GEOGETOWN UNIVERSITY STUDENT EMPLOYMENT OFFICE:
WORKING AN HOURLY JOB
WHILE YOU ARE A GEORGETOWN GRADUATE STUDENT

This information is for graduate students working in hourly positions. Teaching and Research Assistants will receive stipend payments.

For help and information about graduate stipends contact:

Graduate School of Arts and Sciences
Car Barn, Suite 400
3520 Prospect Street NW
Phone: (202) 687-5974
Fax: (202) 687-6802
Email: gradstipendsupport@georgetown.edu
MBA students contact Peter Grana: pjg46@georgetown.edu

For help and information about working in hourly positions contact:

The Student Employment Office
Hours: Mon-Fri from 9am-5pm.
Location: Suite 304 in the Car Barn, 3520 Prospect St NW.
E-mail: finseo@georgetown.edu,
Phone: (202) 687-4187
FAX: (202) 784-4877

Getting Started:

> ➤ Go to *HoyaWorks!*: https://seo.georgetown.edu
> ➤ Click on *Georgetown Students*
> ➤ Click on *Students-Find a job*
> ➤ Log in with your NetID and Password
> ➤ Select what type of job you are looking for (on-campus/off-campus)
> ➤ Select your search criteria and begin applying for jobs
>> o Online applications are available for most jobs
>> o You can apply for as many jobs as you like
>> o Always follow up with the employer to check the status of your application
>> o Jobs are posted daily during the beginning of each semester

FAQs-FIND AN HOURLY JOB

How do students find jobs?
- Students can find on/off campus jobs by visiting the Student Employment website *HoyaWorks!* at https://seo.georgetown.edu

When should students begin applying for jobs?
- Students can begin applying for jobs now. The earlier students begin applying to jobs the better chance they have at finding one. Many employers begin to post jobs in early to mid-August and will continue to post new job openings throughout the academic year. Check the listings on the *HoyaWorks!* (seo.georgetown.edu) website often.

FAQs-ON THE JOB AT GEORGETOWN

What is the maximum number of hours students are permitted to work per week?

- Students may not work full-time during the academic year. The Student Employment Office recommends students do not exceed 20 hours per week for academic reasons.

Are students paid monthly or biweekly? When can students expect their first paycheck?

- Students are paid on a biweekly basis. Students should speak with their supervisors to determine when they will receive their first paycheck.

Will my first paycheck be a paper check or a direct deposit to my bank account?

- Students have the option to sign up for direct deposit of their paycheck by using the "self-service" tools in the payroll system which is called the Georgetown Management System (GMS). If you elect direct deposits it takes one or two pay cycles to process that request so a paper check will likely be provided in the interim. Students can find out if their paycheck will be issued on paper or by direct deposit by using the "self-service" tools in GMS to view their payslips. See below for instructions on using "self-service" tools in GMS.

Where do I pick up my paper paycheck?

- Students should pick up their paychecks from their managers in their hiring departments.

Are students able to have more than one job?

- Yes, students are permitted to work in more than one job. Students must inform their managers of their other position(s) at Georgetown University. This is imperative so the student's Georgetown employment record and payroll will be accurate.
- If a graduate student holds a Teaching or Research Assistantship and is paid a stipend, he or she may work a second hourly position with the following condition: student needs to make sure that they communicate between both departments (the primary stipend-based position and the secondary hourly position) because the student cannot exceed 20 hours total per week for all jobs.
- Details on how to receive payment for both positions are available in the Graduate School Office gradstipendsupport@georgetown.edu or through the Student Employment Office at (202) 687-4187.

What should students do before they are hired?

- It is very important for students to meet with their hiring manager before they begin working in order to complete the necessary steps to be hired in the Georgetown University Human Resources and Payroll system (GMS). Failure to do so may result in work hours and paychecks not being processed.
- Before starting work, students are required to provide proof of employment eligibility by completing a federal I-9 Employment Verification form and providing various document(s) that verify identity and authorization to work. Copies of these documents will not be accepted. Examples of documents required are: (1) a passport; or (2) a driver's license and a birth certificate; or (3) a social security card and a driver's license. Students should plan ahead so they have the necessary documents in their possession at the time of hire. Students should contact their manager to determine where they should complete the I-9 form. For a complete list of acceptable documents, students can talk to their managers or contact the Student Employment Office.
- Once hired, students should log into GMS.

