

Georgetown University

Hourly Student Employment



Handbook for Students

Version 1.5

February 2016

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.

Contents

THE STUDENT EMPLOYMENT OFFICE (SEO).....	5
Our Services.....	5
Contact Us.....	6
HOURLY STUDENT EMPLOYMENT AT GEORGETOWN.....	7
Eligibility to Work in Student Employment	7
Employment of International Students	7
Terms of Student Employment	8
Your Responsibilities.....	8
Your Rights.....	9
If You Have Questions or Need Help	9
YOUR JOB SEARCH	10
How to Find a Job & Apply to Open Positions.....	10
How to Log into the <i>HoyaWorks</i> Job Opportunities Website.....	10
Need Resume Assistance?	11
Interview Preparation Tips.....	11
Need Help Finding a Suitable Job?.....	12
THE FEDERAL WORK-STUDY (FWS) PROGRAM	12
Overview.....	12
FWS Eligibility	12
How to Confirm Your FWS Award.....	13
How to Use Your FWS Funds	13
Payment for Your FWS Employment.....	14
Your FWS Award Maximum.....	14
BEFORE YOU START TO WORK AT GEORGETOWN	15
Employment Eligibility Verification (the I-9 Form).....	16
DC Work Permits for Minors.....	16
Georgetown’s Hourly Student Hire Form.....	17
GMS & YOUR “ONBOARDING” ACTIVITIES	17
GMS-The Georgetown Management System	17
Logging into GMS & Completing Your “Onboarding” Activities	18
Tax Withholding or Exemption Elections	18
How to Make Your Federal Tax Withholding Elections	19
How to Make Your State Tax Withholding Elections	19
Direct Pay Check Deposits to Your Bank Account	20

HOURLY STUDENT COMPENSATION 20

 Minimum Wage 20

 Compensation & Merit Increases..... 20

STUDENT WORK HOURS AND PAY PRACTICES..... 21

 Policies on Working Hours..... 21

 Completing Time Sheets..... 22

 How to View Your Timesheets in GMS 23

 Bi-Weekly Pay Checks 23

 FICA (Social Security Tax) Withholding 23

 How to View Your Payslips in GMS..... 24

 Are there Problems with Your Pay Check? 24

 Notices Required by the DC Wage Theft Prevention Act 24

 Your “W-2” Document 25

UNIVERSITY EMPLOYMENT POLICIES 25

 Student Code of Conduct 25

 Equal Opportunity and Non-Discrimination in Employment 25

 University Statement on Prohibition of Harassment..... 25

 Sexual Misconduct..... 26

 Protection of Minors 26

 Just Employment Policy 26

 Smoking & Drug Free Workplace 26

 Confidentiality at Work 26

STUDENT PERFORMANCE EVALUATIONS..... 27

RESIGNATIONS & TERMINATIONS & REHIRES..... 27

EMPLOYMENT VERIFICATIONS & REFERENCES..... 28

DIRECTORY OF CONTACT INFORMATION..... 29



THE STUDENT EMPLOYMENT OFFICE (SEO)

Our Services

Many students must work to earn money to pay for their educational expenses. Students also work to improve their skillsets, test their academic and future employment interests, and gain pre-professional experience. Here at the Student Employment Office (SEO), we view employment as 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 Services (OSFS). We work in collaboration with the University Department of Human Resources (HR), Payroll Services, the Office of Compliance and Ethics (OCE), the Office of Institutional Diversity, Equity & Affirmative Action (IDEAA), 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 hourly student job opportunities website;
- 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 Peace Corps, UNICEF, or the ProBono Institute);
- We locate and develop hourly off-campus employment opportunities for currently enrolled students;

- We work with on-campus departments to 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 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 of Institutional Diversity, Equity & Affirmative Action (IDEAA);
- 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. We are located at 3520 Prospect Street, NW in the Car Bar Building, Suite 304. We welcome walk in visitors Monday through Friday from 9am to 5pm.

