

Dear Colleagues,

Please take a moment to read through the information below. This memo includes all the most critical information for your hourly student employees as we go into the spring semester.

#### **Resources for You!**

SEO and HR will be presenting the “Hiring Hourly Students... The Right Way!” webinar this coming **Monday, January 11<sup>th</sup> from 2 to 3pm**. This quick webinar is great for everyone who would like a refresher before the spring hiring season gets going – without even leaving your desk. This is an updated version – specifically focusing on your spring hiring needs and questions! Register [here!](#)

#### **Resources for New Hires**

If you have any new students coming on board with your department this semester, be sure to start them off on the right foot with a great office orientation! For supervisors, we have a [Student Employee Orientation Checklist](#) that lists off everything you’ll want to discuss on your new student employee’s first day of work. We also recommend sending your students our [New Student Hire Checklist](#) which includes everything they need to do including completing tax elections and the I-9, direct deposit, and more.

#### **The I-9 Office Has Moved**

The I-9 office has moved along with HR to Wisconsin Ave., but they will keep some hours on Main Campus to make it easier for new employees to complete their forms. If one of your student workers will need to complete the I-9 form, please check the [I-9 website](#) first! This page has the new location and updated office hours. If you have any questions about the I-9 process, please contact Lilia Choi at [lc869@georgetown.edu](mailto:lc869@georgetown.edu) or Ext. 7-6869.

#### **Timesheets and Payslips**

Starting a new semester with new students can be hectic so we ask that you check the [Payroll Calendar](#) to ensure that all timesheets are collected, entered, and approved on time! If your department will be moving from paper timesheets to Time Tracking in GMS for the first time, feel free to reach out to SEO Staff with any questions you have before making the switch!

We also ask that you encourage your students to sign up for Direct Deposit in GMS. We have quick instructions on signing up for Direct Deposit for students in the [New Student Hire Checklist](#).

#### **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 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.

#### **Effective Effective Dates**

It is essential that correct effective dates are used for all processes. Incorrect effective dates impact the ability to enter timesheets, I-9 compliance, and accurate employment records.

*What effective date should be used?*

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

International students may need to apply for a Social Security Number (SSN) if this 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](#).

International students must also contact the Tax Department at [TaxDepartment@georgetown.edu](mailto:TaxDepartment@georgetown.edu) to set up appropriate withholdings and tax filing status information.

### **I-9s and DACA Students**

Students who qualify for Deferred Action for Childhood Arrivals (DACA) are eligible to apply for an Employment Authorization Document (EAD). The EAD establishes both identity and employment authorization to work in the United States and may be used to complete the 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](mailto:lc869@georgetown.edu) or Ext. 7-6869.

### **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.

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, jury duty 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.

**And don't forget – the minimum wage will be increasing again this coming summer. As of July 1, 2016 the DC minimum wage will be \$11.50 hourly.**

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

Best wishes for the new semester!

Sincerely,