job Code 908X01 - Graduate Teaching Assistant, 03G Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report To manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.

 - ☒ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
 - See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.
- Note:** Department using GradWorks must submit an eRequest to hire or rehire graduate students. GradWorks should only be used for its intended purpose within units.
- ☒ Normally, GTAs start on August 15 for the fall semester, January 1 for the spring semester, and May 15 for the summer semester. Departments or programs can decide to hire GTAs earlier (e.g., hire a GTA on August 1 for the fall semester). GTAs can be hired without a position termination date. However, departments must monitor their status every semester to avoid overpayment when they are not working.
 - See the **Hiring International Students, Hiring New Students, and Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.

 - ☒ After the Direct Hire eRequest process has been completed, the Graduate Teaching Assistant position will become active in OneUSG Connect.

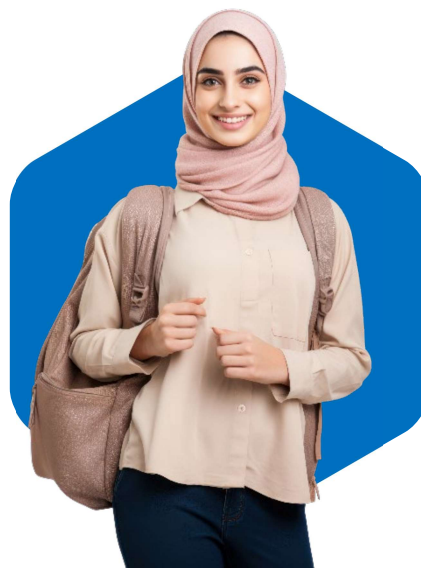
 - ☒ All *New Hires, Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.

 - ☒ Graduate Teaching Assistants should not start working until their position is active in Job Data.

 - ☒ **Note:** Departments must ensure that a tuition waiver has been entered in Banner for GTA hires by the semester deadline. For more details, visit the Office of Graduate Education's [Hiring and Supervision](#) webpage.

Graduate Assistant (GA) Monthly Hiring Steps

- ☑ A Graduate Assistant is hired using Job Code 905X02 and 03G Pay Group.
 - ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is hired as a Graduate Research Assistant (GRA) or Graduate Teaching Assistant (GRA) before hiring the student. Only graduate students with a GRA or GTA position hired for less than 0.50 FTE (20 hours per week) can have a concurrent Graduate Assistant (monthly) position, but their total hours combined with their GRA or GTA position should not exceed 20 hours per week.
 - ☑ Modify a vacant Graduate Assistant (monthly) position number (Job Code 905X02 - Graduate Assistant, 03G Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report To manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
 - ☑ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.
 - See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.
- Note:** Department using GradWorks must submit an eRequest to hire or rehire graduate students. GradWorks should only be used for its intended purpose within units.
- ☑ Start and end dates for Graduate Assistants (monthly) can be different than their GRA or GTA position start and end dates. However, their start date cannot be before their GRA or GTA position start date, and their position end date cannot be after their GRA or GTA position end date. Graduate Assistants (Monthly) can be hired without a position termination date if their GRA or GTA does not have a position end date. However,



departments must monitor their status every semester to avoid overpayment when they are not working.

- See the **Hiring International Students**, **Hiring New Students**, and **Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.
- ☑ After the Direct Hire eRequest process has been completed, the Graduate Assistant (monthly) position will become active in OneUSG Connect.
- ☑ All *New Hires*, *Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ Graduate Assistants (monthly) should not start working until their position is active in Job Data.

Graduate Assistant (GA) Hourly Hiring Steps

- ☑ A Graduate Assistant - Hourly is hired using Job Code 909X01 and 03T Pay Group.
- ☑ Review Job Data or use the [IAT Dashboard](#) or Student Employment Report in [LITE](#) to make sure the student is not already working within the Georgia Tech payroll system before hiring the student.
 - See the **Hiring Student Employees for Concurrent Positions** section if a student is already employed in another department.
- ☑ Modify a vacant Graduate Assistant - Hourly position number (Job Code 909X01 - Graduate Assistant - Hourly, 03T Pay Group) in Manager Self-Service (MSS) to update the position attributes (i.e., funding information, Report To manager, Standard Hours). The effective date for the position change must align with the beginning of a pay period. Create a new position number if one is not available.
 - See the **Creating and Modifying Student Positions** section for more details.
 - See [Change Position Transactions](#) Knowledge Article.
 - See [Adding/Changing Position Funding](#) MSS Job Aid.
- ☑ After the Add/Change Position transaction is approved, submit a Direct Hire eRequest via the Administrative Services Center ([ASC](#)) to hire the student (select the **HR Services** and **Hiring Requests** tiles). Units may submit a Bulk Student Hiring eRequest when hiring 10 or more students at the same time.
 - See [Submit a Direct Hire eRequest \(Unit\)](#) Knowledge Article.

