NEW HIRE PACKET PROCESS

Effective: May 25, 2020

!!! PLEASE DO NOT SEND YOUR NEW HIRE PAPER PACKETS, THE PAPER PACKETS ARE NO LONGER ACCEPTABLE !!!

As of May 25, 2020, all new hires to Georgia State University will be required to complete an Electronic Hire Packet through the Equifax Compliance Center. Any MSS Hire Transaction initiated on the 25th or thereafter will generate an email to the new hire to complete the new electronic version of the hire packet. The MSS Hire Transaction is the ONLY method of creating the email to the new hire. The email will come from preemployment@equifax.com and will contain the link to the new Electronic Hire Packet, with their system generated user id and password needed to access the system. Individuals will be required to complete all 14 (fourteen) pages of the Hire Packet 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 our office at preemployment@gsu.edu. If the HRIS team does not receive the documents below, the hire process can not be completed.

- Georgia State Tax Form (G4),
- Security Questionnaire/Loyalty Oath,
- Education Form,
- Outstanding Wages Beneficiary Form, and
- I-9 Identity Documents (List of Acceptable Documents Attached)

NOTE: Individuals will be required to scan the documents above to HRIS (preemployment@gsu.edu) to complete the hire process. Once we return to campus the new hire will be required to present the originals of the I9 documents at a later date.

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