

Graduate Student Employment Processing (GSEP)

Aug. 16 – 17 | 9 a.m. – 4p.m.

Before You Arrive:

- Complete my Pre-Employment Hire Documents (access [here](#))
- Print my Pre-Employment Hire Documents (print one-sided)
- Complete Section 1 of the Electronic I-9 Process (access [here](#) use *Employer Code 15799*)
- Locate your **original** “Acceptable Documents” (See the list [here](#); copies are not considered acceptable documents)

At GSEP

- Sign in with your BuzzCard (if you don’t have a BuzzCard, complete the form)
- Paperwork Review
- Enrollment in two-factor authentication
- Electronic Form I-9 (Student – Section 1)
- Electronic Form I-9 Confirmed (HR – Section 2)
- Copies for Social Security (**Foreign Nationals only**)
- GLACIER
- Social Security

After GSEP

- Complete your Personal Services Reporting (email to come)
- Access TechWorks.gatech.edu to:
 - a. Verify your mailing address and phone numbers
 - b. Set up or verify your direct deposit
 - c. Enter or edit your military/veteran status
 - d. Enter or edit your race/ethnicity
- Update Your SSN with GTHR (**Foreign Nationals only**) When you receive your Social Security card:
 - a. Log into your GLACIER account at: www.online-tax.net
 - b. Add your SSN, double check all data, print and sign your Tax Summary Report (and possibly tax treaty forms)
 - c. Bring the forms and original SSN card to Georgia Tech Human Resources