Dear Human Resource Contacts, Department Administrators, Managers and Timekeepers,

**End of Semester Dates**
Please check with your student employees to ensure they have been paid correctly throughout the semester. The **final pay period of the spring semester is April 27th through May 10th** – the corresponding pay date is Friday, May 15th.

- **Tuesday, April 28th** – Student employees may begin working full-time hours. Please see the section below on Summer Student Employees for more information.
- **Friday, May 8th at 10am** – All General Payroll Forms (GPFs) for hours from a previous pay period must be submitted to the Payroll Department. Hours from a previous pay period submitted on a GPF after Friday, May 8th for FWS students will not be reimbursed to the department.
- **Sunday, May 10th** – The last day for Federal Work Study (FWS) students to work during the spring semester. If a student continues to work after that date, 100% of their earnings will be charged to the department.
- **Sunday, May 17th** – The last day for graduating seniors to work as hourly student employees.
- **Wednesday, July 1st** – DC minimum wage increase takes effect. See section below on DC Minimum Wage Increase for more information.

For graduate students receiving service stipend awards during the spring 2015 semester, please check with the home Department Administrator (DA) providing the service stipend award to confirm the last day of the student’s service/duties for that department prior to approving hours worked in excess of 20 hours per week total from all on-campus student positions.

**Student Performance Evaluations**
Before the semester comes to a close, we encourage you to consider performance evaluations for your student employees. Although performance evaluations are not mandatory for student workers, they serve as an important learning tool to assist student employees in further developing their skills by highlighting their strengths and constructively identifying areas for improvement.

For guidance through the process, please use our **Student Employee Performance Evaluation Guide** located [here](#).

**Employment Verifications**
All student employment verification requests should be forwarded to the Student Employment Office. Managers of all students across all departments of the university are permitted to complete character references. See our **How to Serve as a Reference** guide located [here](#).

**Terminations**
All hourly student employees must be terminated at the end of the spring semester if they will not return to work for your department. This includes students who will be graduating after the spring semester and students who will be studying abroad during the fall semester. Students must receive their final payment prior to their termination in GMS. Failure to terminate students in a timely manner impacts a number of areas including records, reporting and the availability for other departments to hire the student.
For Main Campus Department Administrators: The SEO will be accepting termination requests without a revision form now through May 31st. In order for these to be processed, please send an email to gmsstudentsupport@georgetown.edu with the following information:

- Student Name and NetID
- Supervisory Organization Name and Number
- Position Number
- Effective Date of Termination (this date should be the last day that the student worked in his/her position.)

Please do not terminate graduate students who are currently receiving service stipend awards and/or receiving an award during the summer 2015 term. Please email gradstipendsupport@georgetown.edu with questions concerning the appropriate termination of graduate stipend recipients on Main Campus.

**DC Minimum Wage Increase**

The minimum wage in the District of Columbia will increase from $9.50 to $10.50 per hour effective July 1st. Please keep this in mind when completing hiring forms with an effective date of July 1st or later. Hiring documents submitted with a wage that is less than $10.50 per hour will be returned for corrections.

Information about a mass upload to GMS for an update to wages and hire status will be coming shortly.

**Summer Student Employees**

Hourly student employees working over the summer term 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 multiple positions on campus, overtime will be charged to the position where overtime is worked.

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. Time out and time in for unpaid breaks must be recorded accurately on hourly student employee timesheets.

Students who worked during the spring semester and will continue to work in the same department during the summer do not need to be terminated and rehired. As a reminder, prior to adding an additional job for hourly student employees during the summer term, please check with the primary department to ensure the student will continue to work there. If the student is no longer working there, change job (transfer) must be completed. Additionally, any changes in student records, such as scheduled weekly hours, should be reflected in GMS.

Students working over summer who are enrolled in classes at least half time will be exempt from FICA taxes. This means that their Scheduled Weekly Hours in GMS should be entered as 20 hours per week or less. Students working over the summer who are not enrolled in classes at least half time will be subject to FICA taxes. Their Scheduled Weekly Hours in GMS should reflect their actual working hours up to 40 hours per week.
Incoming freshmen students may begin to work at the university immediately after graduating from high school. If your student employee is under the age of 18 at the time of hire, please see the Protection of Minors Policy.

Per the Fair Labor standards Act, all undergraduate students must be paid hourly. Students must record their hours worked on a timesheet 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. As a reminder, hourly student employees are paid only for actual hours worked. This means that they are not eligible to receive holiday pay.

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

Sincerely,

Student Employment Office
Georgetown University
3520 Prospect Street NW; Car Barn 304
Washington, DC 20057

Phone: 202-687-4187
Fax: 202-784-4877