

Graduate Assistant Orientation

FALL 2020





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Business Manager II

New Process



- As of May 25, 2020, all newly hired graduate assistants are required to complete an Electronic Hire Packet through the Equifax Compliance Center. Newly hired employees are those who have not been employed or compensated by the University within the past six months. If you are a returning graduate assistant, you will not need to complete this process.
- New hires will receive an email from preemployment@equifax.com that will contain the link to the new Electronic Hire Packet. The email will also contain a system generated user id and password which is needed to access the system. Once the new hire gains access to the electronic hire packet, they will be required to complete 14 (fourteen) pages of the Hire Packet – all pages must be completed before the packet can be submitted to the HRIS team for processing. Of the 14 pages in the electronic hire packet, there are 4 pages that will require the new hire to print, sign, and scan to the University's Human Resource office at preemployment@gsu.edu. If the HRIS team does not receive these documents, the hire process will not be completed.
- You are encouraged to search for an email from the preemployment address in your regular and spam boxes (in case the message may have been directed there). **Please note that the link to complete hire documentation is only good for 2 weeks.** If you have not received an email or if your link has expired, you may contact the University's Central HR Office at (404) 413-3300 for assistance.

If You Are Here, You Should Have...



- Received the link and completed the new hire paperwork.
- Reviewed your position responsibilities with your hiring faculty member/administrator.
- Reviewed the College of Law graduate assistant policy, the College's GRA handbook, and should be familiar with where to find information on InsideLaw.
- Be able to access OneUSG Connect AND have verified all the information is correct.





<https://insidelaw.gsu.edu/human-resources/graduate-assistats/>

The screenshot displays the InsideLaw website interface. At the top left is the Georgia State University logo and 'COLLEGE OF LAW'. Navigation links include 'InsideLaw Home', 'Faculty & Staff Resources', and 'Student Resources'. A left sidebar lists various resources, with 'Graduate Assistantships' highlighted. The main content area features a title 'Graduate Assistantships' and a section for 'IMPORTANT UPDATES' with a bulleted list of key responsibilities and reporting requirements. Below this is a list of expandable sections: Graduate Assistantship Opportunities, Application and Selection Process, Employment Eligibility & Requirements, Student Fees & Tuition Waivers, Health Insurance, Time-Tracking, and Graduate Assistant Stipends. A search bar and 'Go' button are located at the bottom left of the page content.

Georgia State University | COLLEGE OF LAW

InsideLaw Home Faculty & Staff Resources Student Resources

FACULTY & STAFF RESOURCES

- Class Schedule Day (Fall 2020)
- Class Schedule Evening (Fall 2020)
- Digital Measures
- Event Planning
- Human Resources
- Graduate Assistantships**
- Incomplete Grading Policy
- Law Library
- Marketing & Communications
- New Course Proposal Information Form
- Outside Activity Request
- Technology
- Training Guides

Search

Advanced Search

Graduate Assistantships

****IMPORTANT UPDATES****

- It is the responsibility of the graduate assistant to ensure hours reported are correctly reporting the hours actually worked.
- It is the responsibility of the graduate assistant to ensure supervisors have approved time cards by the deadline communicated in your appointment confirmation.
- Holds will be placed on student accounts when time reporting has not been met at the conclusion of all appointments paid by the College of Law.
- It is the responsibility of students on academic year appointments to ensure that updated appointment forms have been submitted to the College of Law's human resources department when a change in supervisor has occurred during the year.

- + Graduate Assistantship Opportunities
- + Application and Selection Process
- + Employment Eligibility & Requirements
- + Student Fees & Tuition Waivers
- + Health Insurance
- + Time-Tracking
- + Graduate Assistant Stipends

Student Requirements



- No academic overload without permission (Dean Rowberry/Registrar's Office)
- Monthly timesheet reporting
 - **Paper timesheets ONLY will be submitted electronically and email to lawgra@gsu.edu**
- Student Health Insurance required if you have a full appointment. <https://sfs.gsu.edu/resources/student-health-insurance/>

Time Reporting Requirements



- **Affordable Care Act (ACA) Policies**

1. TIME MUST BE TRACKED
2. SUPERVISOR MUST APPROVE TIME

- **Time Reporting Requirements**

All timesheets **MUST** be submitted to lawgra@gsu.edu with a copy to supervisor for review and approval.

