

HIRING STUDENT/TEMPORARY EMPLOYEES (NON CLASSIFIED STAFF)

Section: Human Resources

Policy: University Housing follows the University of Georgia (UGA) [Required Paperwork and Training for New Hires policy](#).

Purpose: The purpose of this policy is to establish the process for ensuring new student/temporary employees are enrolled in payroll in a timely and efficient manner.

Scope: This policy applies to all staff members responsible for hiring student/temporary employees.

Procedure:

- I. Supervisors, through StarRez, should notify the Housing Business and Human Resources office (HBHR) of the start date of a new student/temporary worker. From the time HBHR is notified via StarRez, please plan for at least three weeks processing time before a student/temporary employee can begin working. The student/temporary employee should not start work prior to confirmation from HBHR.
- II. HBHR will initiate a hiring proposal for the new student/temporary employee.
- III. Newly hired student/temporary employees who have never worked on campus before or have been inactive for 30 days or more will receive an email invitation for access to the UGA onboarding process (HireX—I-9, W-4, G-4 and direct deposit information—to be completed in [One USG Connect](#)). HBHR will also email employee onboarding information for the Auto Liability and Driving Do's and Don'ts video, Cyber Security and Ethics Policy Training Course. HBHR will also email an invitation to complete the Cyber Security and ELC modules only to newly hired student/temporary employees who have worked on campus.
- IV. HBHR office staff will enter student/temporary employees' biometric information into the Kaba timekeeping system on or before the first day of hire.
- V. All student/temporary employees are to come to the HBHR to submit completed I-9 documents within three business days of start date.
- I. All student/temporary employees are required to submit the Cyber Security completion certificate, the completed Auto Liability and Driving Do's and Don'ts video participation registration form and complete ethics training within 30 days of start date.

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