

# Student Hiring 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 25 forms.

### Further Action is Required Email Received

1. Schedule [Human Resources 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 with Human Resources Onboarding Specialist. *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:

- Verify Direct Deposit (Job Aid: [How do I Update my Direct Deposit Information?](#))
- Verify your mailing address (Job Aid: [How Do I Change My Address?](#))
- Verify your phone number(s) (Job aid: [How Do I Update My Phone Number?](#))
- Enter or edit your military/veteran status (OneUSG Connect > Personal Details > Veteran status)
- Enter or edit your race/ethnicity (OneUSG Connect > Personal Details > Ethnic Groups)

### Complete the electronic [Conflict of Interest \(COI\) form](#)

### Complete [Right to Know](#) Training (USG Requirement)