Good Morning,

Please take a moment to review the guidelines for hourly student employees as they work through the winter break and into the spring semester.

**Early Timesheet Deadline**
Timesheets for Federal Work Study students must be submitted early due to the upcoming winter holidays. Please submit student timesheets by 10am on Monday, December 15, 2014 for the pay period of 12/8/2014 through 12/21/2014. This schedule requires that you estimate hours worked for 12/15 through 12/21. Please confirm hours with your students as early as possible and keep track of actual hours worked. Changes or corrections should be reported to the Student Employment Office as soon as possible.

**Scheduling**
FWS student employees are permitted to work fulltime hours over winter break. Students must be paid overtime if they work more than 40 hours per week.

Student employees are permitted to work on special leave days when the university is closed from December 24, 2014 through January 1, 2015. However, hourly students are paid only for actual hours worked. This means that they are not eligible to receive holiday pay, sick leave pay, vacation leave pay, or inclement weather pay. If a student works during a holiday, he/she will be paid for those hours worked at his/her regular hourly rate.

**Recruit Student Employees for Spring**
If you would like to hire additional FWS student employees for the spring semester, now is the time to post your open positions on HoyaWorks! HoyaWorks is Georgetown’s online job posting portal for hourly student positions and it is the number one way that students will search for FWS jobs.

To access HoyaWorks, go to seo.georgetown.edu, select “Off-Campus Employers,” then click on “Post a job.” If you have any questions about using HoyaWorks! please email finseo@georgetown.edu.

**Evaluate Student Employees**
With the fall semester coming to a close, we encourage you to conduct midyear performance evaluations with your student employees. Midyear performance evaluations are an opportunity to discuss progress, and expectations and can be used as a measurement tool when conducting yearend performance evaluations. Performance evaluations are an important learning tool to assist student employees in further developing their work skills by highlighting their strengths and constructively identifying areas for improvement.

**W-2 and Tax Information for Students**
W-2 forms will be mailed to students' permanent address on file with Georgetown's Registrar Office by January 30, 2015.

If students claimed "exempt" on their federal and/or state taxes, they must renew their exempt withholding by Friday, February 16, 2015.

Students will receive communication regarding W-2s and taxes via email. If students have any questions about their W-2 or taxes they should contact Payroll Services or the Student Employment Office.

Attached is the timesheet schedule for the upcoming spring semester.

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

We wish you a wonderful holiday season!
Timesheet Schedule  
*Spring 2015*

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<th>Pay Period Start</th>
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<th>Pay Date</th>
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* Early time sheet submission dates  
**Early pay dates

Please note that these dates can change as the academic year progresses. Schedule updates will be sent out as-needed via email.

Timesheets submitted by fax to:  
(202) 784-4877

Timesheets submitted by email to:  
[finseo@georgetown.edu](mailto:finseo@georgetown.edu)  
[nal36@georgetown.edu](mailto:nal36@georgetown.edu)  
*and* [sth51@georgetown.edu](mailto:sth51@georgetown.edu)