



Introducing Electronic Time In/Time Out for Student Employees

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Dear Managers and Timekeepers of Students, and Student Employees;

We are happy to announce that beginning **July 20, 2015**, time tracking for Hourly Student Employees will be available in GMS. Hourly Student Employees will be able to enter the start and end times (in/out) of hours worked directly into GMS using their iOS/Android device or PC.

How does this impact Hourly Student Employees?

- University policy no longer requires a paper timesheet for hourly student employees.
- Timesheets indicating start and end times (in/out) for hours worked will be entered and submitted directly into GMS by the student employee and routed to the Timekeeper/Manager for approval.
- Time can be entered into GMS using an iOS/Android device or PC.
- Departments may elect to continue requiring paper timesheets from student workers. Hourly students working for such departments must submit paper timesheets per departmental policy to be entered by the Timekeeper/Manager on behalf of the employee.

How does this impact Timekeepers/Managers?

- Departments requiring students to enter time directly into GMS are no longer required to collect paper timesheets. For these departments, Timekeepers/Managers will only be responsible for time approval (not time entry) in GMS for hourly students.
- Departments that do not require students to enter time directly into GMS are required to obtain paper timesheets from all hourly student employees. Timekeepers/Managers will continue to be responsible for time entry and approval in GMS for hourly students. Paper timesheets must be retained by the department for audit purposes.

How does this benefit the University?

- Demonstrates compliance with the DC Wage Theft Prevention Act
- Improves tracking, reporting, and audit capabilities

In the coming weeks, we will be publishing training dates and additional reference materials for your review. For questions regarding student employment or time tracking related to student employment please contact the Student Employment Office at finseo@georgetown.edu or via (202) 687-4187.

Sincerely,

The Office of Student Employment

The Department of Human Resources