



GEORGETOWN UNIVERSITY

Georgetown University Student Employment

Office **2023-2024 Wage Justification Form**

A wage justification is required for any request to pay students more than the standard maximum of \$22.00 per hour. This form should accompany the Hoya Hiring Form (HHF) upon hire, as well as revisions to increase wages above \$22.00 per hour.

Please fill in required sections, and other sections as complete as possible.

Please save the form in the following format: (Mac users, use "File>Print>Save as PDF" to save file)

(Last Name, First Name, Wage Justification, First 4 digits of Student Supervisory Organization Number.pdf).

Student Identification Information: (required)

Last Name:

First Name:

MI:

Date of Birth:

GUID:

NetID:

Wage Justification Type: (required) *Please select any or all options that apply.*

Advanced Skills or Knowledge *This student has an advanced and specialized skill set and/or knowledge base that makes them uniquely qualified to meet position requirements.*

Experience *This student has a high level of experience in this department/field/position/etc. that makes them uniquely qualified to meet position requirements*

Market Rate *The market rate for similar positions in this area is significantly higher than \$21.00 per hour (we will ask that you provide a source of average wages in similar positions)*

Position Responsibilities *The responsibilities of this position are significantly greater than those normally seen in student positions, meriting a higher wage.*

Other *Please explain below.*

Wage Justification Explanation: (required)

Please include an explanation of the type of wage justification you selected above. We ask that you provide specifics about what skills or experience this student has that makes them uniquely qualified to meet the position requirements, or why the position itself merits a higher wage.

Proposed Hourly Wage: \$