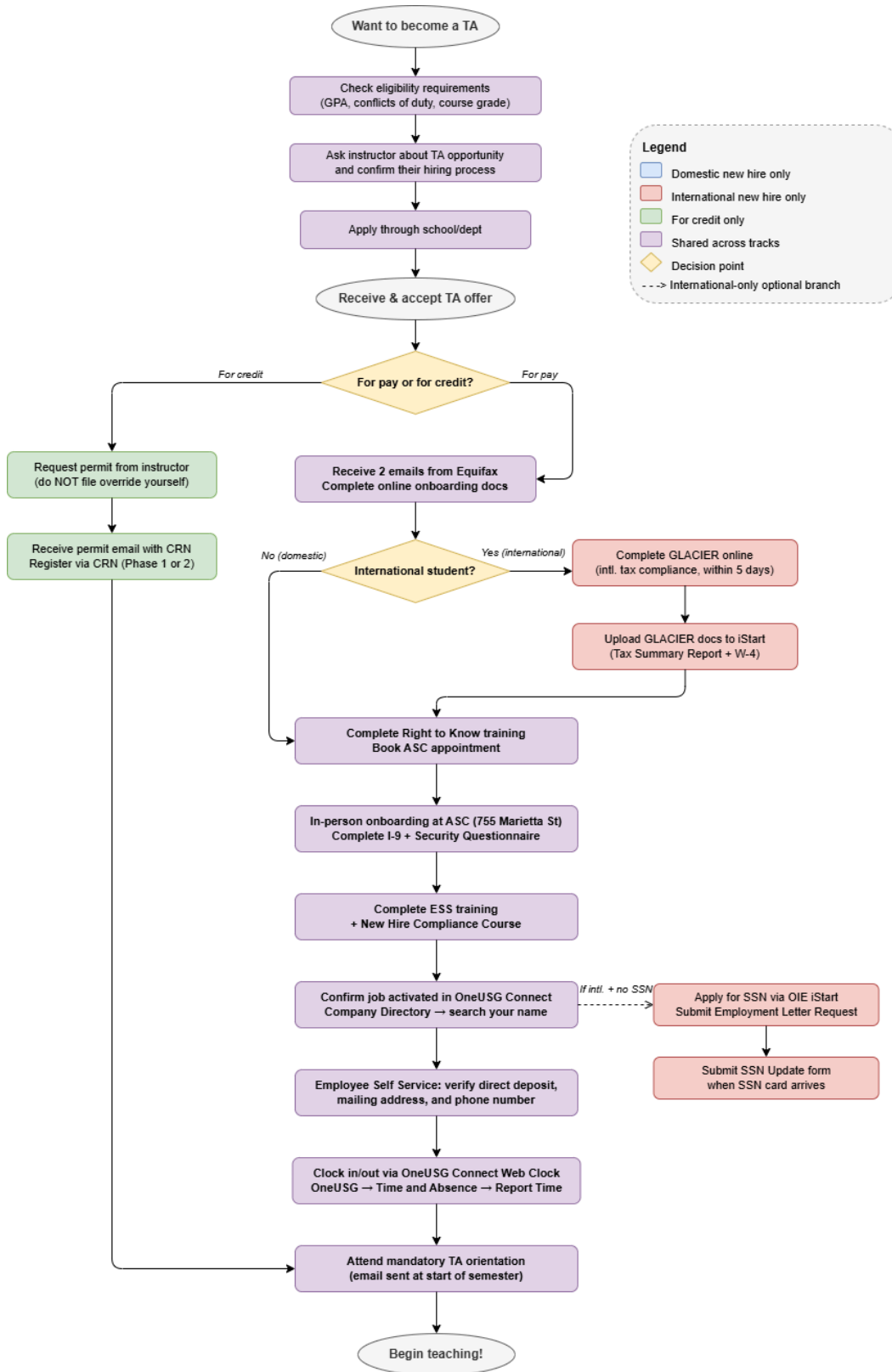


A Universal Guide to TA Onboarding Logistics

Table of Contents

Summary Flowchart	2
General Requirements of Becoming a TA	3
1. Maintain a Good Academic Standing	3
2. Capable of Performing Duties	3
3. Avoiding Conflicts of Duties	3
Processes of Applying for a TA Position	4
1. Ask the Instructor for Opportunities	4
2. Complete School-Specific Applications (If One Exists)	4
TAing for Course Credit	4
1. Understanding Registration of TA Courses	4
2. Request a Permit from Your Instructor	5
3. Register for the TA Course	5
TAing for Pay for Domestic Students	6
TAing for Pay for International Students	8
1. Fill out the Online Onboarding Documents for USG	8
2. Fill out International Tax Compliance documents via GLACIER	8
3. Upload the GLACIER documents to iStart	9
4. Complete in-person onboarding	10
5. Complete the training materials	10
6. Access OneUSG Connect	11
7. Apply for a Social Security Number (SSN) if you do not have one	12
Quick Checklist	12

