Student Employment Process

- Modify Fall Student Positions in MSS (if needed)
- Extend Termination Dates in MSS for Active Employees Staying in Current Position
- Update Pay Group 03C to 03T in MSS for Student Assistants (only for students in pay group 03C for summer, returning for at least half-time course load in fall)
- Submit Transfer Requests in MSS for Active Employees Changing Positions or Department
- Submit Direct Hiring eRequest for New Hires and Rehires via ASC’s Portal gatech.service-now.com/asc

Biweekly Student Employment Timeline

Fall 2024

**Student Employment Timelines**

- **Update Pay Group 03C to 03T in MSS for Student Assistants (only for students in pay group 03C for summer, returning for at least half-time course load in fall)**: 08/05
- **Last Day a Summer Graduating Student Can Work in a Student Position**: 08/03
- **New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)**: 08/16
- **New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start date)**: 08/22
- **Student Employee Onboarding Event: August 14-16, 9 a.m. - 4 p.m.**
- **Classes Begin**: 08/19
- **Biweekly Pay Processed**: 08/30
- **Biweekly Students Paid**:

**NOTE:** Student employment timelines are recommended and not absolute deadlines as most students can be hired anytime throughout the semester. However, any request submitted outside of the recommended timeframes may result in delays in student employees being hired and paid on time.