

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 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.

For more information on student employment policies and procedures, please review the [Student Employee Handbook](#).

TIMESHEETS AND PAYSLEIPS

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 using 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](#).

IMPORTANT DATES TO REMEMBER:	
January 2, 2017	First day for students who were not enrolled in the fall term and have a spring-only FWS award to work with FWS funds. <i>Students with a fall-only FWS award who will be studying abroad in the spring may continue working through the winter break if they have not used their entire award amount. Students who studied abroad during the fall term and have a spring-only FWS award may begin working at any time after they return to campus.</i>
January 10, 2017	Last day for students to work full-time hours before classes start
April 10-14, 2017	National Student Employment Week (NSEW – more info to come!)
May 21, 2017	Last day for graduating seniors to work in a student position.
May 22, 2017	First day for students to work full-time hours during summer break.

THE I-9 OFFICE

If you are hiring additional student workers, please make sure they fill out an I-9 form on or before their first day of employment. Please check the [I-9 website](#) for location and hours of operation. *International employees, please make an appointment with the I-9 analyst by emailing i-9@georgetown.edu*

TRANSFERS & 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.

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.

MINIMUM WAGE 2017

The minimum wage will be increasing again this coming summer. As of July 1, 2017 the DC minimum wage will be \$12.50 hourly. Official communication about the minimum wage increase will be sent from the Department of Human Resources in the coming weeks.

Thank you for your time, attention, 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,

The Student Employment Office

Caren Sobier, Associate Director

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Jared Heino, Assistant Director