Summary Flowchart



This is a flowchart covering the steps for completing TA onboarding logistics visually. If you are unable to view it, please see the table of contents to skip to your desired section.

General Requirements of Becoming a TA

This section is very loose, as each school has a different requirement for its TAs. You must consider the actual TA requirement for your role before applying. That being said, there are patterns shared by almost all TA roles.

1. Maintain a Good Academic Standing

- All instructors want academically excellent and experienced students to become their TA. Usually, you want to have a good GPA, have taken some hard courses, and have gotten an A in the course you are about to TA for. These requirements vary by major.
 - The School of Computing Instructions (SCI) requires a minimum GPA of 2.5 overall, and 3.0 for CS/ECE courses, as well as an A or B in the course you wish to TA.
 - Similarly, the School of Biological Sciences requires an A or B in the courses you teach, but the general GPA minimum is raised to 3.0.
 - The School of Math requires mostly A's in 1000-level courses, not a first year, and has already completed Multivariable Calculus or Calc III.
 - Other schools are not listed as their requirements cannot be easily found.
- Any academic misconduct may also disqualify you (even if you only have one misconduct and it isn't showing on your official record).

2. Capable of Performing Duties

- TAing isn't an easy job, and many TA positions are not just about grading homework and exams.
- Math TAs, for freshmen and sophomore level courses, often have to deliver recitation sections of the 4-credit-hour courses every week.
- Science TAs, like those for introductory Physics or Chemistry courses, often have to organize and sit through lengthy 3-hour lab sections.
- Electrical and Computer Engineering (ECE) TAs often need to be familiar with equipment outside of the course's main curriculum, as they need to fix broken equipment or debug issues with instructional devices.

3. Avoiding Conflicts of Duties

- You can be disqualified if you hold existing duties that could interfere with you being a TA, including but not limited to:
 - Cannot co-op, nor have an internship
 - Cannot be a tutor for any subject
 - Cannot be a paid Research Assistant, or have a paid research job
 - Cannot be a Resident Assistant (RA) nor a peer-leader (PL)
 - Cannot work at other on-campus facilities (like the CRC)
 - Cannot TA more than one course

- Some of these disqualifying duties can be allowed if you TA for Credit Hours only. You should check with your instructor or the TA-Coordinators of your school for these technicalities.

Processes of Applying for a TA Position

1. Ask the Instructor for Opportunities

- Before Applying for an TA, you should always tell your instructor your intent to become their TA, and check with them on the specific application procedure of their course. Meet in-person if possible, and attempt to make a good impression.
- Beforehand, begins with discussion about interesting course related topics if possible, and show genuine interest in the course material. Then when time is appropriate, discuss:
 - i. Whether the instructor needs a TA
 - ii. How to become their TA specifically
 - iii. What are the responsibility
 - iv. What kind of problems are you going to encounter
 - v. We recommend against discussing pay as the first topic, but you can ask about it later once the instructor shows interest in you.
- There are several reasons why asking the instructor early is beneficial:
 - i. Many courses, like ECE2031, do not follow the standard procedure of application, and instead mainly hire top students from the current course in the on-going semester.
 - ii. Even if a course, like CS 4510, appears to follow standard SCI application procedure, they may not actually use it to select candidates, but use it merely as a screening process.
 - iii. You must be familiar with the instructor's hiring preferences. Asking the instructor will make a positive impression, and will save you hours of research if they are non-standard.

2. Complete School-Specific Applications (If One Exists)

- If the course you are applying to uses standard application procedures for the school, then you must follow those steps. These applications usually require you to fill out some forms and upload your transcripts.
- Some programs require significantly more materials. School of Math in particular, requires references from your past instructors, and a clean solution to a math problem-set.
- School of Math and some other courses, like CS2110, have an interview process for application. These interviews are more likely if your duty contains some teaching component. The interviewer may ask you to solve a problem and explain your solution.

