

Employee Onboarding Process (As of November 17, 2024)

Step 1. Onboarding Paperwork (New Hire Online Documents):

- Receive login ID and password via email from donotreply@equifax.com.
- Complete the 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) **BEFORE they start work:**

- Complete step 2 through one of the following options:

For Employees Working in the Metro-Atlanta Area:

- Book an appointment with the ASC through the [Administrative Services portal](#).
- Visit ASC (500 Tech Parkway, Atlanta, GA 30332) for appointment.
- 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](#)

For Employees Working Outside of the Metro-Atlanta Area:

Option 1: Virtual ASC Onboarding Appointment

- Book a virtual appointment with the ASC through the [Administrative Services portal](#).
- Prepare 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](#)
- Join appointment using the Microsoft Teams link provided by the ASC via email.
- Present original documents to prove eligibility to work in the United States and upload documents to our secure Dropbox.
- Print the Security Questionnaire.
- Sign the Security Questionnaire in front of a Notary.
 - Guidance on how to find a Notary can be found here: [Find a Notary](#)
- Mail a copy of signed Form I-9 and signed notarized Security Questionnaire to the address below.

Attention: Onboarding Team

Georgia Tech Administrative Services Center

500 Tech Parkway, Atlanta, GA 30332

Option 2: College and University Professional Association (CUPA) Consortium Appointment

- Call the ASC at 404.385.1111 to request a CUPA Consortium appointment.
- Schedule an in-person appointment with a CUPA Consortium institution through the ASC representative.
- Print the Security Questionnaire.
- Sign the Security Questionnaire in front of a Notary.
 - Guidance on how to find a Notary can be found here: [Find a Notary](#)
- Visit CUPA Consortium institution for appointment.
- 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](#)
- Mail a copy of documents used to prove eligibility, signed Form I-9, and signed and notarized Security Questionnaire to the address below.

Attention: Onboarding Team

Georgia Tech Administrative Services Center

500 Tech Parkway, Atlanta, GA 30332