Approval Deadline by Supervisor

August: September 8, 2020
September: October 5, 2020
October: November 2, 2020
November: December 7, 2020
December: December 31, 2020

Payment Schedule 2020

September 30, 2020
October 30, 2020
November 30, 2020
December 31, 2020

No Exceptions or Late Submissions



<https://oneusgconnect.usg.edu/>

The screenshot shows the OneUSG Connect website interface. At the top, there is a dark blue header with the University System of Georgia logo and name on the left, and social media icons (Twitter, Facebook, LinkedIn, Instagram) and a 'SITES A-Z' link on the right. Below the header is a blue banner with the text 'USG Faculty & Staff Portal' and 'A system-wide employee portal'. The main content area features a large image of hands typing on a laptop keyboard with the text 'USG FACULTY & STAFF PORTAL' overlaid. Below this are several content blocks: 'ANNOUNCEMENTS' with a photo of four professionals, 'OneUSG Connect' with text about its launch and call center hours, 'ACCESS ONEUSG CONNECT' with a button, 'MANAGE MY BENEFITS' with a button, 'USG POLICIES AND PROCEDURES' with a photo of a woman, 'WELL-BEING' with a photo of people outdoors, and 'EMPLOYEE BENEFITS' with a photo of a person at a computer.



Please log in.

By logging into this system, you agree to comply with [university policies](#).
When finished, log out and close your browser to end your session.

CampusID Username

[I forgot](#)

Password

[I forgot](#)

Login

[Don't know Your CampusID or password?](#)