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/>

Phone: (202) 687-4187

Fax: (202) 784-4877

Follow us on Twitter at @GeorgetownSEO

Follow us on Facebook: <https://www.facebook.com/GeorgetownSEO>

The Office of the Student Worker Advocate (OSWA)

Georgetown University Student Association

Contact the GUSA Office of the Student Worker Advocate at gustudentworker@gmail.com to talk to students about your employment concerns.

**Please note that Georgetown University expects students to also contact the University's Student Employment Office for any questions or concerns related to student hourly employment.*



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 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.

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. However, you are permitted to work full time during official school breaks or vacations, such as summer session. 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 at <http://internationalservices.georgetown.edu/students/f-1/employment/oncampus> 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 210 or by phone at 202-687-5867 for additional information.

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, which can be viewed at <http://gms.georgetown.edu/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 of Institutional of Diversity, Equity & Affirmative Action (IDEAA)).

Your 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 prior to 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;
- Notify your supervisors if you are employed in more than one position at Georgetown University; if you are eligible for Federal Work-Study (FWS) funding 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;
- Discuss any questions or concerns about your employment with your supervisor.

Your 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 pertaining to your position;
- Be paid bi-weekly and on time, in accordance with the University's payroll calendar, which can be viewed at <http://gms.georgetown.edu/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 (202) 687-4187 regarding any work-related concern.
- Contact [the Office of Institutional Diversity, Equity, & Affirmative Action \(IDEAA\)](#) at (202) 687-0100 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 and off campus through our [HoyaWorks](#) website. Unpaid internships are listed by Georgetown’s [Cawley Career Education Center](#). 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 *HoyaWorks*.

Although many employers post vacancies on *HoyaWorks* 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 *HoyaWorks* Job Opportunities Website

When you receive your Georgetown NetID and password, you will be able to log into the University’s hourly student employment opportunities website, *HoyaWorks*.

To use *HoyaWorks*:

- Go to the Student Employment Office (SEO) [website](#);
- Click on the “Georgetown Students” link to view the “[Welcome, Georgetown Students!](#)” page:

- Navigate to click on the “Find a Job” link in the center of the page;
- Enter your Georgetown NETID and password to login to [HoyaWorks](#).

Once you have logged into *HoyaWorks*, you will be able to search for on and off-campus positions that are both Federal Work-Study (FWS) funded and non-Federal Work-Study funded. On *HoyaWorks* you will see advertised a wide variety of on-campus positions in many departments. Off-campus positions are also posted on *HoyaWorks*, ranging 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 [How to Answer Job Interview Questions](#) as well as their list of [General Interview Questions](#).
- 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.
- 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 rules, a portion of your earnings are 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. If you are eligible, the FWS program provides you with invaluable employment experience, and you provide employers with vital support at a lower cost to them. It's a win-win outcome!

FWS Eligibility

Eligibility for FWS is determined by Georgetown's Office of Student Financial Services (OSFS) 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 OSFS at 202-687-4547 in G-19 Healy Hall, 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 it 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 login to the University’s [MyAccess](#) website, and then select "Financial Aid," then select "Award Information." The *MyAccess* financial aid award information webpage will display your FWS award amount. To use your FWS funds, you must first accept your FWS award in *MyAccess* 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 counselor](#) in Georgetown’s Office of Student Financial Services (OSFS).

How to Use Your FWS Funds

To use your FWS award, you must find a FWS-eligible job. To search for FWS-eligible positions, you should go to our Student Employment Office (SEO) [HoyaWorks](#) website, select "Georgetown Students," then "Find a Job," and log in 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.

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 at <http://gms.georgetown.edu/payroll-calendar>. Taxes may be withheld from your gross earnings where appropriate. Your net earnings will be paid directly to you either via check, or (if you signed up) via direct deposit. 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 counselor](#) in Georgetown's Office of Student Financial Services (OSFS).

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. Use the [FWSA Tracker](#) to monitor your earnings.

