



Georgetown University Student Employment Office
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GMS Hourly Student Employment FAQs

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.

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 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 immediately. This is imperative so that the student's Georgetown employment record and payroll will be accurate. Please note that if students have a FWS award, those funds can only be applied to the student's primary job in GMS.

What should students do before they are hired?

It is crucial that students 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 require are: a passport; or a driver's license and a birth certification; or 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 Georgetown University Human Resources (UHR).

How do students log into GMS?

To log into GMS, students should go to <http://gms.georgetown.edu> and enter their NetID and password. Students will not be able to log onto GMS until their hire is processed by the "Human Resource Contact" (HRC) and approved in GMS.

How do students complete their Federal Tax 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 then click on the "Complete Federal Withholding Elections" button. This information can be changed or updated online in GMS at any time. The maximum tax will be deducted from a student's paycheck until exemption or withholding elections are made so it is important to elect promptly.

How do students complete their State and Local Tax Elections?

This must be completed outside of GMS using a paper form. Main Campus Student Employees will have the option to complete these forms when they visit University Human Resources (UHR) to complete their I-9. University Services, Law Center and Medical Center should follow their own campus procedures. Students can find these forms by looking under the Georgetown Students section of the Student Employment website. The state and local tax forms must be sent directly to the Payroll Department located on the fourth floor of 2121 Wisconsin Avenue NW.

How do students view/update personal contact information?

Students will be prompted to verify and edit their contact information upon logging into GMS for the first time.

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. *Students should **not** begin working until they have been officially hired into a position in GMS.*

Will a student's first paycheck be a paper check or a direct deposit to their bank account?

Students have the option to sign up for direct deposit of their paycheck by using the "self-service" tools in GMS. If a student elects 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.

How to enter/change 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.

Note: It takes one or two pay cycles to process the direct deposit information, therefore a paper check will be provided intermittently. Any changes in a bank account should be immediately updated in GMS. Changes to bank account information can be done at any time throughout the semester.

When do students pick up their paper paycheck?

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

How 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.

Note: 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. Payslips will be visible for all students regardless if they have direct deposit or receive paper checks.

What should students do if their paycheck is inaccurate?

Students should immediately report discrepancies in pay to their Manager and Timekeeper. For further assistance, students should contact the Student Employment Office.

How do students submit timesheets?

Students should complete a paper timesheet and submit it to their Manager at the end of each week. The timesheet will then be given to the department's Timekeeper, who will enter the hours in GMS. Students should speak with their managers about their department's procedure and deadlines. Payroll is a deadline driven system. Timesheets must be submitted on time in order for students to be paid on schedule. For more information, please refer to the payroll schedule, which is posted on the GMS website and the Student Employment website. Please note that students should *never* enter their own timesheets in GMS.

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

Students with multiple jobs 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 log in 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 the hours recorded on a student's paper timesheet from all departments in GMS.

Graduate Students

Stipends

For help and information about graduate stipends contact:

Graduate School of Arts and Sciences

Car Barn Suite 400

Phone: (202) 687-5974 Fax: (202) 687-6802

Email: gradstipendsupport@georgetown.edu

MBA students contact Peter Grana: pjg46@georgetown.edu

Graduate Stipend Students with Additional Hourly Positions

Students with stipend positions and any additional hourly positions must still complete hire paperwork that is processed in GMS. Those hourly position timesheets then must be submitted to the Graduate School for processing. Those timesheets cannot be entered in GMS. If there are any questions about this procedure, please contact the Graduate School.

FAQs for International Students

- International students are not eligible for Federal Work-Study. These programs are offered only to U.S. citizens or permanent residents.
- F-1 Students are automatically eligible to work on campus up to a maximum of 20 hours per week while school is in session and 40 hours per 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. They can start working after they have applied but before they have received their social security number. Students must provide the number to their HR Contact or I-9 specialist as soon as they receive that information.

Please refer to the OIP website <http://oip.georgetown.edu/iss/f1oncampusemp.htm> for instructions.