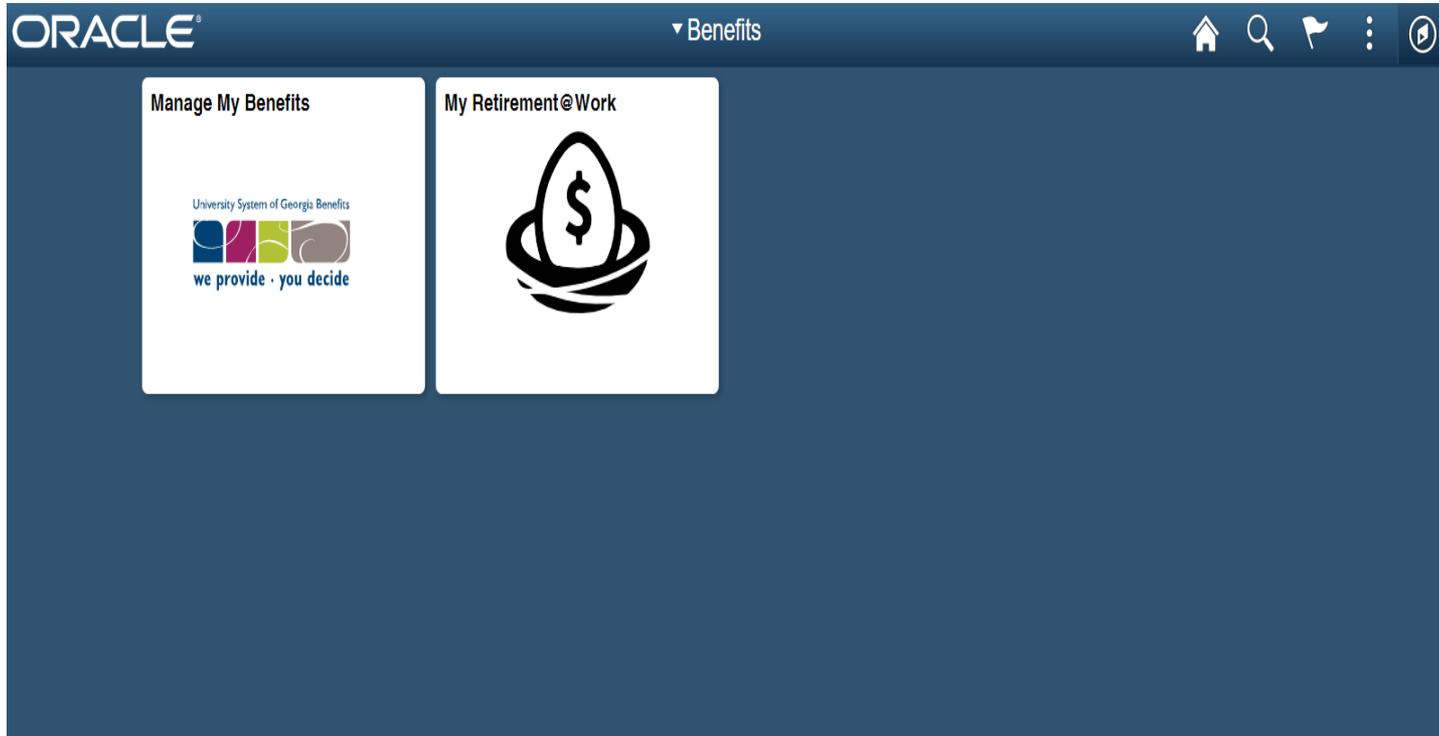
OneUSG Employee Self Service



ORACLE Employee Self Service

Make SCCP Contribution STATE CHARITABLE CONTRIBUTIONS PROGRAM	View Job Profiles 	Degrees & Certificates 	Time and Absence 	Monthly Schedule
Pay ← Last Pay Date 08/14/2020	Paycheck Modeler 	Taxes 	Direct Deposit ← 	Compensation History
Company Directory 	Forms 	Personal Details ← 	My Forms 	Help

Benefits



Benefits 404-413-3330

Important Contacts



Financial Aid

Student Financial Management Center
P: 404-413-6729
sfslaw@gsu.edu

United Healthcare Student Health Insurance

Tierra C. Taylor
Student Health Insurance Coordinator
Office of Student Accounts
P: 404-413-2600
ttaylor97@gsu.edu
In person: 33 Gilmer Street, Suite 100
<https://sfs.gsu.edu/tuition-fees/student-health-insurance/georgia-states-student-health-insurance-plan/>

Law Registrar's Office

Marilyn Crouch
Registrar
P: 404-413-9016
mcrouch@gsu.edu

Blue Cross Blue Shield GRA Healthcare

OneUSG Connect Benefits Call Center
P: 844-587-4232
GSU Benefits Office
P: 404-413-3330
<https://sfs.gsu.edu/tuition-fees/student-health-insurance/georgia-states-student-health-insurance-plan/>

My Contact Information



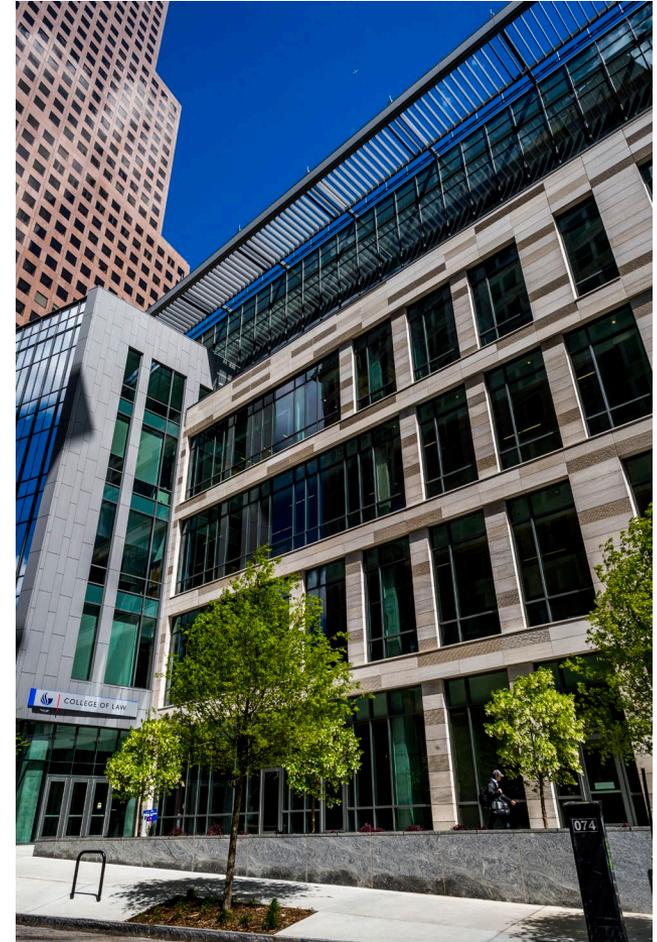
Tina Blanks

Human Resources Coordinator

Room 430

lawgra@gsu.edu

**Please send an email if you would like to
schedule a virtual appointment**



Questions ?

