Student Employment Information for the 2004-2005 Academic Year

- FWS Split Changed to 60/40%
- Termination of Student Employees August 17th
- New SEO Website has Job Posting Feature

STUDENT EMPLOYMENT POLICIES AND PROCEDURES
The Student Employment Office prepares this memo prior to the fall semester and again in the summer to assist departments with their student hiring, as a reminder of upcoming dates, and to advise of any policy changes which may have been made. In addition, Student Employment policies, memos, and forms may be found on our SEO website located at the following address: http://seo.georgetown.edu Supervisors of student employees are responsible for familiarizing themselves with student employment policies.

FWS SPLIT CHANGED TO 60/40%
Effective July 1, 2004 the University’s Federal Work-Study (FWS) split will return to 60/40%. As of that date, Georgetown’s FWS grant will pay 60% of an eligible student’s wages and the employer must pay the remaining 40% share. The combination of a lower federal work-study allocation and higher usage by eligible students has made this change in the University’s FWS wage split necessary. We recognize that many departments depend on work-study students and the services they provide. We also understand that this change comes at a time when many departments are facing other budgetary challenges. Please keep in mind, however, that FWS funding is awarded to students to assist them in meeting school-related expenses; an ancillary benefit is the budget relief it provides to employing departments. Students must continue to be paid a wage rate that is consistent with the required duties of their position and their skills and experience.

NEW SEO WEBSITE HAS JOB POSTING FEATURE
The Student Employment Office (SEO) is pleased to announce the arrival of new Web services to help employers and students in the job posting and hiring process. With this new tool, you will be able to post jobs, review applications, and complete the hiring process – including University paperwork – all online at our new website seo.georgetown.edu Students will also have the capability to search for jobs, receive email about new openings, and apply for positions.

Features for employers include: the ability to build online applications, quickly add multiple positions for the same job, designate multiple University employees to manage a job, submit job postings, review applications received by email online, manage applications, and email students; hire FWS students only, automatically checking their work-study status, and begin the University hiring paperwork process; plus manage old jobs, storing lists of students and saving jobs postings for reuse. Features for students include the ability to search for jobs using different criteria, receive automatic email when preferred jobs become available, review jobs online, and apply online.
TERMINATION EFFECTIVE DATES
The 2004 Summer employment term concludes with the payroll period ending on August 10th, 2004. All students, both FWS and 100% department funded, will be terminated effective that date. The payroll period July 28 - August 10th is the last one in which students may work unless a new Student Employment Transaction Form is submitted to the Student Employment Office. In addition, this is the last payroll period in which a student receiving Federal Work-Study (FWS) subsidy can have their earnings subsidized using their award. Departments who wish to re-hire department funded students should also submit a Student Employment Transaction Form directly to the Student Employment Office.

HIRING STUDENTS FOR FALL
The 2004-05 Academic Year Term begins on Wednesday, August 11th, 2004 and will conclude on Tuesday, May 17th, 2005. All hiring documents for students, either re-hired or newly hired, must be in our office no later than August 20th for the student to be paid by September 3rd. Please refer to the Student Employment HR/Payroll Processing Schedule for details about document submission deadlines and pay dates. All changes in positions, departments, funding status, and pay rates for student employees are effective at the beginning of a biweekly pay period.

HIRING PROCEDURES
Once a student is hired they should be complete the student employment hiring documents along with their supervisor. Student employees or supervisors may download hiring documents directly from the Student Employment web site or obtain them from the Student Employment Office, G-19 Healy Hall. All hiring must be done using the current forms; please discard any outdated forms. All Student Employment documents, hiring instructions, policies, and procedures are on our web site. Review the instructions provided with the hiring documents to ensure that the student completes all required documents (transaction form, proper tax withholding forms, and I-9). Students that have worked on-campus during the current year and have submitted all the appropriate hiring documents are only required to submit the Student Employment Transaction Form. Students may not begin work until all completed hiring documents are received by the Student Employment Office. Special checks will not be issued to students who begin working prior to their hiring documents being submitted to SEO. Students may submit completed forms in person during office hours, 9:00 am to 5:00 pm, Monday - Friday, and will be issued a green receipt that should be returned to the supervisor to verify when the student may begin working. Receipts are not issued for documents received through campus mail. Consult the Student Employment HR/Payroll Processing Schedule attachment for the deadlines for each payroll period.

