

Hello Managers, Timekeepers, DAs, and HRCs,

The Hoyas are coming! The Hoyas are coming! 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**

- **Friday, August 12th** - Last day for students graduating after the summer term to work in student positions
- **Wednesday, August 17<sup>th</sup>** – Main Campus staff should attend the Main Campus Council meeting at 9:30am in the Lohrfink Auditorium (Hariri Building) – SEO will be presenting important fall hiring information for students! See you there!
- **Monday, August 22nd** - First day for fall Federal Work Study Awards to apply to student earnings – FWS funding will apply to the primary position of students with FWS Awards in their aid packages
- **Tuesday, August 30th** - Last day for students to work full-time hours before fall classes start

### **Post Open Positions on HoyaWorks**

- HoyaWorks is the number one way for students to find jobs here on campus.
- **If your department will be hiring a student, we recommend posting your open job on HoyaWorks today!** You can't hire great students if they can't find you.

The Student Employment Office (SEO) will be participating in New Student Orientation (NSO) on Saturday, August 27th. 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. Due to high volume, SEO allots up to 5 full business days to process requests sent to [GMSStudentSupport@georgetown.edu](mailto:GMSStudentSupport@georgetown.edu) from Main Campus DAs, and up to 3 full business days to review and approve requests submitted in GMS from HRCs. If follow-up is needed for additional information or clarification, this may increase the time needed to process your hire. Plan ahead – process hires in advance!

A few reminders:

- There have been multiple changes to the student hiring process this summer! **Please be sure to download the most updated forms for GMS processing from [our website](#).**
- If you have returning student workers, please consider providing them with feedback to get the year started right! We recommend performance evaluations and merit increases if possible.
- **DC Minimum Wage increased to \$11.50 per hour effective July 1<sup>st</sup>, 2016.**
- Be sure to share the updated [Student Employment Handbook](#) with all of your student workers!

### **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. Please see the [I-9 website](#) for processing times and locations.
- Main Campus DAs can check with the I-9 office beforehand to determine if their student hires will need to complete the form I-9 or if a valid I-9 is already on file – just send the student’s name, NetID, and date of hire to Lilia Choi at [lc869@georgetown.edu](mailto:lc869@georgetown.edu). For those departments with a lot of fall hires, student information can be shared with Lilia at the email above as a Google Docs spreadsheet or sent as an Excel document for review.
- Departments in University Services, Medical Center and Law Center campuses 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](mailto:lc869@georgetown.edu).

**Students will also be able to complete their I-9 form during the NSO Information and Services Fair on Saturday, August 27th. 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 reporting and records! We recommend reviewing the “Members” tab of your supervisory organization to see who’s working and who isn’t before the year starts.

Please remember – graduates aren’t automatically terminated. If a student employee graduated after the summer term (or the spring!) be sure to submit your termination request promptly.

### 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.

### 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. The reimbursement periods are outlined below:

- Quarter One: August 22, 2016 – September 25, 2016
- Quarter Two: September 26, 2016 – December 18, 2016
- Quarter Three: December 19, 2016 – March 12, 2017
- Quarter Four: March 13, 2017 – May 14, 2017

FWS Awards can only be allocated to the student's primary job. 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. HR Contacts can view their students' FWS Awards and earnings by running the *FWS-Student Awards by SupOrg (For HRCs)* report. 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.

### **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.

As a reminder, an hourly student employee who works eight or more hours per day is entitled to two paid 15-minute rest periods and one required unpaid 30-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 15-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.

### **FTE and Taxes**

Students are exempt from paying FICA taxes during periods of enrollment. This means the FTE must be fifty percent or less per position 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 and students' FICA tax is processed correctly.

### **Policy Reminders**

Students may not work full-time during the academic year. It is strongly recommended that undergraduate students' scheduled weekly hours do not exceed twenty per week during times of enrollment. Graduate students and international students may not work more than twenty hours per week during times of enrollment – total for all positions. The last date for students to work full time hours before fall classes begin is Tuesday, August 30, 2016.

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.*

Sincerely,

Caren Sobier, Associate Director

Amri Rouson, Assistant Director

Stevie Hegge, Assistant Director

Student Employment Office