Student Employment Process

- Request for Fall Position Request Forms (PRFs) and Rehires are Sent to Prior Hiring Departments*
- Fall Position Request Form(s) due to Office of Scholarships and Financial Aid for Position Posting (6/21/2024 is for priority posting. Position Request Forms (PRFs) are accepted throughout the academic year)
- Fall Positions Begin Posting from Received Position Request Forms
- 2023-2024 Positions Closed
- Modify FWS Student Positions in MSS (if needed)
- Submit Direct Hiring eRequest for New Hires and Rehires via ASC’s Portal gatech.service-now.com/asc

Fall: Start date 8/19/2024 - End date 12/13/2024
Fall and Spring: Start date 8/19/2024 - End date 5/2/2025 (tentative pending academic calendar)
New fiscal year billing code should be used for fall FWS positions

- Last Day of FWS Summer Employment (end of summer term)
- New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)
- New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start date)
- Student Employee Onboarding Event: August 14-16, 9 a.m. - 4 p.m.
- First Day a FWS Fall Employment (classes begin)
- Biweekly Pay Processed
- Biweekly Students Paid
- Last Day of FWS Fall Employment (end of fall term)

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.

*Visit the Student Employment website hr.gatech.edu/student-employment/resources-hiring-departments/ for the Fall 2024 Federal Work Study Process and Hiring Overview session recording and presentation, and the instruction guide for Employing Federal Work-Study Students.