Jan 2016

Good Morning,

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

**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**
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.

Best,

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