Helpful information for ORS (Pay) Students

Student Onboarding

Administrative Services Center (ASC) will host the annual Student Employee Onboarding event the week before classes begin. The Student Employee Onboarding is the final step in paperwork processing for those hired into an already accepted campus position. All student employees must complete all steps of the onboarding process including the in-person requirements and be hired in OneUSG Connect before beginning work.

Email communications will be sent directly to newly hired student employees who have already completed the online Student Hiring Packet but who still need to complete the in-person onboarding requirement. These students will be able to select a 30-minute time slot on the specified dates. Please bring the necessary documentation with you when you return to campus in the fall.

Student employees who have already completed in-person onboarding at the ASC, located at 500 Tech Parkway do not need to attend the Student Employee Onboarding event. If you are a newly hired student and need to complete your I-9 Form and/or notarized Georgia Security Questionnaire, but cannot attend this in-person event, contact the ASC for assistance.

Payroll

All Georgia Tech employees are required to use direct deposit to receive their pay. To set up/ change your direct deposit information, go to OneUSG Connect, select Employee Self-service and Direct Deposit tile (you can view your assigned schedule by selecting the Schedule tile within Employee Self-service). Your paycheck will be delivered according to this schedule.

Useful Links

Resources for student employees:
https://hr.gatech.edu/student-employment/student-employee-resources/
Employment Student Onboarding:
https://hr.gatech.edu/student-employment/student-onboarding/
Onboarding checklist:
https://hr.gatech.edu/onboarding/identification-requirements/

Access to a shared Dropbox folder

You will be given access to a shared Dropbox folder. Pertinent information such as project descriptions, materials from workshops and information relevant for research papers and posters will be shared here for easy reference. A tentative calendar will also be posted here for you to know what to expect in the fall semester.

ORS Calendar of Events

The ORS calendar for each semester will be posted on the ORS website two weeks before classes begin. We expect you to add ORS events, workshops and deadlines to your calendar.

Registration Permit for enrollment in ORS

You will be issued a registration permit the first week of classes each semester to register for ORS (Pay). This permit is different than that issued for Credit (ORS) students.

Attendance

Attendance is mandatory for ORS required events. Having conflicting events should be the rare exception and not the rule. If you have a conflict, contact your team mentor and ORS Faculty/Staff ahead of time (as much in advance as possible) with a legitimate reason.

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Required ORS events the first week of classes
Plan to be there for the first week of classes to attend important ORS events and workshops. Orientation and Time Reporting training will be conducted in addition to the ORS Lab Expo/Kick-off event where you will meet other scholars and mentors and learn about various projects. This would be the only opportunity for you to talk to all mentors and change your project/TIG preferences before being assigned to a team.

Time Reporting
We require you to enter your time with detailed task entries on a time-keeping spreadsheet as well as on the Web Clock. You are also expected to certify your hours on the time-keeping spreadsheet as per the schedule posted. Here is a tutorial on how to report your time using the Web Clock from the Student Onboarding page:
https://www.youtube.com/watch?v=fKnSrtyhBJw. You will receive more instructions during our workshop held in the beginning of fall semester. You will also be instructed on requesting punch corrections for missing or erroneous entries.

Meetings to track progress
Periodically, you will be required to meet with ORS faculty/staff to discuss any concerns and track your progress in ORS. You may also request a meeting at any time to discuss any issues or if you need help. We are here to support and help you thrive in ORS.

Community involvement
Be an integral part of the ORS community by networking with fellow scholars and mentors. Use volunteering opportunities to show leadership and initiative both within and outside your team. Utilize career events to hone your networking skills.

ORS Lounge and ORS Conference Room
ORS lounge (Van Leer 466, keypad entry, code in the door bin) and Conference room (Van Leer 470, usually unlocked) are available for ORS students' use for studying, team meetings, practicing your presentations, etc.

Career guidance
Feel free to reach out to your mentors and ORS faculty/staff for guidance on obtaining summer research positions, internships, graduate school applications. Such topics may also be covered during career events and graduate school panel.

Student performance snapshot
Each ORS student will have a performance snapshot maintained. Feedback from mentor and observations on attendance, punctuality, level of engagement, time reporting, etiquette, communication, timely and appropriate responses to emails/other communication, average hours worked per week and the quality of the work produced will be documented and recorded as a reflection of student standing within ORS.