- See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.

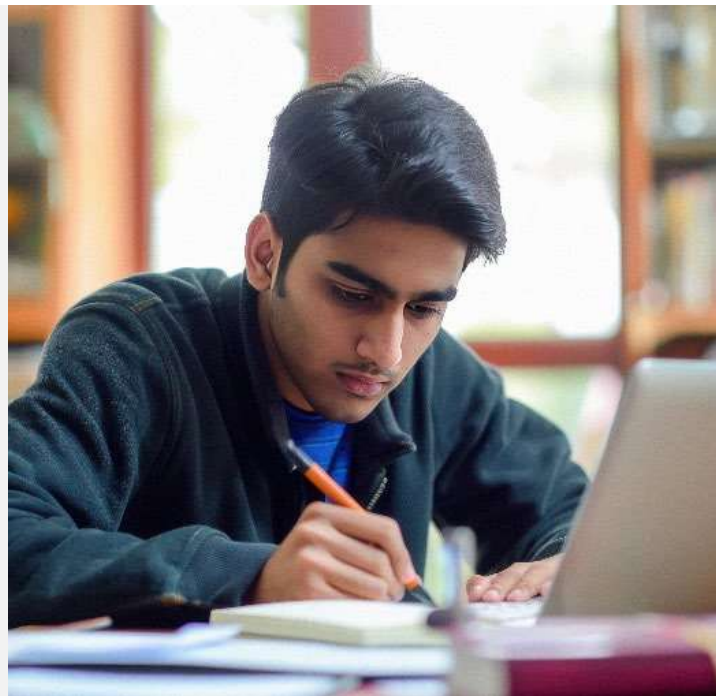
Note: Department using GradWorks must submit an eRequest to hire or rehire graduate students. GradWorks should only be used for its intended purpose within units.

- ☑ Graduate Assistants - Hourly can be hired at any time during the year and their employment is not necessarily semester based. Start and end dates for Graduate Assistants - Hourly are determined by hiring departments based on their needs. Graduate Assistant - Hourly can be hired without a termination or end date.
 - See the **Hiring International Students**, **Hiring New Students**, and **Hiring Graduating Students** sections to learn how start and end dates may be different for these student groups.
- ☑ After the Direct Hire eRequest process has been completed, the Graduate Assistant - Hourly position will become active in OneUSG Connect.
- ☑ All *New Hires*, *Rehires* who have not worked and received a paycheck from Georgia Tech in the past two years, and students who were previously hired as an *Affiliate* must complete the [onboarding process](#) before their position becomes active in OneUSG Connect and they can begin work.
- ☑ Graduate Assistants - Hourly should not start working until their position is active in Job Data and they have access to a Physical Time Clock or the Web Clock in OneUSG Connect to enter their time.

Bulk Student Hiring

To hire 10 or more students at the same time, the Bulk Student Hiring eRequest can be submitted via the Administrative Services Center ([ASC](#)). This process replaces the need to submit a Direct Hire eRequest for each student separately. Before submitting the Bulk Student Hiring eRequest, please review the instructions provided in the knowledge article. The article contains an excel spreadsheet template that needs to be completed and attached to the Bulk Student Hiring eRequest.

- See [How to Submit a Bulk Student Hiring eRequest](#) Knowledge Article.



Hiring Student Employees for Concurrent Positions

Most student employees may have more than one student job on campus, but their combined hours should not exceed the allowed hours per week (i.e., a student employee may be hired to work 10 hours as a Student Assistant and 10 hours as a Resident Assistant).

Students who are registered for half-time or greater courseload should not work or report more than 20 hours per week, all positions combined. A half-time courseload is considered 6 credit hours for undergraduates and 3 credit hours for graduate students. Students who are temporarily registered for less than half-time courseload or registered for only Co-Op or Internship credit hours and are hired as a Student Assistant in 03C pay group should not work or report more than 40 hours per week, all positions combined.

