Student Employee Checklist

This checklist is for new student employees who are U.S. Citizens or Green Card Holders. Use the checklist to support your onboarding process.

Step 1: Complete Online Student New Hire Packet

☐ Access the University System of Georgia Employment Center

1. Open email titled Your Georgia Tech New Hire Documents are Ready from donotreply@equifax.com. This email will include your login ID and Employment Center URL.
2. Retrieve login password from a separate email titled Your Georgia Tech New Hire Password Information from donotreply@equifax.com.
3. Log into Employment Center with above information.

☐ Complete your Student Hire Packet

1. Log in to Employment Center.
2. Complete all 24 forms.

☐ Further Action is Required Email Received

1. Schedule ASC/HR appointment to complete the I-9 and Security Questionnaire. Note: You must bring original documents to this appointment. Photocopies cannot be used.
2. Visit the following website to learn more about Student Health Insurance: https://health.gatech.edu/finance/insurance

Step 2: In-Person Onboarding

☐ Complete I-9 and Security Questionnaire in-person with ASC/HR Customer Service Representative at 500 Tech Parkway. Note: this must be done prior to or within 3 days of starting your new job.

Step 3: Employee Self Service, Conflict of Interest, and Training

☐ Complete Employee Self Service Training for OneUSG Connect

☐ Access Employee Self Service in OneUSG Connect and complete the following (for step-by-step instructions, visit the ASC portal and type in the topic in the search field):

- Verify Direct Deposit
- Verify your mailing address Verify your phone number(s)
- Enter or edit your military/veteran status
- Enter or edit your race/ethnicity

☐ Complete the electronic Conflict of Interest (COI) form

☐ Complete Right to Know Training (USG Requirement)