

As the semester comes to a close and you begin to hire students for the summer, please see below for a few important dates and policy reminders.

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 May 9th through May 22nd** – the corresponding pay date is Friday, May 27th.

- **Sunday, May 15th** – The last day for students working with Federal Work Study (FWS) awards to work during the spring semester. If a student continues to work after that date, the FWS funding will no longer apply and 100% of their earnings will be charged to the department.
- **Friday, May 20th 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 this date for FWS students will not be reimbursed to the department.
- **Sunday, May 22nd** – The last day for graduating seniors to work as hourly student employees. If a student will be needed past that date, they should be transferred into a non-student position (temporary, staff, or faculty). Please talk to the HRC of your non-student sup org about these transfers.
- **Monday, May 23rd at 1pm** – All GMS timesheets must be entered and approved by Monday, May 23rd in order to be included in the final regularly scheduled pay date for the spring semester. Hours submitted and approved after this date for FWS students will not be reimbursed to the department.
- **Friday, July 1st** – **The minimum wage in the District of Columbia will increase from \$10.50 to \$11.50 per hour.** Please keep this in mind when completing hires or revisions for your summer student workers. Information about a mass upload to GMS for an update to wages and hire status will be coming shortly.

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. Employment verification requests cannot be completed without a signed Authorization of Release of Information Form. 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, available positions, 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 **from May 31st through June 7th this year**. In order for these to be processed, please send an email to gmsstudentsupport@georgetown.edu with the information listed below. For multiple students, please consider sending a spreadsheet. Incomplete requests cannot be processed. Please include:

- 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 2016 term. Please email gradstipendsupport@georgetown.edu with questions concerning the appropriate termination of graduate stipend recipients on Main Campus.

Summer Student Employees

Working Full-Time Hours: In most cases, students may begin to work full-time hours as soon as they have completed their last scheduled class. This will vary from student to student, so please check in with your student employees about their course schedule before making schedule changes.

- **International students** can begin working full-time hours the day after exams end, which is May 15th this year. These students can continue to work full-time until the day before courses begin in the fall.
- For **graduate students** receiving service stipend awards during the spring 2016 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.

Overtime Pay: Student employees must be paid overtime if they work more than 40 hours per week. If a student has multiple positions on campus, overtime will be charged to the position where overtime is worked.

Required Breaks: 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.

Summer Hires and Additional Jobs: 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.

Hiring Incoming Freshmen: 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.

FICA Tax Exemption: 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.

Summer Payments: 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,
The Student Employment Office

*Caren Sobier, Associate Director
Stevie Hegge, Assistant Director
Amri Rouson, Assistant Director*