Graduate Student Employment Processing (GSEP)
Aug. 16 – 17 | 9 a.m. – 4 p.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
☐ 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