TAing for Course Credit

TAing for credit is a significantly easier process, and is a great way to start TAing. If you need free elective credits, then TAing is a great way to fulfill that.

1. Understanding Registration of TA Courses

- The TA “course” is only there for registration purposes. It is not a course you take, but a dummy course that appears on your transcript for credit.
- Confirm your duty with your instructor before getting started. These courses do not reflect your working hours. It is your responsibility to ensure you can be available during your duty times.
- Different TA positions may have different courses they need to register for. Usually, these courses are Guided Research with course numbers 2699 or 4699, regardless of major (eg, CS2699 and ECE2699 are all valid combinations). In the rare case, these courses may be Special Topics courses with numbers 480# or 490# (where # can be any digit).

2. Request a Permit from Your Instructor

- Ask your instructor for the permit. They will request the permit on your behalf through the registrar’s office.
- DO NOT attempt to request this permit yourself through filing a Registration Override or through the Undergraduate Research Request Form.
- You will receive an automated email after your permit is processed. In this email, you will be told which dummy course you need to register for.

This is an auto-generated response from the Registration Override System. ****Do not reply to this message****
Your override request was approved. However, you must still register for the course prior to the end of registration. Log into the Registration Menu and go to the Add/Drop Class option and type the CRN of the course and submit. Be sure to check for any registration errors and print a copy of your schedule. Don't use the Look-Up classes option to attempt to add this course, manually type the CRN into the field and hit submit. Thank you for using the on-line request system.
Status: Approved
Request: Restricted Class Permit ECE 4901 J07 34378
Course Number CRN

- If you did not receive this email, you can check the permit status via the Prepare for Registration feature in Banners.

Georgia Tech

Student • Registration • Select a Term • Prepare for Registration

Prepare for Registration

Registration Status Update Student Term Data

Registration Status

Term: Spring 2026

- ✓ Your Student Status permits registration.
- ✓ Your academic status Good Standing permits registration.
- ✓ You have no holds which prevent registration.

⚠ Time tickets do not allow registration at this time. Please register within these times: 01/17/2026 12:00 PM - 03/18/2026

Permit Override

ⓘ You have received a Permit Override for **CRN 34378, ECE4901** (Special Problems), type: Restricted Class Permit

Earned Hours

3. Register for the TA Course

- During an active registration period (Phase 1 or Phase 2), you can simply register for this course. Do not attempt to find this course manually, as there could be hundreds of sections of these dummy courses.
- You can simply enter the CRN (Course Registration Number) to register for the exact course in your permit.

Georgia Tech

Student • Registration • Select a Term • Register for Classes

Register for Classes

Find Classes **Enter CRNs** Plans Schedule and Options

Enter Course Reference Numbers (CRNs) to Register

Term: Fall 2026

CRN

+ Add Another CRN Add to Summary

1. Click the “Enter CRNs” button in the “Register for Classes” view
2. Enter the CRN exactly as mentioned in the email
3. Click the “Add the Summery”

- Registering for the dummy course isn't urgent, as they effectively have unlimited seats, so take your time making things right.

TAing for Pay for Domestic Students

1. Orientation (in person or virtual)

- a. At the very start of the semester, you will receive an email about the mandatory orientation session that you must attend
 - i. Attend this 1-hour session

Important: You cannot start working until all the onboarding steps have been completed and you can sign into OneUSG

2. Pre-Onboarding (online documents)

- a. You will receive an email from Georgia Tech Administrative Services Center (ACS)
 - i. If you haven't worked for GT in ~2 years, you must do onboarding and I-9 again
 - ii. You might not need to do onboarding and I-9 if you've worked for GT recently
- b. ACS email will tell you if you should expect to receive two emails from Equifax (DONOTREPLY@Equifax.com) in the next 24-48 hours
 - i. One has login ID and link to USG Employment Center onboarding portal, the other has the password
 - ii. Complete all onboarding forms in portal including tax withholding forms, disability survey, lots of acknowledgements, and anything else it requires

