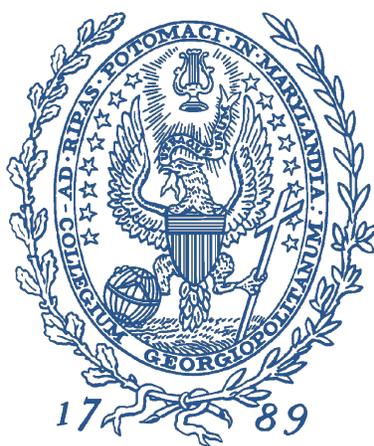


Georgetown University

Hourly Student Employment



Handbook for Students

Version 5

August 2025

Purpose of this Handbook

This Handbook is designed to be the primary reference document for hourly student employees. The Handbook will be updated periodically to reflect changes in University policy and changes in the law. However, no provisions in this Handbook are or should be construed as, an implied or expressed contract or guarantees of employment or contractual obligation of the University.

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THE STUDENT EMPLOYMENT OFFICE (SEO)

Our Services

Many students work to earn money to pay for their educational expenses. Students also work to improve their skill sets, test their academic and future employment interests, and gain pre-professional experience. At the Student Employment Office (SEO), we view employment as an education that pays!

The SEO wants to help you have a great employment experience. We are your primary contact for any questions or concerns pertaining to hourly student work, including part-time during the academic year and summer terms and full-time during summer periods of non-enrollment. This includes Federal Work-Study (FWS)-funded positions, as well as non-FWS positions, both on and off-campus. We administer hourly student employment programs for currently enrolled students.

The SEO is a unit attached to the Main Campus Office of Student Financial Aid. We work in collaboration with the University Department of Human Resources (HR), Payroll Services, the Office of Compliance and Ethics (OCE), the Office for Equal Opportunity Compliance (OEOC), the Graduate School, Georgetown employers (on the Main Campus, in University Services, at the Medical Center and the Law Center), and off-campus employers.

We offer the following services:

- We maintain [HoyaWorks](#), an off-campus hourly student job site;
- We administer the On-Campus Federal Work-Study (FWS) program; if you are eligible you can use your FWS award to work in many different University departments;
- We administer the Off-Campus Federal Work-Study (FWS) program; if you are eligible you can use your FWS award to work at an approved non-profit organization in the local metropolitan D.C. area (e.g., the AG Bell, KidPower DC, etc.);
- We locate and develop hourly off-campus employment opportunities for currently enrolled students;

- We work with on-campus departments to post available job opportunities and initiate or approve your hiring and payroll documents in GMS (the Georgetown Management System), the University's human resources and payroll system;
- We provide you with information about GMS and the required "onboarding" tasks for new Georgetown hires such as:
 - How to sign up for direct deposit of your paycheck to your bank accounts
 - How to complete your tax withholding elections
 - How to complete your I-9
 - How to complete and view your timesheets
 - How to view your bi-weekly pay slips
- We troubleshoot and resolve hiring or payroll problems by working directly with you and your hiring department;
- We facilitate the resolution of hourly student employment issues by engaging appropriate University colleagues such as Payroll Services, or the Office for Equal Opportunity Compliance (OEOC);
- We provide assistance with job searches and resume & interview preparation;
- We provide employment verifications for current and former student employees;
- We manage the behind-the-scenes aspects of the University's hourly student employment programs (e.g., records maintenance, mandatory reporting, and compliance with University policies as well as local and federal regulations).

Contact Us

If you have questions or concerns related to hourly student employment, contact us at finseo@georgetown.edu. We are also available virtually via Zoom appointment by request during regular business hours.

Our website at <https://seo.georgetown.edu/> offers the most current information related to hourly student employment for Georgetown students.

Email: finseo@georgetown.edu

Website: <https://seo.georgetown.edu/>

Fax: (202) 687-4547



HOURLY STUDENT EMPLOYMENT AT GEORGETOWN

Eligibility to Work in Student Employment

- To work in a student position at Georgetown, you must be enrolled in a degree-granting program *at least half-time*.
- *Attention Incoming Undergraduate First-Year Students:* If you have paid an admission deposit indicating your intent to enroll at Georgetown, you are eligible to work in a student position the summer *before* you begin your first semester at Georgetown. Contact the hiring department to initiate the hiring process.

Employment of International Students

Georgetown University admits and enrolls students from many countries. *Students who are neither U.S. citizens nor permanent residents of the United States and are studying at Georgetown on a student visa are considered “international students.”* These students are usually in the United States on either an F-1 or a J-1 visa and plan to return to their home country upon completion of their studies.

If you have an F-1 or a J-1 visa, **you may not work more than 20 hours per week while school is in session, and your employment must be on-campus.** You are permitted to work full time or up to 40 hours/week during official school breaks, such as summer session, with approval from your Manager(s). Your approval for on-campus employment is automatically withdrawn when your program is completed or terminated.

Visit Georgetown’s [Office of Global Services International Student and Scholar Services](#) website to review the most current guidelines for on-campus employment, including Social Security Number and Employment Eligibility (I-9) form requirements. Contact the International Student and Scholar Services office located at 3520 Prospect St. NW, Car Barn Suite 140 or by phone at 202-687-5867 for additional information.

Employment while Study Abroad

Students who are currently enrolled in a Study Abroad program are **not eligible** for student employment through the University.

Remote Work

Students are permitted to work remotely if they reside in the District of Columbia, Maryland, or Virginia metropolitan areas (DMV). Your manager is responsible for overseeing and validating hours worked.