Georgia Tech students are allowed to work only one Federal Work-Study (FWS) job at a time during an academic year. FWS students are not allowed to work in other student positions concurrently with their FWS position. If a FWS student chooses to take a concurrent position, their FWS award and assignment will be cancelled.

Graduate students can be hired as a GRA or GTA, but not both, because they can have either graduate research assistantship or graduate teaching assistantship. Graduate students cannot be hired for more than one GRA or GTA position. Graduate students with a GRA or GTA position hired for less than 0.50 FTE (20 hours per week) can have a concurrent Graduate Assistant (monthly) position, but their total hours combined with their GRA or GTA position should not exceed 20 hours per week.

Concurrent student positions must be in the same pay frequency (hourly/biweekly or monthly).

Departments must review Job Data or Student Employment Report in [LITE](#) for a student employee's assigned hours per week prior to beginning the hiring process for the concurrent position. If a student employee is being hired for a concurrent position and they will exceed the allowed hours per week combined with their current position, the student employee should be advised to contact their supervisor or hiring department representative to reduce the hours for the current position. Departments must adhere to the [Eligibility for Student Employment](#) policy when hiring a student for a concurrent position.

Hiring International Students

International students with valid F-1 or J-1 student status and I-20s or DS-2019s issued by Georgia Tech are eligible to work on campus as student employees for jobs paid by Georgia Tech. F-1s must have a Georgia Tech I-20; J-1s must have a Georgia Tech DS-2019. International students in lawful F-1 and J-1 status may work up to 20 hours per week on campus during the semester and more than 20 hours per week (up to 40 hours) on campus during school holidays and breaks.

The process to hire an international student is not much different than hiring other Georgia Tech students. However, international students are required to complete a few more steps. Hiring departments can share the [Student Employee Checklist - Foreign National](#) that details the necessary actions international students are required to complete to finish the onboarding process with their international students. New initial F-1 and J-1 student visa holders may begin on-campus employment after arriving and completing the mandatory Office of International Education (OIE) Check-in process. Transfer students can work after the SEVIS transfer release date and issuance of a Georgia Tech I-20. International students cannot begin working until they have arrived in the United States.



International students must apply for a Social Security Number (SSN) after they have received an offer of employment from Georgia Tech. International students can begin working prior to being issued the SSN. Departments are required to provide SSN support letters to their foreign national student employees (sample Social Security Admin Letter is available on the [Student Employment](#) website). For detailed information on Social Security Numbers for international students, visit the Office of International Education's [SSN](#) webpage. For more information about hiring international students at Georgia Tech, visit the [Office of International Education](#) website.

Hiring Students During Co-Ops/Internships

Most students enrolled at Georgia Tech (or another USG school) in the designated work semester of a Co-Op or Internship program and registered for only Co-op or Internship credit hours are eligible to be employed as a Student Assistant in 03C pay group for up to 40 hours per week.

F-1 and J-1 student visa holders who plan to work on campus more than 20 hours per week during academic semesters must seek guidance and pre-authorization of Curricular Practical Training, Optional Practical Training, or Academic Training from the Office of International Education (OIE) before beginning work.

Graduate students must receive approval from their program, Academic Program Coordinator for Graduate Hiring, and the Career Center to be hired as a Graduate Research Assistant or Graduate Teaching Assistant while doing internship. For more details, review the *GRA, GTA, GA Hiring Training Manual* on the Office of Graduate Education's [Hiring and Supervision](#) webpage.



Hiring New Students

New Georgia Tech students cannot begin working in a student job until the start of the pay period that includes the first day of classes during their first enrolled semester. Pay periods are monthly or biweekly depending on the position. See Georgia Tech Human Resources [Payroll](#) for pay period dates.

Hiring Graduating Students

A student who has graduated and is not continuing enrollment toward another USG degree, is not eligible to continue working in a student position.

Graduating students who are United States citizens or permanent residents can work in student positions only until the last day of the pay period that includes their graduation (i.e., the last day of the month or the last day of the bi-weekly pay period depending on position pay frequency).

Graduating F-1 and J-1 student visa holders can work in a student position only until their SEVIS program end date, which is always the 'End of Term' date listed in the academic calendar for the semester in which the student meets all degree requirements.