3. Onboarding (in person ASC appointment and training)

- a. Equifax will email you again from donotreply@equifax.com. That email should include two pieces of information:
 - i. Right to Know training link
 - ii. Receipt code for ACS appointment (do not share)
- b. Complete the Right to Know training
- c. Use ServiceNow to book an in-person appointment at ACS at 755 Marietta Street NW, Atlanta, GA 30318
 - i. To appointment, bring original documents from their acceptable documents list
 - ii. At the appointment, complete I-9 Section 2 and security questionnaire
- d. Send any questions to support@asc.gatech.edu
- e. You will get emails from various sources with online trainings to complete, complete all of them
 - i. These may include, but are not limited to: New Hire Learning and Compliance, Biannual Compliance Training, etc

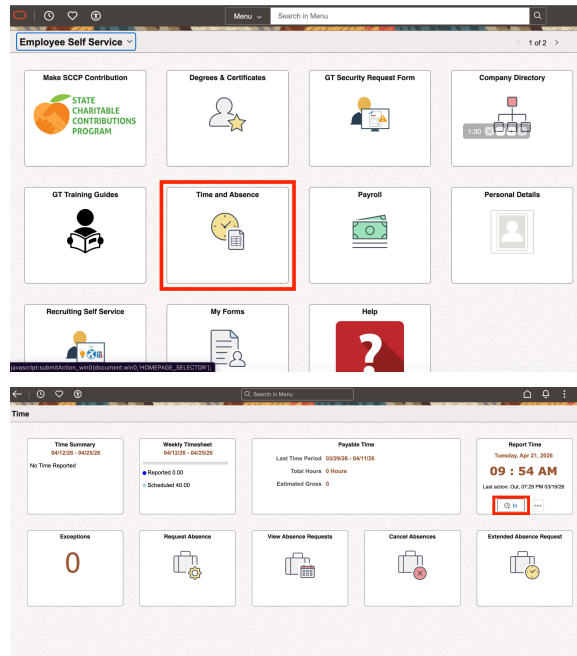
4. OneUSG Setup

- a. About 24-48 hours after your ACS appointment you will have access to OneUSG, login to confirm (<https://oneusgconnect.usg.edu/>)

- b. Set up your direct deposit information
 - i. You will get confirmation from donotreply@usg.edu
- c. Update mailing address and phone number

5. **Timekeeping + Web Clock**

- a. Clock in and clock out on OneUSG Connect website
 - i. OneUSG Connect -> Time and Absence -> Report Time -> In/Out



ii.

iii.

- b. Make sure not to exceed approved limits for clocking in specific to your department
- c. Do not work on institute holidays
- d. Report time clock errors to scirequests@gatech.edu

TAing for Pay for International Students

Congrats on being hired as a Teaching Assistant at the Georgia Institute of Technology! This section contains onboarding instructions for international students who choose to serve as Teaching Assistants for pay.

1. **Fill out the Online Onboarding Documents for USG**

- o You will receive 2 emails from DONOTREPLY@Equifax.com:
 - One contains your LoginID and a link to the online onboarding documents
 - Second contains the Password to your account
- o Access the USG Employment Center via the link and log in using your LoginID and Password

Online New Hire Packet

Welcome to the University System of Georgia Employment Center

This site provides access to your new hire documents and onboarding information.

To begin, enter your Login ID and Password.

This information is only used to identify your account and it is protected by industry standard SSL encryption.

* Required Fields

Login ID*

PASSWORD*

LOG IN


EFX

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- Fill out the onboarding documents:
 - Tax Withholding Forms
 - Survey Voluntary Self-Identification of Disability
 - Security Questionnaire
 - Academic Freedom and Freedom of Expression Acknowledgment Form
 - Intellectual Property Agreement
 - Foreign National (GLACIER)
 - Worker's Compensation
 - Affordable Care Act

2. Fill out International Tax Compliance documents via GLACIER

- Global HR will add you to GLACIER
- You will receive an email from support@online-tax.net. It will contain:
 - Link to your GLACIER account
 - Temporary UserID
 - Temporary Password

GLACIER	Nonresident Alien Tax Compliance	
Welcome to GLACIER Nonresident Alien Tax Compliance		
To access GLACIER, please enter the following information:		
UserID:	<input type="text"/>	
Password:	<input type="password"/>	
Forgot Login? <small>If you have forgotten your UserID and/or Password, please select Forgot Login? An email will be sent to the email address in your GLACIER Individual Record.</small>		
<small>GLACIER supports all current versions of modern browsers on all major computing platforms. Javascript must be enabled to use GLACIER. Please direct any questions about using GLACIER to: support@online-tax.net GLACIER is a product of Arctic International LLC</small>		
<input type="submit" value="Submit"/>		