FAQs-GEORGETOWN MANAGEMENT SYSTEM (GMS)

What is GMS?
- Georgetown Management System (GMS) is a payroll and human resources system. Students will be able to access this system *after* their hire has been entered into the system and approved.

How do students log onto GMS?
- To log into GMS, students should go to http://gms.georgetown.edu and enter their Net ID and password.
- GMS is not compatible with an iPhone or iPad at this time but future enhancements to the system may make this possible.
- Students will not be able to log onto GMS until their hire is entered by their employer and approved by the Student Employment Office (SEO) in GMS.

Which "self-service" functions are student employees of the University able to use in GMS?
- Complete federal tax exemptions and withholdings
    - Students should complete their federal tax elections online immediately after they are hired and able to log into GMS.
    - To complete federal tax exemption and withholdings elections, click on the *All About Me* landing page at the top right corner of the screen. Then, select the "pay" icon, click on "withholding elections", and click on the "complete federal withholding elections" button.
    - This information can be changed or updated online in GMS at any time.
    - State and local tax exemption and withholding elections must be completed outside of GMS using a paper form. These forms should be sent directly to the GU Payroll Office.
    - Students who do not complete exemption or withholding forms will have the maximum federal and state taxes deducted (withheld) from their paychecks. Taxes withheld from paychecks can only be recovered by filing an annual tax return and requesting a refund.
- View/update personal contact information
    - Students will be prompted to verify and edit their contact information upon logging into GMS for the first time.
- View payslips
    - To view payslips, click on the *All About Me* landing page at the top right corner of the screen. Then, select the "pay" icon and click on the "payslips" link.
    - Students are strongly encouraged to keep track of the hours they work and cross check it with the gross amount paid and number of hours on their payslips. This should be done each pay period to ensure accuracy. Any discrepancies should immediately be reported to the Manager and Timekeeper in your hiring department.
    - Payslips will be visible for all students regardless if they have direct deposit or receive paper checks.
- Enter/change direct deposit information
    - To enter direct deposit information, click on the *All About Me* landing page at the top right corner of the screen. Then, select the "pay" icon and click on "payment elections". Here, students will be able to add a bank account where their checks will be deposited each pay day.
    - Any changes in a bank account should be immediately updated in GMS.

Are students able to submit timesheets on-line in GMS?

- At this time students are not able to submit timesheets by keying their hours worked directly into GMS. Students must complete a paper timesheet and submit it to their manager each week. After the manager reviews and signs the paper timesheet, he/she will then submit the paper timesheets to the designated departmental Timekeeper. The department's designated Timekeeper will then enter the students' hours into GMS each week. It is essential this happens before the deadline for each pay cycle. Students should speak to their manager to learn about any other unique timesheet procedures that are used for students working within their department.

How do students submit timesheets for multiple jobs held at Georgetown?

- Students with multiple jobs at Georgetown must complete a paper timesheet for each job, obtain their manager's approvals, and then submit all their timesheets for all their jobs to the Timekeeper in their "PRIMARY" job at Georgetown. To find out which department is "PRIMARY", students can login to GMS, click on the "All Jobs" tab in the middle of their worker record, and look for the department that appears WITHOUT the "(+)" symbol. The "(+)" symbol is for the secondary departments. The Timekeeper in the PRIMARY department is the only one who can enter into GMS all the hours recorded on a student's paper timesheets from all departments.

FAQs-International Students

- ➢ F-1 Students are automatically eligible to work on campus for up to 20 hours/week while school is in session and 40 hours/week during any official school breaks.
- ➢ J-1 Students are not automatically eligible to work on campus. They MUST receive written authorization from OIP to work.
- ➢ International students must apply for a Social Security number before they can begin working
  - o Please refer to the OIP website http://oip.georgetown.edu/isss/f1oncampusemp.htm for instructions.