A student who is graduating and continuing toward another USG degree may be eligible to be hired as a Student Assistant in temporary 03C pay group during a semester break between degree programs. Contact the Student Employment team in Georgia Tech Human Resources to determine eligibility (email student-employment@gatech.edu).

Students Working Abroad

Employees on Georgia Tech payroll are hired to work in the United States (US) and should not assume they can work from outside the US. Permission for current US-based employees to work while located outside the US requires pre-approval and might not be allowed. This applies to all nationalities and employee types, including students. Employing units must submit the International Assignment Assessment e-form in iStart at least 30 days in advance to receive approval prior to an employee working outside the US.

- See [Affiliates and Employees Outside the United States](#) Knowledge Article.

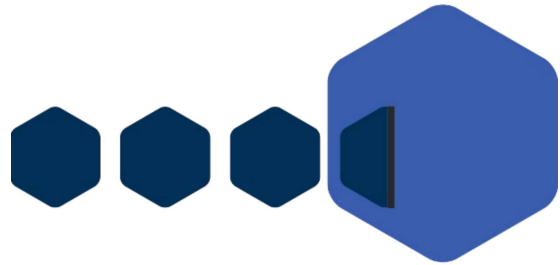
Background Screening for Student Employees

Most student positions do not require background screening. Hiring departments can determine whether a student employee requires a background check, and the requirement must be articulated during the hiring process and reflected in the position description and job announcement. Hiring departments may require a background check for student employees hired for positions that involve interaction with minors, access to financial resources and/or confidential information, and positions that have been otherwise identified by hiring departments to require background screening.

Student Employee Onboarding

All newly hired graduate and undergraduate employees, rehires who have not worked and received a paycheck from Georgia Tech in the last two years, and those who were previously hired as an Affiliate are required to complete onboarding.

Student employees should not begin working until they have completed the onboarding process, and their position is active in OneUSG Connect.



Students should review the [Student Onboarding](#) webpage and the [Student Employee Onboarding Tutorial](#) in Canvas and then contact the [Administrative Services Center \(ASC\)](#) if they have any questions about the onboarding process.

Students located outside of the United States will need to wait until arrival in the United States to complete onboarding.

Onboarding is a two-step process (see the [Onboarding Paperwork and I-9 Verification Process](#) webpage for details).

Step 1. Onboarding Paperwork (Online Onboarding Documents)

Students receive login ID and password via email from **donotreply@equifax.com** after the Direct Hire eRequest is processed (they should check their spam folder if they cannot find the email). Students then complete and submit the onboarding documents online via the University System of Georgia's Employment Center.

Step 2. I-9 Verification Process (Form I-9, Part 2, and Security Questionnaire)

Students complete step 2 **before their employment start date.**

Students book an appointment with the ASC through the [Administrative Services Center \(ASC\)](#) portal. They then visit the ASC (500 Tech Parkway, NW, Atlanta, GA 30318) for their appointment and present original documents to prove eligibility to work in the United States (a list of acceptable original and unexpired documents can be found here: [Identification Requirements](#)). This step can also be completed during the Student Onboarding event in August (event information is available on the Student Employment website in late July).

Remote onboarding options are available for employees working outside of the Metro-Atlanta area. Details can be found on the [Onboarding Paperwork and I-9 Verification Process](#) webpage.

International students must apply for a Social Security Number (SSN) after they have received an offer of employment from Georgia Tech. International students can begin working prior to being issued the SSN. Departments are required to provide SSN support letters to their foreign national student employees (sample Social Security Admin Letter is available on the [Student Employment](#) website). Once the Social Security Card is received, foreign national student employees must submit the 'Social Security Number Update' e-form in [iStart](#). For detailed information on Social Security Numbers for international students, visit the Office of International Education's [Social Security Numbers](#) webpage.



Rehiring Student Employees

To rehire a student, the hiring steps for each specific student employee type as outlined in this guide must be followed. Student rehires who have not worked and received a paycheck from Georgia Tech in the last two years are required to complete onboarding.

If a department plans to continue a student employee's assignment and the student employee's position has a future termination date, the termination date must be extended for the student employee's position to remain active in OneUSG Connect. Extending termination dates eliminates the need to rehire a student employee.