POLICY FOR FEDERAL WORK-STUDY AWARDS
The FWS award represents the amount from part-time work that a student is expected to contribute toward their cost of education during the school year. The FWS award amount is the maximum total earnings they can receive under the program. When a student reaches their award maximum, the 60% FWS subsidy to their earnings is terminated. A student may continue to work only if the employer is able to pay 100% of their earnings after that point. If that is not possible, the student must stop working. For this reason, it is important that the student and the employer calculate the total number of hours that can be worked during the year at the hourly wage rate so that the student will not exceed the FWS award maximum. As a courtesy, the Student Employment Office also monitors the FWS earnings for each student and compiles them to their FWS awards. Once the FWS maximum has been reached, we will notify the department that we have changed the distribution to 100% department funded and charged back the full cost of the student’s wages to the hiring department for any earnings exceeding the FWS award. Due to increased usage of Federal Work-Study funds by students, we will no longer increase the student’s FWS award when the student has earned the maximum; the amount awarded at the beginning of each term will be the only amount allowed per student.
SPECIAL CHECK REQUESTS

In order to relieve the administrative burden of Payroll, to focus on faculty and staff pay issues, Special Check requests for students must be kept to a minimum. However, on occasion it may be necessary to request a special check for a student employee. Special check requests for all student employees must be sent to the Student Employment Office, not directly to Payroll. Requests received by 10:00am are normally processed the same day; the completed special check will be available after 3:00 pm through the Check Distribution Office. Special checks for student employees with a FWS subsidy generates a significant administrative burden; therefore the FWS program is unable to provide wage subsidy for special checks or any other payment that occurs outside the normal biweekly payroll. Therefore, the department cost center will be charged 100% of the distribution for a special payroll check. The FWS is unable to process any special check request for a lump sum payment. Lump sum payments for FWS students will be processed during the regular biweekly payroll processing schedule. Keep in mind that, in an emergency, students are eligible to receive an emergency student loan through Student Accounts.

STUDENTS NOT ELIGIBLE TO BE HIRED AS STAFF OR FACULTY

The Student employment classification structure, forms, and hiring procedures detailed here are applicable for the employment of all enrolled Georgetown University students including undergraduate, graduate, law, and medical students. All students are to be hired under the policies and procedures as provided by the Student Employment Office and are not to be hired as full or part time staff or faculty. All students are paid on an hourly, biweekly, or monthly basis, with no provision of fringe benefits. Student employment is for a fixed term (semester, academic year, summer, or other defined period). Term status does not guarantee employment for the period in question. Student employees are “at will” employees of the University, which means either the employer or student employee may terminate employment at any time without notice or cause; however, both are encouraged to give appropriate notice. Individuals who are students at other institutions, and students who have graduated from Georgetown University are no longer “students”, who may be employed at Georgetown University, are not governed by this structure and must be hired through Human Resources.

I-9 PROCEDURES

All departments are required to submit a photo copy of the identification provided when completing the I-9. The copies should then be attached to the I-9 and submitted along with the completed hiring documents to the Student Employment Office. Any paperwork submitted without proper I-9 identification attached will be returned to the department for completion. Only complete hiring documents will be entered into the payroll system for students to begin receiving paychecks. Once again, students should not begin working for departments until completed hiring documents have been provided to the Student Employment Office. Julia Wrice is available to assist International Students with completion of their I-9 paperwork.

HANDOUT FOR STUDENTS

Attached is a handout for students “General Information for Students - 2004-2005 Academic Year”. Please feel free to make as many copies as needed for student employees hired in your department.

CONTACT US WITH QUESTIONS

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