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 60-100% 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 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 counselor](#) in Georgetown's Office of Student Financial Services (OSFS).



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

- ✓ I-9 form (to verify your identity and employment eligibility)
- ✓ Work permit (if you're under the age of 18)
- ✓ Hire form (you complete the first page and your employer completes the rest)

As soon as possible

- ✓ Federal tax withholding elections (you complete online in GMS)
- ✓ State/local tax elections (you complete a paper form and submit to Payroll Services)
- ✓ Sign up for direct electronic deposit of your paycheck (optional but highly encouraged; you complete online in GMS)

Employment Eligibility Verification (the I-9 Form)

The Employment Eligibility Verification Form (I-9 Form) is a legal document used by an employer to verify an employee's identity and to establish that the worker is eligible to accept employment in the United States. All new hires must complete their I-9 form on or before their first day of employment. The Student Employment Office (SEO) recommends that students do not start working until the mandatory I-9 form has been completed.

To complete the I-9 form, you must provide documents 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) 687-6869 or students can contact the Student Employment Office (SEO) for assistance.

DC Work Permits for Minors

Are you under the age of 18? If yes, you'll need to obtain a DC Work Permit *before* you begin working. Students under the age of 18 who wish to work in the District of Columbia must obtain a D.C. 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](#).

To obtain a work permit you must bring your Social Security Card, a copy of your Birth Certificate, and a letter of intent to hire from your employer (a sample letter template is posted on the Georgetown's [Human Resources website](#)). If you are under age 16 you must also bring written permission to work from your parent or guardian. Be sure to call ahead to schedule an

appointment to get your permit and to confirm that you have all of the proper documents. If you need help obtaining your permit, contact the Student Employment Office and we will assist you.

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 at <http://protectionofminors.georgetown.edu>.

Georgetown's Hourly Student Hire Form

Georgetown's hourly student hiring forms and instructions can be found on the Student Employment Office (SEO) website at https://seo.georgetown.edu/Cmx_Content.aspx?cpId=15. Your employer **must** complete the form that is required to hire hourly students into the Georgetown Management System (GMS) human resources and payroll system **prior to your first day of work**. This form is required for students working on campus and students working in off-campus Federal Work-Study (FWS) jobs. Please work with your manager to complete the required hiring document. You should confirm with your manager that the form was completed and submitted for processing on a timely basis **prior to your first day of work**.



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 login to GMS *after your hire has been entered into the GMS system and given the required approvals*. In GMS you can complete the following tasks, 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 entered into GMS (the Georgetown Management System) you will receive an automated email that confirms that your GMS access is now active and that you can log into GMS, 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.

After you receive the “ready for onboarding” email notification from GMS stating that your account is active, you should log into GMS at <http://gms.georgetown.edu> using your Georgetown NetID and password. When you log into GMS, you will be prompted to complete “onboarding” tasks such as verifying your legal name and contact information, entering emergency contact information, making your federal tax withholding (or exemption) elections, and setting up direct deposit of your paychecks.

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 Tax department has an [FAQ page](#) that explains some basic tax concepts. Scroll down the page to view the helpful sections "Student Worker Tax FAQ for US Citizens" and "Student Worker Tax FAQ for Non-US Citizens".
- The Office of Global Services has a tax information page for International Students & Scholars at <http://internationalservices.georgetown.edu/tax.htm>.
- The Office of Student Financial Services (OSFS), as part of its *Common Sense* financial literacy programming, offers a Tax Workshop each March that is conducted by experts from PricewaterhouseCoopers (PwC).
- 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 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).

