

Office of VP for Student Affairs

Onboarding & Termination Tips

Hiring student employees

- Complete qualtrics survey (insert link) for new student hire or to backfill, at least 2-4 weeks prior to anticipated start date. You will be notified when employee can begin working.
- If a new position is needed, include a brief job description including supervisor name and hourly/monthly rate or stipend amount if lump sum for interns.
- Utilize FWS system or other student recruiting efforts (handshake, bluefish, etc.).
- Student must apply within UGAJobs to be hired even if selected through FWS or other recruiting mechanism.
- Students will receive emails from HR to complete consent for background investigations. Hiring Proposals can be delayed due to student not taking action required for this process to be completed.
- Once the UGAJobs HP is approved and student's employee record appears in OneUSG, the student will be able to complete all onboarding tasks online. No paper documents for background checks, tax withholdings, or direct deposit, etc. will be needed.
- The only item the student must provide to OVPSA (*by the third day of employment*) are documents for I-9 verification. The documents must be originals, no scanned or faxed documents accepted.
- The OVPSA New Employee form is optional for departmental use and is no longer required for our records.
- Once student has OneUSG access they will need to verify all personal information and complete direct deposit, tax withholdings, and consent to electronic W-2.
 - Quick start guide for [Hourly](#)
 - Quick start guide for [GA's](#)
- Refer to the Student Affairs [onboarding overview](#) for other topics to discuss with your new hire.

Terminating student employees

- Please complete the [Student Employee Separation Checklist](#) and email a copy to OVPSA Business Manager. Please ensure the effective date on the form is the last day worked. This will be a notification for us to initiate the appropriate OneUSG actions to terminate. Without terminating documents, the employee can't request a refund of any GDCP that may be due to them.