Georgetown University Student Employment Office

How to Hire an Hourly Student in GMS for HRCs

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Be Prepared!

❑ Before you can hire a student, you must first be sure that you have an open ("unfilled") position in your student supervisory organization. If you don't have an open position, you'll first need to create one – please see our instructions "How to Create an Hourly Student Position" and review the Create Hourly Student Position Form.

❑ Next, you'll need to complete the Hoya Hiring Form (HHF), which can be found on the On-Campus Employers section of the SEO's website. Once the HHF is complete, it can be uploaded to GMS as a part of the hire process. The Student Employment Reviewer will use the completed HHF to review and approve the hire. Please retain the completed HHF in your department as backup documentation for this process.

Is the student in GMS?

❑ Try searching by the student's full name, last name, or the first three characters of their names (ex. "Jane Hoya", "Hoya", or "Jan Hoy"). You can also search by NetID or GUID using the search prefix "id: ___" Please note that when you see the Search Results, you may need to select the "People" category to be able to see all records.

❑ If you find a student's applicant, employee, or terminated employee record, double check IDs and birth dates to be sure you have the correct person before proceeding – if there are no records for this student, go to the hire process!

- If the student is in GMS with a current position in another department AND they are keeping that position while working for you– process this hire as an Additional Job using the student's employee record.

- If the student is in GMS with a current position in another department and they are NOT keeping that position – process this hire as Change Job (Transfer) using the student's employee record – BUT, before starting a Change Job process, please be in contact with the DA or HRC of the outbound department to be sure they are on board with the transfer, that the student's hours have been paid out, etc.

- If the student is in GMS with a TERMINATED status or you only see an applicant record for the student – process this hire as a normal hire using the student's existing applicant record (not the employee record).

Start the Hire Process

❑ Type "Hire Employee" into the search bar in GMS and select the "Hire Employee" task.

❑ **Supervisory Organization**: Students must be hired in the "student" sup org for your department. Select the appropriate "student" sup org from the pick list in GMS.

❑ **Existing Applicant or Create a New Applicant:** Select the appropriate option for your hire. If the hourly student is a "rehire" from a previous terminated status, or is currently employed with another supervisory organization, use "existing applicant" and use the search box to find the student. If the hourly student you want to hire is new to Georgetown, or has no record in GMS, then you must create a new applicant record.

Create the Applicant

❑ **Source, Referred by, and Comment:** Leave these fields blank, they are not required.

❑ **Allow Duplicate Name:** Check this box!

❑ **Legal Name Information:** We recommend that you look up the student in the Georgetown Directory using his or her Net ID before completing this section, to be positive all information is correct and complete.

- **Country:** default is United States of America
- **First Name:** REQUIRED
- **Middle Name:** please enter middle initial if available
- **Last Name:** REQUIRED
- **Suffix:** optional

❑ **Contact Information:** At least one local home address, one local phone number, and email address is required.

- **Phone:** enter Area Code and Phone Number, be sure to select Phone Device and Type (use "Home")
- **Address**: enter the Effective Date (usually the same as the Hire Effective Date) and the Local address as listed below, and select Type (use "Home")

    Address 1 – Georgetown Building Information -or- Street Address

    Address 2 – Georgetown Univ. Box ####### -or- other address information

    City, State, and Postal Code

- **Email:** Feel free to leave this blank. This information will be uploaded into the system automatically as part of the ID integration that happens when the hire is approved.
- **Instant Messenger and Web Address:** Leave these fields blank, they are not required.

Hire the Employee

❑ **Hire Date:** enter the date that the student will start working.

- The effective date for a **New Hire, Rehire, or Additional Job** would be the first date that the student will begin work. This is simple, but important! Getting the effective date right will ensure that time entry, payroll, and I-9 compliance all go smoothly. One other date to keep in mind - make sure the Availability Date of the position that will be used for the hire or additional job is on or before the effective date.
- **Transfers** will require some teamwork between the two departments involved! The effective date for a transfer should be the first date that the student started work in the new position - BUT a student should not be removed from his or her current position until all time entries have paid out!
- If you're transferring for solely administrative reasons (aka the student is continuously working in a position, but you need to change which position is the primary job, etc), you need to be a little bit more careful. Be sure you're removing a student from a position (ex. End Additional Job) on the last day of a pay period and adding them into a position (ex. Transfer or Add Additional Job) on the first day of the following pay period. Only do this when all time has paid out from all active positions.