How to Make Your State Tax Withholding Elections

- Must be completed *outside of* GMS using a paper form
- Must be submitted directly to the University Payroll Services office located on the fourth floor of 2121 Wisconsin Ave, N.W.
- Blank forms can be found on the SEO website at https://seo.georgetown.edu/Cmx_Content.aspx?cpId=15

Direct Pay Check Deposits to Your Bank Account

You will be paid on a bi-weekly basis according to the the University's payroll calendar, which can be viewed at <http://gms.georgetown.edu/payroll-calendar>. Direct deposit of your pay check into your bank account is optional, but strongly recommended because it's "green" and it's more secure. You can sign up for direct deposit, or you can change your designated bank deposit account information in the GMS (Georgetown Management System) 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 to two pay cycles for GMS and the banking system to process your direct deposit instructions, so you should expect to receive at least one paper check, possibly two, after you first elect direct deposit of your pay checks. Paper checks should be picked up in your department so be sure to talk to your manager to find out the details. If you do *not* choose direct electronic deposit, then your earnings will be paid via paper checks.



HOURLY STUDENT COMPENSATION

Minimum Wage

Our current minimum wage is \$10.50 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 recommends that you not work more than twenty hours per week when you are enrolled in classes. International students with an F1 or J1 visa have a mandatory limit of no more than twenty hours per week. Students are permitted to work more than twenty hours per week during academic breaks and/or the summer.

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 recommends that you not work more than twenty hours per week when you are enrolled in classes. You are permitted to work more than twenty hours per week during academic breaks and/or the summer. It is also recommended that you not work more than forty hours per week if you are working full time during academic breaks and/or the summer. In the event that 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 should be 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 <http://gms.georgetown.edu/payroll-calendar>.

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. 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 [My Access](#).

If you are actively working on campus you will be able to view your W-2 in GMS. 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 complete a [“W-2 Request form”](#) and submit it to University Payroll Services at payrollservices@georgetown.edu, or call that office at (202) 687-4418 for assistance.



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 of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at <http://ideaa.georgetown.edu/policies>.

University Statement on Prohibition of Harassment: 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 of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at <http://ideaa.georgetown.edu/policies>.

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 of Institutional Diversity, Equity, and Affirmative Action (IDEAA) at <http://ideaa.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 records 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 easily be “rehired” in the GMS when you return to active work (either in the same department, or in a different department at Georgetown). These practices help ensure that you will be paid correctly and on-time when/if you move on to another job at Georgetown.

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.

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)

3520 Prospect Street, N.W., in the Car Bar Building, Suite 304

Email: finseo@georgetown.edu

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

Phone: 202- 687-4187

Fax: 202- 784-4877

Follow us on Twitter at @GeorgetownSEO

Facebook: <https://www.facebook.com/GeorgetownSEO>

Georgetown Office of Student Financial Services (OSFS)

G-19 ground floor Healy Hall

Email: Finfront@georgetown.edu

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

Phone: 202-687-4547

Fax: 202-687-6542

Follow us on Twitter at @GeorgetownOSFS

Facebook: <https://www.facebook.com/GeorgetownOSFS>

Georgetown Human Resources (HR) Office

Ground floor Healy Hall (*scheduled to move to new offices in fall 2015*)

Main Website: <http://hr.georgetown.edu/>

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

Phone (I-9 Analyst): 202- 687-6869

Georgetown Payroll Office

Effective August 2015:

Benefits & Payroll Service Center is located in M-31 Darnall Hall on main campus

Administrative operations: 2115 Wisconsin Avenue, NW 6th floor

Email: payrollservices@georgetown.edu

Phone: 202-687-2500

Georgetown Office of Global Services

International Student and Scholar Services

3520 Prospect Street, N.W., in the Car Barn Building, Suite 210

Web: http://internationalservices.georgetown.edu/#_ga=1.79251351.2007902461.1401463163

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

Facebook: <https://www.facebook.com/GeorgetownCareerCenter>

Twitter: <https://twitter.com/GeorgetownCEC>

Georgetown Office of Compliance and Ethics (OCE)

305 Gervase

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

Phone: 202-687-6493

Georgetown Office of Institutional Diversity, Equity & Affirmative Action (IDEAA)

M-36 Darnall Hall

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

Phone: 202-687-0100