Terms of Student Employment

As an hourly student employee,

- You are employed on an “at will” basis, which means that your employment can be terminated by you, or your employer, at any time, without notice or cause;
- You will receive an hourly wage and will be paid for each hour you work;
- You do not accrue leave time benefits such as sick, vacation, jury duty, holiday, or inclement weather pay;
- You are paid on a bi-weekly basis on the dates designated on the University’s [payroll calendar](#);
- You have the option to sign up for direct deposit or be paid via paper check;
- You have an employment record at Georgetown University;
- You can engage various University resources if you need assistance with any employment matter (e.g., the Student Employment Office (SEO), the Payroll Office, and the Office for Equal Opportunity Compliance (OEOC))

Student Responsibilities

As an hourly student employee at Georgetown, you must:

- Ensure that you remain in half-time enrollment status;
- Document your identity and authorization to work in the United States by completing an I-9 Employment Eligibility Verification form on or before your first day of employment;
- Not work during scheduled class times;
- Work the schedule you and your supervisor agreed upon; report to work on time and complete your scheduled shifts, or ask for permission from your supervisor in advance for planned or unplanned absences;
- Follow applicable University policies;
- Follow your hiring department’s rules regarding dress code, use of computer, use of cell phone, phone/email etiquette, etc.;
- Refrain from conducting personal business while at work unless your supervisor has approved it in advance;
- Act professionally;
- Respect others’ privacy and adhere to confidentiality agreements;
- Complete job duties as assigned;
- Follow workplace safety policies;
- Accurately track hours worked and submit a timesheet before your employer’s deadline for each pay period;
- If you are Federal Work-Study (FWS) eligible, monitor your wages to ensure that you are not exceeding your FWS award amount;
- Treat colleagues, supervisors, and visitors/guests with respect;

- Notify your supervisor if you are injured while on the job;
- If you are eligible for Federal Work-Study (FWS) funding and you are employed in more than one position, you must choose which position you want to receive the FWS subsidy; only one position can be designated by you to receive the FWS reimbursement for all or part of your earnings and you need to notify your supervisors of your decision.
- Discuss any questions or concerns about your employment with your supervisor.

Student Rights

As an hourly student employee at Georgetown, you have the right to:

- Be treated respectfully;
- Have a safe, professional working environment;
- Have a work environment that is free from unlawful discrimination, harassment, sexual misconduct, and retaliation.
- Fully understand your duties, responsibilities, and job expectations;
- Receive adequate training about your position;
- Be paid bi-weekly and on time, in accordance with the University's [payroll calendar](#);
- Discuss questions or concerns with your supervisor;
- Resign from a position at any time for any (or no) reason, with (where possible) advance notice to your supervisor.
- Notify the Student Employment Office of any work-related problems that cannot be resolved with your supervisor

If You Have Questions or Need Help

- Contact the [Student Employment Office](#) (SEO) at finseo@georgetown.edu regarding any work-related concerns.
- Contact the [Office for Equal Opportunity Compliance \(OEOC\)](#) at (202) 687-4798 to discuss any concerns or file a grievance related to unlawful discrimination or harassment.
- Contact the [Title IX Coordinator or one of the Deputy Title IX Coordinators](#) to discuss any concerns or file a grievance related to sexual misconduct or sex discrimination.
- Contact the GU Police Department at (202) 687-4343 in the event of any emergency on campus. Visit [Georgetown's Safety and Emergency Preparedness website](#) to learn more.



YOUR JOB SEARCH

How to Find a Job & Apply to Open Positions

Georgetown University operates its hourly student employment programs in a “free market” environment, which means that the University does not assign you to a specific job. You are free to apply to any open position.

We advertise hourly, part-time and summer employment opportunities for Georgetown students on campus through the [Georgetown Management System \(GMS\)](#) and off campus through our [HoyaWorks](#) jobsite. [Georgetown’s Cawley Career Education Center](#) lists unpaid internships. If there is a specific University department that you’d like to work for, you can learn more about the department on the [Georgetown University website](#) and you should feel free to contact them to express your interest in working for them, even if they don’t currently have a vacancy listed on [GMS](#).

Although many employers post vacancies on [GMS](#) throughout the academic year, most job openings are posted at the start of the school year in August and September. Don’t wait! Begin applying to positions early.

We recommend that you apply for several positions. The more positions you apply to, the better your chances are of obtaining a job. Applying to just one position and waiting to hear back before applying to additional openings is *not* a good strategy.

If you don’t hear back from an employer, follow up no more than a week or two later to reinforce your interest in the position and inquire about the status of your application.

How to Log into the [GMS Student Recruiting and Hiring](#) and [HoyaWorks Job Opportunities Websites](#)

When you receive your Georgetown NetID and password, you will be able to log into the University’s hourly student employment opportunities website, [GMS Student Recruiting and Hiring](#).

To use *the GMS Student Recruiting and Hiring*:

- Go to [Georgetown Management System \(GMS\)](#). Enter your netid and password;
- Access the Student Jobs App by either clicking on the “Student Jobs” icon in the Top Apps item on the home/screen;
- Or click on the Menu on the top left hand of the screen, and click on the Student Jobs App;

- This will take you to the Students Job Dashboard, where you can review job postings, view your applications, and reference links. For more detailed instructions to apply for a Job Posting, follow this [job aid](#).

To use *HoyaWorks*:

- Go to the Student Employment Office (SEO) [website](#)
- Click on the “Georgetown Students” link
- Navigate to [Search HoyaWorks](#)” link in the center of the page to view available off-campus private sector jobs;
- Enter your Georgetown NETID and password to login to [HoyaWorks](#).

