Georgetown University Student Employment Office

GMS Frequently Asked Questions

Georgetown University Student Employment Office
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What is GMS?

The Georgetown Management System (GMS) is the payroll and human resources system for all Georgetown employees. This system is where you are officially hired by the University, where your timesheets are entered, where your payslips are, and where your Federal tax and Direct Deposit updates can be made.

How do I log into GMS?

Student employees will be able to log-in to GMS *after* their hire has been entered into the system and approved. At that time, you should receive a system email from GMS telling you to log-in to complete your onboarding tasks - you won't be able to log-in until you receive the email letting you know your account is ready. After that, you can log-in to GMS by going to http://gms.georgetown.edu and entering your NetID and password.

If you've recently started your job and you are unable to log-in, first check with your manager to be sure your record in GMS is 100% complete and correct. If your GMS record looks all set to your department and you're still having a problem logging-in, please contact the University Information Services (UIS) Helpdesk at 202-687-4577 or email help@georgetown.edu.

How can I use GMS as a student employee?

✓ To view and update your federal tax withholdings and exemptions:
  − Once hired into GMS, you must log in *as soon as possible* to elect your desired federal tax withholding or exemption status. To do this, click the "Pay" icon on the GMS homepage, and then in the left column under "Actions," click on "Withholding Elections" and then "Complete Federal Withholding Elections" (you may have to scroll down to the bottom of the page to find this option). This information can be changed or updated in GMS at any time.
  − The current version of GMS does not support electronic submissions for state tax withholdings and exemptions. You must make your state tax elections by completing the required form and delivering it to the Georgetown Payroll Services office. You can download state tax forms from the SEO website here.
  − You'll want to know this! - 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.
  − **Quick note!** If you claim exempt on your taxes, you will need to re-file your exempt status every year!

✓ To direct deposit your paychecks:
- To enter direct deposit information, click the "Pay" icon on the GMS homepage, and then in the left column under "Actions," click on "Payment Elections." Here you will be able to provide bank account information for which your paychecks will be deposited each pay day.
- This can take one to two pay cycles to process – you will receive at least one paper check, possibly two, after you first start working.
- **Quick note!** Any changes in your bank account information should be immediately updated in GMS.

✓ To view your payslips:
- To view payslips, click the "Pay" icon on the GMS homepage, and then in the center column under "View," click on "Payslips."
- Students are strongly encouraged to keep track of the hours they work and cross check their hours with the gross amount paid. This should be done each pay period to ensure accuracy. Any discrepancies should be reported immediately to the Manager and Timekeeper in your department.
- Payslips are always available for viewing regardless of if you have direct deposit or receive paper checks.

✓ To view timesheets that have been submitted for you:
- Your timesheets are entered into GMS by the Timekeeper or Manager in your department.
- To view the time that has been entered for you click the "Time" icon on the GMS homepage, and then in the left column under "Enter Time," click the week you're looking for. You can select this week or last week's timesheets or search by date using "Select Week."
- **Quick note!** At this time, student employees cannot enter their own time into GMS.

✓ To edit your contact information:
- To update your contact information, click the "Personal Information" icon on the GMS homepage, and then in the left column under "Change," click on "Contact Information."
- You can also add emergency contacts here – just in case! Using the same "Personal Information" link on the GMS homepage, click on "Emergency Contacts" to add this information.

✓ To view your W-2:
- To view your W-2, click the "Pay" icon on the GMS homepage, and then in the center column under "View," click on "My Tax Documents."
- You will only be able to view your W-2 through GMS if you're still actively working on campus. If you've left your student job, you will no longer be able to log-in to GMS. A hard copy of the W-2 is mailed out to all Georgetown employees annually. If you need to request an additional copy of your W-2, you should complete the W-2 request form and return that form to the Georgetown Payroll Services office. Payroll Services can be contacted at payrollservices@georgetown.edu or call them at (202) 687-4418.

What if I need help or have questions about GMS?

If you have questions about how best to use GMS to support your work at Georgetown, you can email the Student Employment Office at finseo@georgetown.edu or call us at (202) 687-4187.

If you're having technical issues logging-in to GMS or getting different GMS functions to work, please contact the University Information Services (UIS) Helpdesk at help@georgetown.edu or call them at 202-687-4577.