- Follow the link to access GLACIER and fill out the necessary documentation within **5 business days** of receiving the email











3. Upload the GLACIER documents to iStart

- Upload the documents generated by GLACIER to [iStart](#) under “GLACIER Tax Document Upload (New Employees)”

- GEORGIA TECH-ATLANTA
- Home
 - 1. Request Initial I-20/DS-2019 Form
 - 2. F/J Student Arrival and Check-In
 - 3. F Students
 - 4. OPT (Optional Practical Training)
 - 5. J Students
 - 6. International Student Emergency Funding & Scholarships
 - 7. SSN and Taxes
 - Affiliates and Employees
 - Departmental Services
 - Report Visa Issue
- GLOBAL HUMAN RESOURCES

Affiliates and Employees

Tasks

 Confirmation of Bona Fide Job Offer or Request for Job	 Immigrant Petition Self-Assessment	 STEM OPT Extensions for GT Employees
 GLACIER Tax Update	 Nonimmigrant Employment Updates	 EB-2 Permanent Residency
 Immigration Document Update	 Pre-Travel Checklist	 International Assignment
 New Affiliates & Employees		

- GEORGIA TECH-ATLANTA
- Home
 - 1. Request Initial I-20/DS-2019 Form
 - 2. F/J Student Arrival and Check-In
 - 3. F Students
 - 4. OPT (Optional Practical Training)
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 - 6. International Student Emergency Funding & Scholarships
 - 7. SSN and Taxes
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 - Report Visa Issue
- GLOBAL HUMAN RESOURCES

GLACIER Tax Update

This form is for current Georgia Tech Employees only. Please be sure that documents are signed properly. For electronic signatures, please use [DocuSign](#).

[Request Help from Global HR \(Select Foreign National or International Assignment\)](#) | [Search the Knowledge Base](#) | [See Global HR Processing Times](#)

E-Forms

- OPTIONAL **GLACIER Tax Document Upload**

- Documents needed for upload include: Tax Summary Report and W-4 (Employee's Withholding Certificate)
- If GLACIER does not provide an 8233 or W-9 for you, it is not needed, and you do not have to upload anything to those spots

4. Complete in-person onboarding

- You will receive another email from DONOTREPLY@Equifax.com that will contain:
 - The link to the "Right to Know" Training
 - The Receipt Code for your appointment
- Use the link to complete the "Right to Know" Training
- Use the Receipt Code to make an in-person appointment with the Administrative Service Center (ASC) via the [link](#).

- Bring the following documents:
 - Your foreign passport and your I-94(printed), bearing the same name as the passport
 - Refer to the list of other accepted documents via the [link](#).
- Visit ASC at 755 Marietta Street for your scheduled appointment
- At the appointment, you will complete I-9 and Security Questionnaire
- Note:
 - The remote onboarding option is available for employees working outside of the Metro Atlanta Area
 - Make a virtual appointment by following the [instructions](#).
 - If you are located outside of the United States, you will need to wait until arrival in the U.S. to complete onboarding

5. Complete the training materials

- Employee Self Service Training for OneUSG Connect is generally accessible via <https://gatech.geniussis.com/Registration.aspx>
- “New Hire Learning and Compliance” Training
 - You will receive an email from help@training.gatech.edu containing the link to the course
- In addition, you may be required to complete the “Biannual Compliance” Training.
 - You will receive an email from annual-compliance@gatech.edu with the link to the course