Once you have logged into [HoyaWorks](#), you will be able to search for off-campus community jobs. Off-campus positions posted on [HoyaWorks](#), range from babysitting and retail/restaurant jobs to office work for non-profits, businesses, or agencies in the Washington, D.C., metropolitan area. Off-campus organizations that are pre-approved by Georgetown to participate in the Federal Work-Study (FWS) program also advertise vacancies. Many of the off-campus positions listed on *HoyaWorks* are either within walking distance of Main Campus, or easily accessible via the [Georgetown University Transportation Service \(GUTS\) shuttle bus](#).

On [HoyaWorks](#) you can also sign up for *JobMail* to receive an email when a new job is listed on the website. You can filter the emails so that only jobs of interest are sent to you. Using *JobMail* means you can be one of the first to know when a new job is posted – and one of the first to submit an application.

Need Resume Assistance?

Many vacancy announcements require that you submit your resume along with your application. Both the [Student Employment Office \(SEO\)](#) and the [Cawley Career Education Center](#) can help you perfect your resume. Check out the Student Employment Office’s [Job Searching 101](#) webpage for tips. The Cawley Career Education Center’s [webpage about resumes and cover letters](#) includes helpful resume templates. The Career Education Center can be reached via email at careercenter@georgetown.edu, and by phone at 202-687-3493.

Interview Preparation Tips

There are many ways to prepare for job interviews so that you can best showcase the skills and traits that may not come across on a paper resume. Here are some tips:

- Learn as much as you can about the employer organization in advance.
- Practice answering interview questions with a friend to prepare your answers and any specific examples of your applicable skills/experiences. Utilize resources from Georgetown's Cawley Career Education Center such as their [General Interview Guide](#);
- Dress appropriately. For many part-time jobs, it isn't necessary to wear a suit to the interview. However, you should look professional and wear neat and clean business dress or business casual. Avoid wearing jeans.
- Bring two or three paper copies of your resume, as well as a pen and a note pad (for an in-person interview).
- If it is a virtual interview, familiarize yourself with the video conferencing software, test the internet connection, and select a clean and quiet area of your home with suitable lighting.
- Bring questions. Remember, an interview is an opportunity to find out if the job is a good fit for you. Ask the interviewer what s/he enjoys about working there and/or what skills would make an ideal candidate. Asking the right questions will provide you with more information about your potential employer as well as demonstrate your interest.
- Be 10 to 15 minutes early if possible.
- Cell phones should be turned off, not just set to vibrate or silent.

Need Help Finding a Suitable Job?

Contact the Student Employment Office (SEO). We can help you search our vacancy announcements and job postings and help you sign up for *JobMail* e-notifications about new opportunities. We also can talk with you about your search strategies to date and brainstorm new approaches that will help you find the part-time or summer employment you are seeking.



THE FEDERAL WORK-STUDY (FWS) PROGRAM

Overview

Federal Work-Study (FWS) is a financial aid program established by the federal government to provide part-time employment opportunities for students with demonstrated financial need. If you are eligible under the program guidelines, a portion of your earnings is paid for by federal funding that is awarded to Georgetown each year. The FWS Program was created to make it easier for college students to find a part-time job to earn money to pay for higher education-related costs. During the academic year, students with FWS can work in on-campus jobs or off-campus at pre-approved program sites. Beyond financial support, FWS offers valuable professional experience, while employers benefit from meaningful student contributions at a reduced cost. It's truly a win-win opportunity!

Eligibility for FWS is determined by Georgetown's Office of Student Financial Aid (OSFA) using the [Free Application for Federal Student Aid \(FAFSA\)](#). FWS funding is limited and eligibility is based upon demonstrated financial need and other criteria. For example, the Federal Work-Study Program is available for United States citizens, permanent residents, and certain eligible non-citizens (see the FAFSA instructions for more information). If you have questions about whether you are eligible for Federal Work-Study funding contact the OSFA at 202-687-4547 or in person at the Student Service Center located in White Gravenor Building, Lower Level, or email them at finfront@georgetown.edu.

You are permitted to have multiple jobs on campus. However, if you are eligible for FWS funding, then your FWS subsidy can only be used towards your earnings in one position. Your additional position(s) must be funded 100% by your employing department(s). If you have multiple jobs at Georgetown, be sure to discuss them with each of your supervisors. The position that will use your FWS funds must be indicated in your hiring documentation as the "primary position," and then be designated as such in the GMS (Georgetown Management System) human resources and payroll system to receive your FWS funding.

How to Confirm Your FWS Award

If you want to confirm the amount of your FWS award, you can log in to the University's [GUExperience](#) website, navigate to the "Financial Aid Section," then select "Award Information." The [GUExperience](#) financial aid award information page will display your FWS

award amount. To use your FWS funds, you must first accept your FWS award in *GU Experience* by clicking “accept” on the page. If you have questions about your financial aid package, or the amount of your FWS award, you should contact your designated financial aid advising team in [Georgetown’s Office of Student Financial Aid](#) (OSFA).

How to Use Your FWS Funds

To use your FWS award, you must find an hourly position in [GMS](#). Visit our Student Employment Office (SEO), select Georgetown Students, click on [Log in to GMS here](#) with your Georgetown NetID and password to view available positions.

Once hired, you will be paid by your employer for the hours you work at the wage rate your employer offered you. You will receive a bi-weekly paycheck for whatever amounts you earn during each two-week pay period. Your employer will be reimbursed by the Federal Work-Study program for a portion of your earnings. Your Federal Work-Study award amount represents the cumulative total gross amount that you can earn and be eligible to receive a FWS subsidy to your earnings.

