Be Prepared!

- A new position isn’t needed for every hire – but an open position is. Before creating new positions in GMS, we ask that you review your existing positions to see if any are unfilled and available for use.
  - To view unfilled positions in GMS, enter your sup org number in the search bar, hit Enter, and then click on your sup org in the search results window. Select the “Staffing” tab to view positions that are available to fill.
  - You may also want to briefly review the students in your sup org’s “Members” tab to be sure that all of the students listed here are still actively working in your organization and your records are up-to-date. If you see a student that has stopped working in your office, left for a semester abroad, graduated, etc., this student can be removed from his or her position, leaving the position open for your new hire.

- If there are no existing, unfilled positions within your sup org – create a new hourly student position as described below. To get started, complete the Create Hourly Student Position Form, which can be found on the On-Campus Employers section of the SEO’s website. The Create Position form is not uploaded to GMS, but it is needed so that all relevant information is collected in advance of completing the Create Position process in GMS. Please retain the completed Create Position Form in your department as backup documentation for this process.

Start the Create Position Process

- Type “Create Position” into the search bar in GMS and select the “Create Position” task.
- **Supervisory Organization:** Hourly student positions must be created in the “student” sup org for your department. Select the appropriate “student” sup org from the pick list in GMS and click “OK.”
- **Position Request Reason:** must be “Create Position > Position Request > New Position (Budgeted)”
- **Job Posting Title:** enter a functional job title that best describes the work the hourly student will be doing
- **Academic Tenure Eligible:** must be unchecked – no student positions are eligible for tenure
- **Number of Positions:** default is 1, but if you need to create multiple, identical positions, increase the number here
- **Job Description Summary:** This can be skipped – be sure to enter the full Job Description below.
- **Job Description:** REQUIRED - Enter a detailed description of the job including the purpose of the position, duties and responsibilities of the student, and any required qualifications. For guidance on writing a student job description, please see the “Guide to Writing Position Descriptions,” which can be found on the Supervisor Resources section of the SEO’s website.
- **Hiring Restrictions:**
  - **Availability Date and Earliest Hire Date:** The Availability Date is the first date the position will be visible in GMS – if you use a future availability date, you will not be able to see the position when searching. The Earliest Hire Date is the first date a student can be hired into the position. For most hourly student hires, these two dates will be the same
  - **No Job Restrictions:** Must be unchecked
  - **Don’t submit yet!** Instructions continued on the next page...
Start the Create Position Process (continued)

- **Hiring Restrictions (continued):**
  - **Job Family and Job Profiles for Job Family:** Leave these fields blank, they are not required.
  - **Job Profile:** Click the prompt box – under “In This Organization,” you will see the Job Profiles most frequently used within your student sup org. If you don’t see the correct Job Profile here, select “By Job Family,” “Students,” and the “GU Hourly Student” for the complete list of hourly student Job Profiles. For descriptions of these job profiles, please see the document “Selecting GMS Job Profiles and Compensation Grades for Hourly Students,” which can be found on the On-Campus Employers section of the SEO’s website.
  - **Location:** enter the location where the position will reside
  - **Time Type:** must be “Part Time”
  - **Worker Type:** must be “Employee”
  - **Worker Sub-Type:** must be “Ongoing (Regular)”
  - **Critical Job and Difficulty to Fill:** Leave these fields unchecked and blank, they are not required.

- **Qualifications Tab:** Leave these fields blank, they are not required.
- **Click “Submit” to proceed.**

Change Organization Assignments

- **A default Organization Assignment without a grant, gift, or assignee is required for every position.** If the student’s wages will need to be charged to a cost center with a grant, gift, or assignee, that will be entered as a costing allocation on the Hire process, but cannot be entered as part of the Create Position process.
- **Company:** defaults to Georgetown University, leave this as-is
- **Cost Center, Program, Fund, and Purpose:** REQUIRED – please enter all elements of your cost center

Request Default Compensation

- **In the Guidelines row, click on the proposed column.**
  - Click on the outlined Pay Range box then click inside the blue box labeled Pay Range.
  - **Plan Type Compensation Package:** must be “Georgetown Compensation Package”
  - **Plan Type Grade:** must be “ST.Hourly”
  - **Grade Profile:** must be left blank; the Grade Profile will be entered as part of the Hire process
  - Select “Done”
  - Click outside of the field to upload the selected changes

- **In the Hourly Plans row, under the Proposed column hover your mouse over the pencil icon**
  - Click on the outlined Assignment Details box then click inside the blue box labeled Assignment Details
  - **Compensation Plan:** must be “Georgetown Hourly Plan”
  - **Amount:** must be $10.50USD with a frequency of “Hourly”
  - Select “Done”
  - Click outside of the field to upload the selected changes

- **Click “Submit” to proceed.**

**Congratulations! You have successfully created an hourly student position in the GMS system!**

Once this process is approved, you will be able to hire a student into the position you have just created. For more information about hiring, please see our instructions “How to Hire an Hourly Student” and review the Hoya Hiring Form.