



2019-20

Georgetown University Student Employment Office

Hoya Hiring Form (HHF)

Select Main Campus departments MUST submit a completed form to the Student Employment Office via email at GMSstudentsupport@georgetown.edu. University Services, Law Center, and Medical Center should follow their own procedures.

Fields in the sections with * are **required**. Please save the form in the following format:

Last Name, First Name, HHF, First Four Digits of Student Supervisory Organization (ex. **Hoya, Jane, HHF, 1234.pdf**)

*Student's Identification Information:

Last: _____ First: _____ MI: _____

Date of Birth: _____ GUID: _____ NetID: _____ Graduation: _____
(MM/DD/YYYY) (MM/YYYY)

*Important Student Hire Status Questions:

Employers - please verify this information in GMS.
Answers to the following questions will help the student's hire to be processed quickly and correctly.

1) Student's Enrollment Status: ***Must check a box***

Undergraduate Graduate Medical Law PhD

2) Does the student have a Federal Work Study Award? Yes No

If yes, enter award amounts: Fall term: \$ _____ Spring term: \$ _____ Summer term: \$ _____

If **YES**, does the student want **this position** to be the **primary**, so FWS reimbursement funds are allocated quarterly? Yes No

3) Has the student previously been employed by Georgetown University? Yes No

4) Does the student have other jobs on campus at this time? Yes No

If **yes**, enter Department Name(s), Manager Name(s), and Phone/Email: _____

5) Is this student leaving a GU position in another dept. to work for your dept.? Yes No

6) Is this student also receiving a graduate stipend? Yes No

If yes, you must send an email notifying the Graduate School (gradstipendsupport@georgetown.edu), the DA of the stipend dept., and the Timekeeper of the secondary hourly position, as the timekeeping process is different for stipend students. **If the student is receiving a non-service stipend the student cannot be hired into a second position on campus.** Please see the [GSAS Financial Aid wiki page](#).

*GMS Action: ***Must check one box***

New Hire * Rehire * Add Additional Job Transfer /please complete transfer sec (pg2)

Effective Date of Action: _____

*If **New Hire** or **Rehire**, you **must** use _____ (MM/DD/YYYY)
New Hire Calendar to determine start date.

Enter the date the hourly student will start working. **The I-9 form must be completed within 3 days of the start date.** (Section 1 done electronically by the student & then Section 2, student showing proper ID to I-9 analyst or HRC.)

*Hiring Department Information:

Supervisory Org. Name and Number: _____

Manager (as listed in GMS): _____ Phone: _____ E-mail: _____

***Job Information:**

The Manager or DA **must** provide a functional job title that best describes the work the hourly student will be doing as well as a complete and detailed description of the hourly students' work that includes specific duties, responsibilities, and qualifications of the student in the position.

Job Title: _____

Note: Some Hourly Student Job Profiles have a minimum recommended Compensation Grade Profile. Please see Compensation Grade Sheet on SEO's website.

Job Profile: _____

Work Location: _____

Scheduled Weekly Hours (estimated): _____

Job Description: *Please list detailed responsibilities in paragraph form.

Note: The following restrictions apply to hourly student jobs that will be filled by students who receive an FWS subsidy to their earnings:

- FWS employment must not displace employees or impair existing service contracts.
- FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

Transfer Information: for Transfers ONLY

As the Inbound DA or HRC, I have verified this transfer with both the student employee and the Outbound Department. They have confirmed that all hours from the previous position have been paid out. Initial here: _____

Outbound Supervisory Org. Name and Number: _____

Outbound Manager: _____ **Phone:** _____ **E-mail:** _____

***Organization Assignment:** A default organization assignment without a grant, gift, or assignee is required for each hire.

GMS Cost Center: _____ **Fund:** _____ **Purpose:** _____ **Program:** _____

***Costing Allocation:** If same as default organization listed above, please leave this section blank.

GMS Cost Center: _____ **Fund:** _____ **Purpose:** _____ **Program:** _____

Distribution %: _____ % **Grant:** _____ **Gift:** _____ **Assignee:** _____

GMS Cost Center: _____ **Fund:** _____ **Purpose:** _____ **Program:** _____

Distribution %: _____ % **Grant:** _____ **Gift:** _____ **Assignee:** _____

Costing Allocation End Date: _____
(MM/DD/YYYY)

The Costing Allocation process requires you to **provide an End Date** if the **1802** or **1805** Fund worktags are assigned (usually a Grant).

***Proposed Compensation:**

Hourly Wage: \$ _____

- ST.01 - Novice** wage range: \$ 14.00 to \$16.25 per hour
- ST.02 - Skilled** wage range: \$15.50 to \$18.25 per hour
- ST.03 - Highly Skilled** wage range: \$17.50 to \$21.00 per hour

Note: Some Hourly Student Job Profiles have a minimum recommended Compensation Grade Profile. Please see Comp Grade Sheet for Novice, Skilled & Highly Skilled positions.

For all hourly wages **above \$21.00**, a wage justification explaining why such wage **is necessary** & must be included for the hire to process.