Almost all on-campus jobs are FWS-eligible, so you have the opportunity to work in a variety of positions. You can also use your FWS award in *pre-approved* off-campus organizations that meet federal requirements for participation in the FWS program; they must be non-profit and operate in the public interest; they must sign a contract with the University to employ students and receive FWS funding. Examples of pre-approved organizations include UNICEF, USAID, and the Peace Corps. We try to partner with organizations that are close to campus or are easily accessible via the [Georgetown University Transportation Shuttle \(GUTS\) shuttle bus](#). If you have a question about whether an organization has been pre-approved for the FWS program, contact the Student Employment Office (SEO).

Payment for Your FWS Employment

Your FWS award is *an amount you can work towards*, which means you don’t receive the money upfront all at once. How much you receive of your FWS award is based on the number of hours you work and your hourly wage. Your FWS award is the maximum amount of your gross earnings that can be subsidized by the Federal Work-Study program during the academic year or term that you are enrolled and eligible for funding. Gross earnings are your total earnings before any taxes or deductions are taken out; the amount you see on your paycheck is your net earnings.

Paychecks for hours worked by FWS-eligible students are processed on a bi-weekly basis on the schedule published in the University’s payroll calendar which can be viewed on the [Payroll website](#). Taxes may be withheld from your gross earnings where appropriate. Your net earnings

will be paid directly to you via direct deposit, which is the recommended mode of payment for the university. If you have not enrolled for direct deposit, you will receive a paper check mailed to your primary address in GMS. You may spend this money to meet any costs associated with your higher education, such as outstanding charges on your student billing account, laundry, personal expenses, books, supplies, travel to/from home – it's your choice!

If you need help budgeting your college expenses or have questions about how your FWS earnings should be used, [contact your designated financial aid advising team](#) in Georgetown's Office of Student Financial Aid (OSFA).

Your FWS Award Maximum

After you find a job and start working, you must keep track of your earnings toward your FWS award balance as you work.

Your FWS award maximum is the total cumulative amount of your gross earnings that can receive a Federal Work-Study subsidy. You should record the hours that you work each pay period. You will be paid by your employer for the hours that you work, at the wage rate agreed upon. If you are FWS-eligible your employer will receive a FWS subsidy/reimbursement equal to 75-100% of your earnings until your total cumulative earnings equal your FWS award maximum. When your cumulative total earnings equal your FWS award maximum, the FWS subsidy/reimbursement to your employer must end. *You should talk to your employer to find out whether you will be able to continue to work for that employer after you earn your FWS award maximum.* If your employer is able to pay 100% of your wages earned from that point forward without any FWS funding, then you will be able to continue to work at that job. If not, then you must stop working there, and you may want to consider finding another job that doesn't require FWS.

If you do not earn the entire amount of your FWS award in the fall term, and you will be enrolled at least half-time in the spring term, then any unearned amount of your fall term FWS award automatically carries forward to be used during the spring term. However, if you have not earned the entire amount of your academic year FWS award by the end of the spring term then any remaining unearned amount does *not* carry-forward to the summer or the next academic year and you would not receive payment (in a lump sum or otherwise) for any remaining unearned amounts. If you have questions about this policy, contact the Student Employment Office (SEO) or talk with your [designated financial aid advising team](#) in Georgetown's Office of Student Financial Aid (OSFA).



BEFORE YOU START TO WORK AT GEORGETOWN

Congratulations! You got a job! The information below explains what you need to do next to get started in your new position at Georgetown University, whether it is Federal Work-Study funded or not. If your job is with a *pre-approved* Federal Work-Study (FWS) eligible organization off-campus, then you should also follow these instructions. Some requirements ***must be completed before your first day of work***. To learn more about these requirements and obtain the forms you'll need, visit the Student Employment Office's webpage [Information for New Hires](#).

Before your first day of work

- ✓ Work permit (if you're under the age of 18)

On your first day of work

- ✓ I-9 form (to verify your identity and employment eligibility)

As soon as possible

- ✓ Federal tax withholding elections (you complete online in GMS)
- ✓ State/local tax elections (you complete online in GMS)
- ✓ Sign up for direct electronic deposit of your paycheck (highly encouraged; you complete online in GMS)

Employment Eligibility Verification (the I-9 Form)

The Employment Eligibility Verification Form (Form I-9) is a legal document used by employers to verify an employee's identity and establish that the worker is eligible to accept employment in the United States. The Student Employment Office (SEO) recommends that students do not start working until the mandatory I-9 form has been completed. The I-9 Form must be completed within three days from your start date or you will be automatically terminated from your student position.

To complete the I-9 form, you must be "hired in GMS first". Students will be emailed instructions on the 2-step process for completing an I-9.

1. Step 1 is to be filled out by the student in GMS for Section 1.
2. Step 2 is to have the student bring their documents to the I-9 office that verify your identity and eligibility to be employed (employment authorization). For a complete list of acceptable *original* documents you must present for Employment Eligibility Verification (I-9) certification visit Georgetown's [Human Resources \(HR\) I-9 process website](#). ***You must provide originals of the documents. Copies cannot and will not be accepted.***

Undocumented youths who qualify for temporary permission to reside in the U.S. under the Deferred Action for Childhood Arrivals (DACA) Program are eligible to apply for an [Employment Authorization Document \(EAD\)](#), which establishes both identity and employment authorization to work and may be used to complete the Employment Eligibility Verification (I-9) Form.

The campus location of the department you will be working for determines how and where you must complete the I-9 form. Specific instructions for the Main Campus, University Services, Medical Center, and Law Center campuses can be found on the [Human Resources \(HR\) I-9 process website](#). Questions regarding the I-9 form or procedure should be directed to the I-9 Analyst in University Human Resources at (202) 687-2500, or students can contact the Student Employment Office (SEO) for assistance.