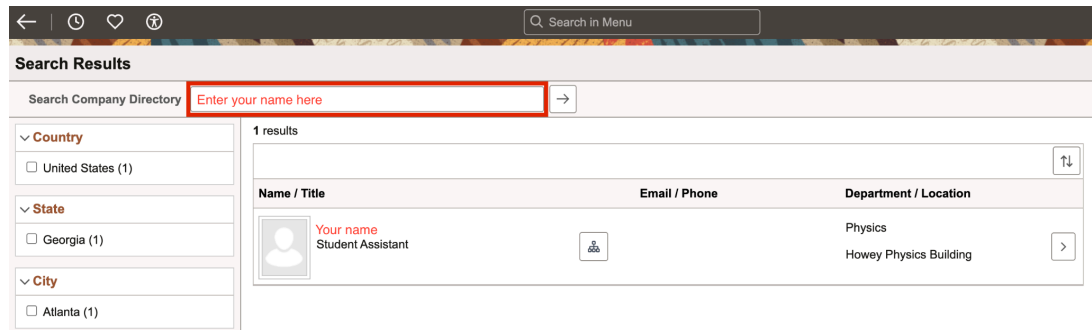
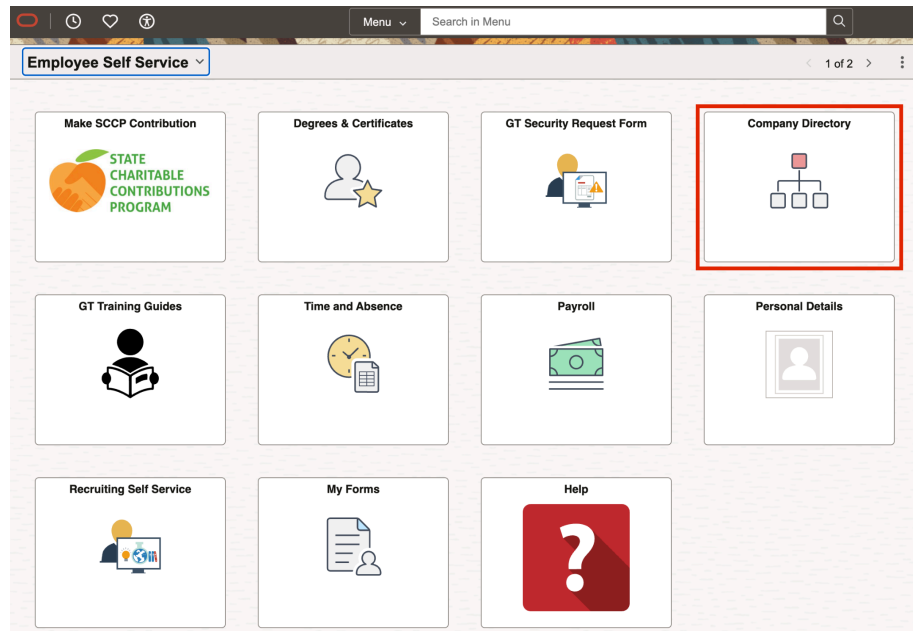
6. Access OneUSG Connect

- Follow this link to access OneUSG Connect: <https://oneusgconnect.usg.edu/>
- Click “OneUSG Connect” button to login with your Georgia Tech account and password

The screenshot shows the USG Faculty & Staff Portal. At the top, there is a navigation bar with the University System of Georgia logo and social media icons. Below this 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 keyboard with the text "USG Faculty & Staff Portal". Below this image are three columns of content. The first column is titled "Supporting Your Well-being" and includes a graphic for "Stress Awareness Month". The second column is titled "ACTIVE USG EMPLOYEES" and contains a button labeled "OneUSG Connect" which is highlighted with a red box. The third column contains text about logging in and a "Get Support" button.

- Confirm your job record is activated:

- From the Employee Self Service screen, click the 'Company Directory' tile and enter your name to see if the correct job is activated



- Verify Direct Deposit. Follow the [instructions](#).
- Verify your mailing address. Follow the [instructions](#).
- Verify your phone number. Follow the [instructions](#).

7. Apply for a Social Security Number (SSN) if you do not have one

- Log in to iStart at <https://login.gatech.edu/cas/login>
- Under SSN and Taxes, submit the "OIE On-Campus Employment Letter Request" e-form

- Home
- 1. Request Initial I-20/DS-2019 Form
- 2. F/J Student Arrival and Check-In
- 3. F Students
- 4. OPT (Optional Practical Training)
- 5. J Students
- 6. International Student Emergency Funding & Scholarships
- 7. SSN and Taxes**
- Affiliates and Employees
- Departmental Services
- Report Visa Issue
- GLOBAL HUMAN RESOURCES

7. SSN and Taxes

Tasks

 OIE On-Campus Employment Letter Request	 Sprintax Access Request 2025 Tax Year	 Identification Number (ITIN) Letter Request for Primary Visa
---------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------

- You will need the job offer letter into the e-form
- For further information on requesting SSN, follow the [instructions](#).
- When approved, a support letter will be generated and you will be notified of pick-up options
- Once you receive your SSN card, submit the “Social Security Number Update” e-form in iStart