Good afternoon,

As students will soon begin their return to campus and to their student jobs, we’ve included a few important dates, procedures, and policy updates for reference as you prepare your hires. Please refer to the information below to be sure your Fall hiring goes smoothly.

**Important Dates**

- **Sunday, August 16th** - Last day for students to work who will be graduating after the summer session.
- **Monday, August 17th** - First day of the fall term for students to work with a Federal Work Study Award.
- **Tuesday, August 25th and Wednesday, August 26th** - Timekeeper Training (Hands on!)
- **Thursday, August 27th** - Hourly Student Time Tracking Training Webinar
- **Tuesday, September 1st** - The Last day for students to work full-time hours

**New! Hourly Student Employee Handbook**

Introducing the new Hourly Student Employee Handbook for your student workers! SEO advises that every supervisor encourages their hourly student workers to read this handbook within the first week of employment.

**Post Open Positions on HoyaWorks**

Georgetown’s Online Job Posting Portal

- Georgetown students use HoyaWorks! as their main tool when searching and applying for positions – both FWS and Non-FWS.
- **When should employers post? NOW!** The Fall Semester is just a few short weeks away, and students are looking for work now. We encourage you to post your open positions today!

The Student Employment Office (SEO) will be participating in New Student Orientation (NSO) on Saturday, August 29th. We will be showing new students how to search for jobs from 10am to 2pm. **Be sure to post your available positions before NSO in order to recruit the newest hard working Hoyas!**

**Hiring Hourly Students**

Students must be hired into GMS prior to their first day of work. Failure to do so can result in delayed payment, which can cause undue financial stress. Plan ahead – process hires in advance! Due to high volume, SEO allots up to five business days to process requests sent to GMSStudentSupport@georgetown.edu from Main Campus Department Administrators (DAs), and up to three business days to review and approve business process requests submitted in GMS from Human Resource Contacts (HRCs).

Rehiring a student? SEO encourages regular performance evaluations. Please consider merit increases for returning students.

A few reminders:

- Updated forms for GMS processing are available on our website.
- DC Minimum Wage increased to $10.50 per hour effective July 1st, 2015.
**I-9 Information**

- New hires must complete the I-9 form on or before their first day of employment.
- Students working with Main Campus departments can complete their I-9 form with University Human Resources in the basement of Healy Hall during their open office hours. Please see the [I-9 website](#) for more information.
- Departments of University Services, Medical Center and Law Center should follow their own campus procedures regarding the I-9 form.
- Questions? Contact Lilia Choi at (202) 687-6860, or by email at lc869@georgetown.edu.

Students will also be able to complete their I-9 form during the NSO Information and Services Fair on Saturday, August 29th. The Fair runs from 10am to 2:30pm in Red Square.

**Terminations**

Students who worked over the summer and will not continue to work in the fall must be terminated in GMS. This ensures accurate records, reporting and the availability for other departments to hire the student.

**Transfers and Additional Jobs**

As a reminder to DAs and HRCs, it is the responsibility of the inbound department to confirm transfers with the outbound department, checking with the student is not sufficient. This must be indicated on the Hoya Hiring Form by initialing and filling out the “Transfer Information: for Transfers ONLY” section.

Prior to submitting an additional job request, please confirm with the primary department that the student is still working. If the student is no longer working for his/her primary department, a transfer must be processed instead.

**FTE and Taxes**

Students are exempt from paying FICA taxes during periods of enrollment. This means the FTE must be fifty percent or less for hourly students during the academic year. During the summer term, if a student is not enrolled, he/she is not exempt and must pay FICA taxes. At the start of the fall semester SEO will run a report and change all FTEs that are above fifty percent to ensure GMS records are correct.

**Federal Work Study**

As a reminder, a Federal Work Study Award is the student’s benefit. The award belongs to the student. It is the student’s decision as to where their FWSA is applied – it is not the department’s decision. If there is a conflict regarding where the FWSA should be applied when a student has multiple positions on-campus, please remember that this is the student’s choice.

Primary departments will be charged 100 percent of their student employees’ earnings and will be reimbursed quarterly by the FWS Program. FWS Awards can only be allocated to the student’s primary job. It is the department’s responsibility to verify each student’s FWS Award amount; this can be done by requesting that your student provides a screenshot of their award from My Access+.

It is the department’s responsibility to keep track of students’ earnings and the remaining FWS Award balance. FWS Award amounts can change and should be verified monthly. As the minimum wage has increased recently, your student workers may earn the maximum amount of their FWSA earlier in the
year than they have in years past. HR Contacts can view their students’ FWS Awards and earnings by running the FWS-Student Awards by SupOrg (For HRCs) report.

The reimbursement periods are outlined below:
- Quarter One: June 22, 2015 – September 27, 2015
- Quarter Two: September 28, 2015 – December 20, 2015
- Quarter Three: December 21, 2015 – March 27, 2016

**Timekeeping Reminders**

Time in and time out must be recorded accurately either via GMS Time Tracking or on paper timesheets. How time is recorded is at the discretion of the department. The student, Timekeeper, and Manager must work to ensure that time is entered accurately and approved appropriately. Timekeeping policies have not changed.

As a reminder, an hourly student employee who works eight or more hours per day is entitled to two paid fifteen minute rest periods and one required unpaid thirty minute lunch period. A department may extend the lunch period by combining it with the rest periods. An hourly student employee who works at least four hours but less than eight hours per day is entitled to one paid fifteen minute rest period.

Hourly student employees are paid only for actual hours worked. This means that they are not eligible to receive holiday pay, sick leave pay, vacation leave pay, inclement weather pay, or jury duty pay. If a student works during a holiday, he/she will be paid for those hours worked at his/her regular hourly rate. Please remember that students cannot be scheduled to work during a regularly scheduled class time and they cannot work overlapping shifts or be on-the-clock for two positions at once.

**Policy Reminders**

Students may not work full-time during the academic year. It is strongly recommended that students’ scheduled weekly hours do not exceed twenty per week during times of enrollment. The last date for students to work full time hours is Tuesday, September 1st, 2015.

Per the Fair Labor Standards Act, all undergraduate students must be paid hourly. Undergraduate students are not permitted to be paid a “lump sum” or flat amount. For graduate students, the only exceptions to FLSA are for Graduate Teaching Assistants, Graduate Teaching Associates, and Graduate Research Associates as determined by the Graduate School. All other graduate student positions must be paid hourly. There are no exceptions to this policy.

A work permit is required for any student employee who is under the age of 18 at the time of hire. For more information please see the Protection of Minors Policy.

*Thank you for your time and continued support. If you have any questions please do not hesitate to contact the Student Employment Office.*

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