Work Permit for Minors

Are you under the age of 18? If yes, you'll need to obtain a Work Permit before you begin working. Students under the age of 18 who wish to work a Georgetown University must obtain a work permit prior to their first day of work, regardless of their legal state of residence. Information about the employment of minors in the District of Columbia, including contact information for the closest location to obtain a required work permit, is available on Georgetown's [Human Resources website](#).

All student employees under the age of 18 are also covered by Georgetown's Protection of Minors Policy. For more information, please see Georgetown's Protection of Minors [homepage](#).



GMS & YOUR "ONBOARDING" ACTIVITIES

GMS-The Georgetown Management System

The [Georgetown Management System](#) (GMS) is the payroll and human resources system for all Georgetown employees, including hourly student workers.

You will be able to complete your onboarding tasks by logging into [GMS](#) *after your hire has been completed and approved*. You can complete the following tasks in GMS, which are explained in greater detail in the sections below:

- Complete “onboarding” activities (*e.g. you tell Georgetown what taxes to deduct from your paycheck, and whether to electronically deposit your paychecks directly to your bank account.*)
- View your Georgetown employment information
- Access your timesheets
- View your bi-weekly paycheck slips/receipts
- View and change your Federal tax withholding or exemption elections
- View your State tax withholding election
- View and change your direct paycheck deposit election
- View and print copies of your annual federal Form W-2 Wage & Tax Statement (*For each calendar year this form shows the amount of taxes that were withheld from your paychecks during the year, and is used to file your federal and state tax returns each year.*)

Logging into GMS & Completing Your “Onboarding” Activities

When your Georgetown hire transaction has been approved in GMS (the Georgetown Management System) you will receive an automated email that confirms that your access is now active. You can then navigate to your [GMS](#) “inbox” and complete your “onboarding tasks.” Remember, you’re not permitted to work until your hire has been officially processed in GMS. Be sure to confirm your permissible start date with your supervisor.

Having trouble logging into GMS? You will not be able to access GMS if your hiring documents have not been entered and given the required approvals, or if you are in an “inactive” (terminated) status in the GMS system because a “rehire” into a new job with the University has not yet been processed. Ask your manager or your department timekeeper to find out when your GMS access will be activated so you can log into GMS. Contact the Student Employment Office (SEO) if problems persist.

Tax Withholding or Exemption Elections

Your earnings from student employment at Georgetown, like any other earnings, are subject to taxation. This includes earnings from a Federal Work-Study (FWS) position.

The University is required by federal and state laws to withhold the maximum amount of taxes from your earnings unless/until you “declare” that you are eligible for “allowances” that reduce the amount deducted, or are “exempt” from withholding. It’s important to elect your own personal withholding allowances or exemption status promptly. If taxes are withheld from your paychecks because you did not elect a tax withholding/exemption status, those taxes cannot be refunded to you, but might be recovered when you file your annual tax return if you are then eligible for a refund of those taxes.

Resources to learn about taxes and tax withholding allowances & exemptions:

- The University’s Payroll Department has an [FAQ page](#) that explains some basic tax concepts. Scroll down the page to view the Tax Withholding section on “US Citizen Payroll Withholding” and “Non-US Citizen Payroll Withholding.” The Office of Global Services has a [tax information page](#) for International Students & Scholars.
- The instructions to the federal *Employee’s Withholding Allowance Certificate* (Form W-4) at <http://www.irs.gov/pub/irs-pdf/fw4.pdf> explain the options you have regarding your federal tax withholding elections. You may be able to claim you are exempt from having federal income taxes deducted/withheld from your paychecks (exempt from withholding) if you meet the requirements in the instructions.

If you have specific questions about how to make your own personal tax withholding or exemption elections, or completing tax returns, you should speak with a trusted adult or tax professional. Georgetown staff and faculty are not able to provide personalized tax advice.

How to Make Your Federal and State Tax Withholding Elections

- Must be completed online directly in GMS and can be updated in GMS at any time
- Instructions:
 - Log into GMS at gms.georgetown.edu using your NetID and password
 - Click the “Pay” icon on the GMS homepage
 - In the left column under “Actions,” click on “Withholding Elections” and then
 - Click on “Complete Federal Withholding Elections” (you may have to scroll down to the bottom of the page to find this option).

Direct Pay Check Deposits to Your Bank Account

You will be paid on a bi-weekly basis according to the University’s payroll calendar, which can be accessed here <https://ocfo.georgetown.edu/payroll/calendars-and-forms/>. Direct deposit of your pay check into your bank account is strongly recommended. You can sign up for direct deposit or you can change your designated bank deposit account information in the GMS at any time.

To enter or change direct deposit information in GMS:

- Click the “Pay” icon on the GMS homepage
- In the left column under “Actions,” click on “Payment Elections”

It will typically take one pay cycle for GMS and the banking system to process your direct

deposit instructions, so you should expect to receive at least one paper check, after you first elect direct deposit. Paper checks will be mailed to the primary address you designated in GMS. Please make sure you check your primary address in GMS to ensure that your paper check will be mailed to the correct address. If you do not choose direct electronic deposit, then your earnings will be paid via paper checks.



HOURLY STUDENT COMPENSATION

Minimum Wage

Effective July 1, 2025, the current DC minimum wage is **\$17.95 per hour.**

Compensation & Merit Increases

Students performing hourly work are “non-exempt” employees who must be paid an hourly wage for each hour they work. Employers are not permitted to pay you a “lump sum” or “flat” amount for hourly work. Employers must pay you in a timely manner on a bi-weekly basis.

At Georgetown, employing departments are responsible for determining the wage and compensation grade for their hourly student employees. It is recommended, but not mandatory, that student employees receive increases in compensation, when appropriate, due to increased responsibilities, the acquisition of an improved skillset, or longevity and acquired experience in the same position over time.



