Clear Form

Georgetown University Student Employment Office

2020-2021 Hoya Hiring Form (HHF)

GEORGETOWN UNIVERSITY

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: (Mac users, use "File>Print>Save as PDF" to save file)
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:**

*Important Student Hire Status Questions:

1) Student's Enrollment Status:

Undergraduate   **Graduate**   **Medical**   **Law**   **PhD**

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

If yes, enter total award amount: 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 other 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), as stipend students need authorization to work an hourly position. **If the student is receiving a non-service stipend the student cannot be hired into a second position on campus**.*

7) Is this an in-person/front facing job, or is it remote?   In-Person/Front Facing Job   Remote Job

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

    New Hire* (never worked on campus)   Rehire* (rehiring into GMS after termination)

    Add Additional Job (adding an additional job in GMS)   Transfer (transfer from one job to another)

Effective Date of Action:

If **New Hire or **Rehire**, you **must** use **New Hire Calendar** to determine start date. Please note the I-9 MUST be completed within 3 days of hire to avoid termination. Any I-9 questions should be directed to the I-9 Office.*

*Hiring Department Information:

Supervisory Org. Name and Number:

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

*Job Information:

A functional job title that best describes the work that will be performed is required. We suggest adding the word "Remote" to the job title if this is a virtual job. It is also required to provide a detailed job description of the duties, responsibilities, and qualifications of the student in the position.

Job Title:

Please select appropriate Job Family based upon position (GU Hourly or AFT-GAGE):

GU Hourly Job Profile: *Please add required Job Description below.*

AFT-GAGE Job Profile: *Please add required Job ID# to Job Description below.*

Location: **Scheduled Weekly Hours (est.):**

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 a FWS subsidy to their earnings:
   -FWS employment must <u>not</u> 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: *End dates are required for grants (1802 or 1805) as well as University funded research with assignee.*

GMS Cost Center:	**Fund:**	**Purpose:**	**Program:**
Distribution %:	**Grant:**	**Gift:**	**Assignee:**
GMS Cost Center:	**Fund:**	**Purpose:**	**Program:**
Distribution %:	**Grant:**	**Gift:**	**Assignee:**

Costing Allocation End Date:

*Proposed Compensation:

Hourly Wage:

ST.01 - Novice	**wage range: $15.00 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**
GR.01 - Graduate Assistant	**wage range: $19.50 to 30.00 per hour**

Note: Some hourly student job profiles have a minimum recommended compensation grade profile. Please see comp grade sheet for novice, skilled, and highly skilled positions, <u>For all hourly wages above **$21.00**, a **wage justification** is necessary and must be included to be processed.</u>

Comments (optional):