❑ **Reason:**

- for new hires, select "New Hire" then "New Hire > Hire/Appoint"
- for rehires (student was previously a Georgetown employee), select "New Hire > Rehire/Reappoint"
- for Additional Jobs, select the appropriate reason from the "Student" category
- for Change Job (Transfer), select "Lateral Move" as the reason

❑ **Position**: click the prompt button to select from a list of available positions within your student sup org

- ❑ The remaining Job Details should fill in automatically, please be sure that they are correct as follows:
  - **Employee Type:** <u>must be</u> Ongoing (Regular)
  - **Job Profile:** defaults to what was set when the position was created
  - **Time Type:** <u>must be</u> Part time
  - **Location:** defaults to what was set when the position was created
  - **Pay Rate Type:** <u>must be</u> Hourly
- ❑ Click the arrow next to "Additional Information" to open the next fields
  - **Job Title, Business Title, and Default Weekly Hours:** defaults to what was set when the position was created
  - **Scheduled Weekly Hours:** <u>must be changed</u> to reflect the number of hours the student is expected to work. It is recommended that full-time students not work more than 20 hours weekly. Full-time students <u>cannot</u> be full time employees at Georgetown – this will impact the student's tax exemptions.
  - **FTE:** hit the 'Tab' button on your keyboard after entering the Scheduled Weekly Hours so that the FTE can calculate; FTE <u>must be</u> below 100% for all part-time hourly students
  - Leave all other fields under "Additional Information" as they are (mostly blank) for hourly students.
  - **Don't submit yet!** Instructions continued on the next page…
  - **Attachments:** click the "+" button to attach your HHF here
    - ▪ **Worker Document Category:** select "Hire", "Additional Job", or "Transfer" as appropriate
    - ▪ Click the Attach button to find the completed HHF on your computer, and select "Open"
    - ▪

The remaining steps (listed below) may be presented in a different order depending on what process you are completing in GMS (Hire, Rehire, Add Job, Transfer, etc). Please see the detailed instructions for these steps on the following pages and be sure to complete all required steps to ensure that the student is hired correctly in GMS.

- ❑ Edit ID Information for the Hire – Required
- ❑ Change Organization Assignments for the Hire – Required
- ❑ Change Hire's Personal Information – Required
- ❑ Propose Compensation for the Hire – Required
- ❑ Update Costing Allocation Override – Optional
- ❑ Assign Pay Group – Required

> *Note: Only optional steps can be skipped entirely. All required steps must be submitted – even if you don't make any changes on the screen.*

Edit ID Information

- ❑ **National IDs and I-9 information:**
  - **Most Main Campus departments –** This information will be entered by University Human Resources when the student goes in to complete their I-9 form. Do not enter anything on this screen, but do click "Submit" so that you can proceed with the rest of the steps for the hire.
  - **University Services, Medical Center, Law Center, and select Main Campus departments –** Please follow the processes established by your department and the information provided in I-9 training for completing students' employment verifications and entering the appropriate ID information into GMS.
- ❑ **"Other IDs" (NetID and GUID):** <u>Do not</u> enter the students NetID or GUID in this section. This information will be uploaded into the system automatically as part of the ID integration that happens when the hire is approved.

Change Organization Assignments

❑ Organization Assignment information will already be filled in based on the Default Organization that was entered when the position was created – please verify that this information is correct or if changes are needed.
- If changes are needed, update the Cost Center, Program, Fund, and Purpose and submit this page.
- If changes are not needed, you can simply submit this page.

Change Personal Information

❑ **Date of Birth:** <u>required</u>

❑ **Age:** Hit the 'Tab' button on your keyboard after entering the Date of Birth so that age can calculate. If your student is under 18 years of age as of the effective date of their hire, a work permit is required. Please see University Human Resources' policy on hiring minors for more information.

❑ **Citizenship Status:** This will be entered when I-9 information is entered. If you are not responsible for I-9 information, please leave this blank.

❑ **Gender, Ethnicity, Disability, and Military Service:** Leave these <u>blank</u>. They will be completed by the student.

Propose 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**: <u>must be</u> "Georgetown Compensation Package"
- **Plan Type Grade**: <u>must be</u> "ST.Hourly"
- **Grade Profile:** <u>required</u>; select the appropriate Grade Profile (ST.01-ST.04)
- Select "Done" and 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:** <u>must be</u> "Georgetown Hourly Plan"
- **Amount:** required; enter the appropriate wage for the student
- Select "Done" and click outside of the field to upload the selected changes

For guidelines on selecting the correct Wage Grade and Hourly Wage for your student hire, 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.

Update Costing Allocation Override

❑ If the wages for this hire will be charged to the cost center listed as the Default Organization Assignment, you can skip this step entirely.

❑ If the wages for this hire should be charged to a cost center other than what is listed as the Default Organization Assignment; you want to use a cost center with a Grant, Gift, or Assignee; or you need to charge the student's wages to multiple cost centers; please enter that information here.
- Please be sure to enter all sections required for the costing allocation in the "Costing Override" column. Nothing should remain in the "Default (As of Start Date)" column.
- Verify that the Distribution Percent is correct and submit.

Assign Pay Group

❑ If this step is not completed the hourly student will not be paid, even if hours are entered and submitted in GMS.

❑ If you're adding a job, this step will be done by the primary department, so you may not see it for every BP.

❑ **Proposed Pay Group:** select "bi-weekly" for all hourly student workers

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Congratulations! You have successfully hired an hourly student in the GMS system!

Once the student hire is approved, the student should immediately log in to GMS and go to the self-service section to verify their name and contact information. Then, they should complete their Federal Tax Exemptions/Withholdings online in GMS. The state and local tax forms should be submitted directly to the Payroll Department.