STUDENT WORK HOURS AND PAY PRACTICES

Policies on Working Hours

Meeting employment responsibilities is important, but academic studies should always be a first priority for Georgetown students.

Class Time: You are not permitted to work during scheduled class times. Exceptions can be made if a class is cancelled. In this instance, you must provide documentation of the cancellation, which should be attached to the corresponding time sheet.

Maximum Hours: The Student Employment Office strongly advises that students limit their work to no more than 20 hours per week while enrolled in classes. Students who exceed this limit are included in a biweekly report sent to the Student Employment Office. Managers will be notified if a student works more than 20 hours per week for consecutive weeks. International students with an F1 or J1 visa are required to adhere to a strict maximum of 20 hours per week while classes are in session. Students are permitted to work more than twenty hours per week during academic breaks and/or the summer with approval from their respective manager(s).

Pay Only for Time Worked: As an hourly student employee, you will be paid only for actual *time worked*.

- **Exception for Paid Rest Periods:** However, if you work at least four hours, but less than eight hours per day, you are entitled to one paid fifteen minute rest period for the “shift”. If you work eight or more hours per day, you are entitled to take two paid fifteen minute rest periods and are required to take one *unpaid* thirty minute lunch period. A department may choose to combine the unpaid thirty minute lunch period with the paid 15 minute rest periods to create a full one hour lunch break—thirty minutes unpaid and thirty minutes paid. You may not skip meal or rest periods in order to shorten the work day.
- **Not Eligible for Sick or Vacation Leave:** As an hourly student employee, you are not eligible for paid sick or vacation leave. You can only be paid for actual *time worked*. If you are sick, you should not work. You should contact your supervisor to report that illness prevents you from coming to work as scheduled and talk to your supervisor to find out if it is possible to schedule other hours to make up the missed time.
- **Not Eligible for Jury Duty, Holiday, or Inclement Weather Pay:** As an hourly student employee, you are not eligible to receive pay for a day not worked due to jury duty, a holiday not worked, or inclement weather pay. You can only be paid for actual *time worked*. With permission from your supervisor, you are permitted to work on days when the university is closed for a holiday or inclement weather event. If you *actually work* during a holiday or an inclement weather event, you should submit those hours on your timesheet as regular hours worked and you will be paid for those hours at your regular hourly rate. *You must request permission from your supervisor before working on a day that the University is closed for a holiday or inclement weather.*

Multiple Jobs: If you have more than one job at Georgetown you must notify all of your employing departments that you have more than one job at the University. You must work with your Managers to coordinate your schedules in advance. You must follow your employer's instructions on how to record on time sheets the hours that you work in each department.

Overtime: The Student Employment Office strongly advises students to limit their work to no more than 20 hours per week when classes are in session. You are permitted to work more than twenty hours per week during academic breaks and/or the summer. It is also strongly advised that you not work more than forty hours per week during academic breaks and/or the summer. If you work full-time during an academic break or the summer and you *do* record more than forty hours in one week (either all hours worked in one position or in two jobs concurrently), then you are entitled to receive overtime pay for the hours you worked that exceed forty in one week. Overtime pay equals 1.5 times your regular rate of pay. If you have multiple jobs at Georgetown, whatever position records hours that exceed forty hours in that week will be charged at the overtime rate.

Completing Time Sheets

You must track and document the exact hours you work, including “time in”, breaks, and “time out” every day. The work week at Georgetown University begins on Monday and ends on Sunday. You must complete a time sheet each week.

You are responsible for submitting your completed time sheet to your manager (or other designated person) by the required deadlines each week. Your employer is responsible for reviewing and approving your time sheet.

Check with your department for instructions on how to submit your time sheet for approval by your manager/supervisor. University policy no longer requires a paper timesheet for hourly student employees; however, departments *may* elect to continue requiring paper timesheets.

- **If Time Tracking in GMS:** You record your “time in,” breaks, and “time out” in the Georgetown Management System (GMS) using an iOS/Android device or PC and the Workday app; your recorded hours are automatically routed by the GMS to your manager or departmental timekeeper for approval. If your supervisor/department allows you to record your time directly in the GMS, instructions can be found on [the SEO website](#).
- **If Paper Timesheets Are Used:** you complete a paper time sheet that must be approved by your manager's signature and then keyed into the Georgetown Management System (GMS) by your manager or a departmental timekeeper.

Whether you submit your time sheet via GMS or you complete paper time sheets, you will receive an automated email from the Georgetown Management System (GMS) when your time sheet has been “approved” in GMS; if you do not receive this “approved” communication contact your supervisor to ensure that you will be paid on a timely basis.

If you must estimate the hours you will work for the last couple days of each pay period because your work schedule requires you to submit estimates for your managers’ approval in order to meet payroll processing deadlines, then you must correct the hours submitted on your time sheet if your schedule changes and you don’t end up working the hours you originally estimated.

Falsification of hours on a time sheet is a serious offense. If you falsify hours, you will face immediate termination from your job, and you may face student conduct disciplinary action.

How to View Your Timesheets in GMS

You are able to view your timesheets in GMS by:

- Clicking the “Time” icon on the GMS homepage
- In the left column under “Enter Time,” select the desired week

Bi-Weekly Pay Checks

As an hourly student employee, you are paid on a bi-weekly basis for the total hours worked during the corresponding two-week pay period, in accordance with the University’s payroll calendar, which can be viewed at <https://ocfo.georgetown.edu/payroll/calendars-and-forms/>.