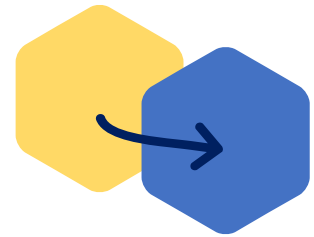
- See [Submitting a Termination Request or Extending an Assignment](#) Knowledge Article.

For Federal Work Study students, please refer to the [Employing Federal Work Study Students](#) instruction guide.

Transferring Student Employees

When a student employee is moving from one position to another position (i.e., Student Assistant to Graduate Assistant), they can be transferred into their new position rather than being terminated and rehired into the new position. An intra-institutional transfer is used to transfer a student employee to another student position within their current department or to a new department within the same institute (Georgia Tech). The new department should review and verify that the position the student employee is transferring into is complete and accurate. If changes are needed, an Add/Change Position transaction must be submitted and approved in Manager Self-Service before the transfer. If a pay adjustment is needed for the transfer, it can be submitted on the same transaction. The new department should provide the following information to the student employee's current department to initiate the transfer transaction:

- Effective date
- Action reason
- New position number
- Pay changes (if applicable)
- Comments/Notes
- See [Intra-Institutional Transfer Process](#) Knowledge Article.



For Federal Work Study students, please refer to the [Employing Federal Work Study Students](#) instruction guide.

Placing a GRA/GTA on Short Work Break

Only Graduate Research Assistants (GRA) and Graduate Teaching Assistants (GTA) can be placed on Short Work Break (SWB) in Manager Self-Service rather than being terminated and rehired when they are temporarily not registered for classes. A SWB action moves an active student employee to a non-pay status to avoid overpayment while not working. GRAs and GTAs cannot work for any position on campus (or other USG schools) while on SWB.

- See [Submitting a Short Work Break Request](#) Knowledge Article.

Ending Student Employee Positions

A student employee's position can be terminated for performance issues such as poor attendance, lack of skills, or other reasons. In most cases, the supervisor should discuss the performance issues with the student employee and allow a reasonable timeframe of 2-4 weeks for improvement before deciding to terminate their position. A verbal warning followed by a written warning (e.g., email) that reviews the specific problem areas is recommended to allow

the student employee to improve during the established timeframe. If the student employee has been informed of the concerns and subsequently fails to improve, the supervisor may proceed with termination of their employment. Reason “End of Student Employment” can be used when submitting a request to terminate a student’s employment.

- See [Submitting a Termination Request or Extending an Assignment](#) Knowledge Article.

Departments should terminate employment of student employees who are no longer active at Georgia Tech or will not be actively employed in the fall.

For Federal Work Study students, please refer to the [Employing Federal Work Study Students](#) instruction guide.

Student Employment and Related Policies

[Eligibility for Student Employment](#)

[Graduate Student Enrollment and Employment](#)

[Hour Loads for Graduate Students](#)

[Graduate Assistantship Schedule and Flexibility Policy](#)

[Stipends for Graduate Assistantships](#)

[Graduate Student Tuition Waivers](#)

[Allocation of Tuition Waivers for Non-sponsored Assistantships](#)

[Graduate Student Tuition Remission Program](#)

[Student Pay Group](#)

[Institute Policy for Scholarship/Fellowship Payments and the Payment of Prizes/Awards to Students](#)

[Student Payments](#)

[Tax Implications for Student Receiving Scholarships, Fellowships or Traineeships](#)

[Processing Scholarship, Fellowship and Other Student Payments](#)

Student Employment and Related Resources

[Student Employment Resources](#)

[Student Onboarding](#)

[Onboarding Paperwork and I-9 Verification Process](#)

[Administrative Services](#)

[Federal Work Study](#)

[President's Undergraduate Research Awards](#)

[Office of Graduate Education](#)

[Graduate Student Hiring Guidance for Faculty & Staff](#)

[Graduate-Level Fellowships Guidance for Faculty & Staff](#)
[Office of International Education](#)
[Housing and Residence Life](#)
[Payroll Calendars](#)
[Student Health Insurance](#)
[Injured While Working](#)
[Office of the Bursar](#)
[Registrar's Office](#)
[Academic Calendar](#)
[Affiliates](#)

Contact Information

For questions regarding this document, please contact the GTHR Student Employment team at student-employment@gatech.edu.

