Student Employment Process

- Modify Summer Student Positions in MSS (if needed)
- Extend Termination Dates in MSS for Active Employees Staying in Current Position
- Submit Transfer Requests in MSS for Active Employees Changing Positions or Department (students who worked as Student Assistants in pay group 03C over summer will need to be transferred into their fall graduate positions)
- Initiate Short Work Break in MSS to Return Student Employees Placed on SWB with No Return-to-Work Date (for GRAs/GTAs only)
- Submit Direct Hiring eRequest for New Hires and Rehires via ASC’s Portal gatech.service-now.com/asc
- Enter GRA/GTA Waiver Exemption in Banner
- 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.
- Classes Begin
- Final Week of Phase II Registration: Ensure Students are Properly Enrolled
- GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)
- Monthly Payroll Processed
- Monthly Students Paid

**Monthly Student Employment Timeline**

**Fall 2024**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/05</td>
<td>Submit Direct Hiring eRequest for New Hires and Rehires via ASC’s Portal gatech.service-now.com/asc</td>
</tr>
<tr>
<td>08/14-16</td>
<td>Student Employee Onboarding Event: August 14-16, 9 a.m. - 4 p.m.</td>
</tr>
<tr>
<td>08/19</td>
<td>Classes Begin</td>
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<tr>
<td>08/15</td>
<td>New Hires Complete Equifax/USG Employment Center Documents (includes I-9 Section 1)</td>
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<tr>
<td>08/22</td>
<td>New Hires Complete I-9 Section 2, In-Person (prior to or within 3 days of job start date)</td>
</tr>
<tr>
<td>07/29</td>
<td>Modify Summer Student Positions in MSS (if needed)</td>
</tr>
<tr>
<td>08/23</td>
<td>Enter GRA/GTA Waiver Exemption in Banner</td>
</tr>
<tr>
<td>08/31</td>
<td>GRA/GTA Payroll Deductions Deadline (Bursar Office Final Payment Deadline)</td>
</tr>
<tr>
<td>08/26</td>
<td>Monthly Payroll Processed</td>
</tr>
<tr>
<td>08/30</td>
<td>Monthly Students Paid</td>
</tr>
</tbody>
</table>

**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.