FICA (Social Security Tax) Withholding

As a student, you are exempt from having FICA (Social Security) taxes withheld from your paychecks *during periods of enrollment*, if you are enrolled in classes *at least half-time*. You are not exempt from FICA (Social Security) tax withholding if you work at Georgetown during the summer term and are not enrolled in classes. During that time, you must have FICA taxes withheld from your paycheck. [University Policy 1012](#) “Student Employees-Applicability of FICA Tax” further explains these requirements.

How to View Your Payslips in GMS

We strongly encourage you to keep track of the hours you work and verify that your paychecks are correct. Your total hours worked multiplied by your hourly wage rate should equal the “gross” amount shown on your payslips for each pay date. Payslips are always available for you to view in GMS (the Georgetown Management System), regardless of whether you have elected to have your paycheck directly deposited to your bank account or you receive paper checks.

You are able to view your payslips in GMS by:

- Clicking the “Pay” icon on the GMS homepage
- In the center column under “View,” click on “Payslips”

Are there Problems with Your Pay Check?

You should immediately report any problems with your pay check to your manager and the timekeeper in your department.

Please don’t hesitate to contact the Student Employment Office if additional assistance is needed. The Student Employment Office (SEO) staff will work directly with you and your department to quickly resolve any payment problems. To correct payroll issues it is possible that a special “off-cycle” payment request can be made to the University Payroll office immediately. If payment will be unavoidably delayed the SEO also can provide information on resources available to address immediate cash flow concerns, such as the University’s emergency student loan program.

Notices Required by the DC Wage Theft Prevention Act

As part of the District of Columbia Wage Theft Prevention Act, all employers in the District must provide written notice to all employees of certain information regarding their pay and employment. The notice must include information about the employer, the employee's rate of pay, the basis for that rate, and the regular payday. A new notice must be provided each time that the required information changes.

To comply with this requirement, Georgetown University sends notices to all employees via GMS. You will receive an email notification of a pending action in your GMS “Inbox”, after which you should review the notice and acknowledge receipt of it. Additional notices will be sent each time that changes are made to the required information. The provision (by Georgetown) and acknowledgement (by you) of this notice is a statutory mandate.

Your “W-2” Document

Internal Revenue Service (IRS) regulations require that employers must annually provide their employees with a calendar year record of their payroll information. A “W-2” is the document that meets that requirement by reporting your total earnings and the amount of federal, state, and other taxes that were deducted from your paychecks for each calendar year. You need a W-2 form to prepare your tax returns.

Georgetown will mail you a hard copy of your W-2 on or before January 31 if you did not opt out of receiving a paper copy through GMS. It will include payroll information from the previous year through December 31. The W-2 will be sent to your *permanent* address of record in the University’s student information system, so it’s important that your permanent address is up to date in [GU Experience](#) and in [GMS](#).

If you are actively working on campus you will be able to view your W-2 in [GMS](#) or in [ADP IPAY](#). To view your W-2 in GMS, you should click the “Pay” icon on the GMS homepage, and then in the center column under “View,” click on “My Tax Documents.”

If you are not currently working at Georgetown, you will not be able to log into [GMS](#) as an active employee. Your W-2 will still be mailed to your permanent address. If you have not received a hard copy of your W-2, you can go to the Payroll website: <https://ocfo.georgetown.edu/payroll/using-gms/> and scroll down to W-2, then to the Former Employees section.



UNIVERSITY EMPLOYMENT POLICIES

While working as a student employee, you are subject to the policies in this Handbook, as well as other University policies including:

Student Code of Conduct: For information on the Student Code of Conduct, please visit the website of the Office of Student Conduct at <http://studentconduct.georgetown.edu/>.

Equal Opportunity and Non-Discrimination in Employment: Equal Opportunity and Non-Discrimination in Employment: Georgetown University provides equal opportunity in employment for all persons, and prohibits unlawful discrimination and harassment in all aspects of employment. For the full policy statement please visit the website of the Office for Equal Opportunity Compliance (OEOC) at <https://oeoc.georgetown.edu/policies/>

University Statement on Prohibition of Harassment: Georgetown University prohibits harassment on the basis of age, color, disability, family responsibilities, gender identity and expression, genetic information, marital status, national origin and accent, personal appearance, political affiliation, pregnancy, race, religion, sex, sexual orientation, source of income, veteran’s status or other factors prohibited by federal and/or District of Columbia law (“Protected Categories”). Harassment is verbal or physical conduct that denigrates or shows hostility or aversion to an individual because of a Protected Category as specified above, when such conduct has the purpose or effect of: unreasonably interfering with an individual or third party’s academic or work performance; creating an intimidating, hostile, or offensive educational or work environment; or otherwise adversely affecting an individual or third party’s academic or employment opportunities. For the full policy statement please visit the website of the Office for Equal Opportunity Compliance (OEOC) at <https://oeoc.georgetown.edu/policies/>

The Protecting Pregnant Worker Fairness Act (“PPW”)

Pregnancy and Student Employees

The Protecting Pregnant Worker Fairness Act (“PPW”) requires DC employers to provide reasonable workplace accommodations for employees whose ability to perform job duties is limited because of pregnancy, childbirth, breastfeeding, or a related medical condition. The PPW covers students employed with the University.

Once a student employee has let a supervisor know that she is pregnant or otherwise has a condition impacted by the PPW, the student employee should receive a notice of her [rights under PPW](#) and is encouraged to contact the Office of Institutional Diversity, Equity, and Affirmative Action (IDEAA) if an accommodation is needed.

Sexual Misconduct: Georgetown University has adopted a Policy Statement on Sexual Misconduct in recognition of its commitment to provide a safe and hospitable environment for all members of the University community to work and study. The policy prohibits sexual misconduct that constitutes sexual harassment, sexual assault, relationship violence, stalking, and related claims of retaliation. For the full policy statement please visit the website of the Office for Equal Opportunity Compliance (OEOC) at <https://oeoc.georgetown.edu/policies/>. For more information on Title IX at Georgetown University, please visit <http://sexualassault.georgetown.edu/titleix>, which includes contact information for the University Title IX Coordinator and Deputy Title IX Coordinators.

