Dear Colleagues,

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

**Scheduling**
All student employees, including international students and students with a Federal Work Study (FWS) Award for the 14-15 academic year are permitted to work during the winter break. Hourly student employees working over winter break are allowed to work full-time hours. Student employees must be paid overtime if they work more than 40 hours per week. Overtime is evaluated daily. If a student has additional jobs on campus, overtime will be charged to the position where the overtime is worked.

Hourly students 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.

**Important Dates for Federal Work Study Awards**
Students with a FWS Award that are studying abroad in the spring may continue working if they have not used their entire fall only FWS Award. Students that studied abroad during the fall term and have a spring only FWS Award may begin working at any time.

Students who were not enrolled in classes during the fall semester and have a spring only FWS Award may begin working on January 5, 2015.

**Last Day for Graduating Students to Work in Student Positions**
Students who have completed their coursework at the end of the fall semester and are not enrolled for the spring term cannot work past December 21, 2014.

**Transfers and Additional Jobs**
As a reminder to HR Contacts and Main Campus Department Administrators, it is the responsibility of the inbound department to confirm transfers with the outbound department; checking with the student is not sufficient. Coordination of the transfer must be completed before it is submitted. Please confirm that the correct effective date is being used and that the student has been paid out for all hours worked for the outbound department. This must be indicated on the Hoya Hiring Form by initializing 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.

**How to Use Effective Dates Correctly**
It is essential that correct effective dates are used for GMS business processes. Incorrect effective dates impact a number of areas including the ability to enter timesheets, I-9 compliance and accurate employment records.
**What effective date should be used?**

- For Hires, Transfers and Additional Jobs: the first day that the student will work in the new position
- For Terminations: the last day that the student worked in the position

**Can future dated Transfers or Terminations be requested?**

- Future dated Transfers or Terminations should not be requested as students cannot be removed from their position until all time has paid out

As a reminder, the Hire, Transfer or Additional Job business process must be completed and approved in GMS before the student starts working.

**Hiring International Students**

Please remember that when hiring international students there are additional considerations:

1. International students may need to apply for a Social Security Number (SSN) if it is their first job in the United States. Hiring Departments will need to fill out this form and print it on department letterhead. The student will take it to the Office of Global Services (OGS) for a final signature before going to the Social Security Administration to apply for the SSN. For more information, click here.

2. International students must also contact the Tax Department at TaxDepartment@georgetown.edu to set up appropriate withholdings and tax filing status information.

**I-9s and DACA Students**

As a reminder, students who qualify for Deferred Action for Childhood Arrivals (DACA) are eligible to apply for an Employment Authorization Document (EAD). The EAD card establishes both identity and employment authorization to work in the United States and may be used to complete the Employment Eligibility Verification (I-9) Form. Individuals who are not authorized to complete the I-9 form should not process an I-9 form or answer any questions regarding a student’s work eligibility. Any questions regarding the I-9 form or work eligibility should be sent to Lilia Choi at lc869@georgetown.edu or Ext. 7-6896, or to Kimberly Locastro at kb346@georgetown.edu or Ext. 7-1803.

**Effective Job Descriptions**

Job Descriptions must include specific details describing the purpose and role of the position within the department, the duties and responsibilities associated with the position, and required qualifications.

Accurate job descriptions provide students with the information they need to determine if they qualify for the job, and whether the job is of interest to them. Additionally, job descriptions inform students of their duties and responsibilities within the position. This can be used as a reference in the future for all parties to avoid disagreements and can be used as a point of reference during performance evaluations.

When re-using positions in GMS, please be sure to review the existing job description to ensure that the purpose, role, duties, responsibilities and qualifications for that specific position fit what the student will be doing. If changes need to be made to an existing position, simply submit a Create Hourly Student Position form, include your changes and indicate “Edit Position #_____” for the GMS Action.
**Evaluate Your Student Employees**

With the fall semester coming to a close, we encourage departments to conduct mid-year performance evaluations with your student employees. Mid-year performance evaluations are an opportunity to discuss progress, and expectations and can be used as a measurement tool when conducting year-end 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.

**Policy Reminders**

Per the Fair Labor Standards Act, all undergraduate students must be paid hourly. Students must record their hours worked on a time sheet and include time in and time out. Undergraduate students are not permitted to be paid a “lump sum” or flat amount. *There are no exceptions.*

Departments are required to pay their student employees promptly.

Hourly student employees who work at least four hours but less than eight hours per day are entitled to one paid fifteen minute rest period. *Hourly student employees who work eight or more hours per day are required to take two paid fifteen minute rest periods and one unpaid thirty minute lunch period.* A department may extend the lunch period by combining it with the rest periods.

*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!

Sincerely,

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