Protection of Minors: Information about the policy and required training and other actions for employers can be found at the University’s Protection of Minors website at <http://protectionofminors.georgetown.edu>.

Just Employment Policy: For the full policy statement, please visit the website of the University’s Advisory Committee on Business Practices at <http://publicaffairs.georgetown.edu/acbp/just-employment-policy.html>.

Smoking & Drug Free Workplace: For the full policy statements, please visit the website of the GU Office of Human Resources: Policies [#1002](#) & [#1003](#).

Confidentiality at Work

Depending on your job, you may work with information that is sensitive and confidential. It's your responsibility to maintain and safeguard the privacy of this information. Some departments may require you to sign a statement of confidentiality, especially if you work with information protected by the Family Educational Rights and Privacy Act (FERPA). If you have questions, ask your supervisor.

Violating confidentiality is a serious offense. Employees found to have breached confidentiality will face immediate termination and may face other student conduct disciplinary action.



STUDENT PERFORMANCE EVALUATIONS

Although performance evaluations are not mandatory for hourly student workers, they can serve as an important learning tool to assist you in further developing your skills by highlighting your strengths and constructively identifying areas for improvement. We encourage departments on campus to complete hourly student evaluations mid-way through the academic year and again at the end of the spring semester. The performance review process can serve as a foundation that allows you and your supervisor to discuss your contributions toward the achievement of departmental and University goals and objectives, clarify expectations, and give and receive feedback. Positive performance reviews can help your supervisor act as a reference for you in the future. Talk with your supervisor about it. See the [Student Employee Performance Evaluation Guide](#) posted in the “supervisor resources” section of the [SEO website](#) for more information.



RESIGNATIONS & TERMINATIONS & REHIRES

While you may resign from a position at any time for any reason, we recommend that you notify your supervisor at least two weeks in advance whenever possible.

When you resign from a position, your supervisor should complete either a “transfer” or a “termination” action so that your University employment record accurately reflects that you are no longer working in the position you have left.

TRANSFER: If you plan to transfer to another Georgetown department, let your supervisors (both former and future) know your plans so they can work together to “transfer” your employment within GMS from one department to the other.

TERMINATION: If you don’t plan to immediately begin working at another department at Georgetown, then your employment record in GMS (the Georgetown Management System) will be made inactive (i.e., your active employment record will be “terminated”).

Georgetown employers are encouraged by the SEO to “terminate” a student’s active employment record in the GMS if you resign or if you are simply no longer working for the department (and are not transferring to another GU department). If you are “terminated” you can be “rehired” in the GMS when you apply for a position through a Job Requisition (JR). These practices help ensure that you will be paid correctly and on-time when/if you move on to another job at Georgetown.

Best Practices for Termination

Students are employed by Georgetown on an “at will” basis. Therefore, Georgetown University has the right to terminate your employment at any time, without notice or cause. In the event of employee performance or conduct issues, we encourage departments to use progressive discipline where appropriate and circumstances allow.



EMPLOYMENT VERIFICATIONS & REFERENCES

Requests to verify past or present employment at Georgetown for hourly student employees should be directed to the [Student Employment Office](#) (SEO). Requests must include authorization from you for the release of this information. Without signed consent from you, the Student Employment Office will not release any information about your employment history with Georgetown.

Managers of students are permitted to complete character references on request. If you want to provide a reference to a potential employer that includes details about your performance in an hourly student job at Georgetown, ask your supervisor to act as, or write a letter of, reference for you. See our guide for employers, “[How to Serve as a Reference](#),” posted in the “supervisor resources” section of the [SEO website](#) for more information.



DIRECTORY OF CONTACT INFORMATION

If you have questions or concerns about hourly student employment at Georgetown University the following offices are happy to help:

Georgetown Student Employment Office (SEO)

Email: finseo@georgetown.edu

Website: <https://seo.georgetown.edu/>

Phone: 202-687-4187

Fax: 202-784-4877

Georgetown Office of Student Financial Aid (OSFA)

Student Service Center

White Gravenor Building, Lower Level

Email: Finfront@georgetown.edu

Website: <http://finaid.georgetown.edu/>

Phone: 202-687-4547

Fax: 202-687-6542

Georgetown Human Resources (HR) Office

2115 Wisconsin Avenue, NW, 6th Floor Main Website: <http://hr.georgetown.edu/>

I-9 Website: http://hr.georgetown.edu/employment_services/managers/i9process.html

Phone (I-9 Analyst): 202-687-2500

Georgetown Payroll Office

Administrative operations: 2115 Wisconsin Avenue, NW, 6th floor

Email: payrollservices@georgetown.edu

Georgetown Office of Global Services

International Student and Scholar Services

3520 Prospect Street, N.W., Car Barn, Suite 140

Web: http://internationalservices.georgetown.edu/#_ga=1.79251351.2007902461.140

Phone: 202-687-5867

Georgetown Cawley Career Education Center

One Leavey Center, First Floor

Email: careercenter@georgetown.edu

Website: <http://careercenter.georgetown.edu/>

Phone: 202- 687-3493

Georgetown Office of Compliance and Ethics (OCE)

305 Gervase

Website: <http://compliance.georgetown.edu/>

Phone: 202-687-6493

Georgetown Office for Equal Opportunity Compliance (OEOC)

M-36 Darnall Hall

Website: <https://oeoc.georgetown.edu/>

Phone: 202-687-5867