**GEORGETOWN UNIVERSITY STUDENT EMPLOYMENT OFFICE**

**Important TIPS before depts fill out HHF.............**

*Georgetown University Student Employment Office*
*3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057*
*Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu*

### Georgetown University

Department t Manager's or Department Administers should fill out the **Hoya Hiring Form** and send to **gmsstudentsupport@georgetown.edu**.

# Step 1: Look up students **Netid** in **GMS** and press ENTER

# Step 2: Then press **All of Workday**

# Step 3: You will see either one or two listing:

If you ONLY see Students Name...Applicant *(this means they would be a **NEW HIRE** in GMS Actions section of the HHF)* or

If you see two listings, *like the screenshot below,* that means they are already hired in a student job at Georgetown, and you will see their full name (with 5 employee #). This means they are currently in a job, and you would need to select **TRANSFER** (meaning this student would need to be transferred out of their current job and into ITA's position.) The reason for this, is this is a FWS job, and only the primary job can be FWS. *That is why we ask in question#2 if FWS will be used for job.*

# Step 4: If it is a TRANSFER, this section (on second page of HHF) will also have to be filled out. *(if a New Hire, leave it blank)*

**Step 1**
netid, press enter

**Search Results**

**STEP 3**
You will either see:
If you ONLY see Students Name....Applicant (this means they would be a NEW HIRE on HHF) or you will see their full name (with 5digit #). This means they are currently in a job, and you would need to select TRANSFER (meaning this student would need transfer out of their current job and into their new position). SEO always reccomends that depts should reach out to current manager to let them know that the student wants to transfer their FWS job.

Search Results 2 items

All of Workday

S_____a Mae (7____)
Student Tutor | 3099-MC-0076 Students - CS
Employee

Se__r, H___Mae    Applicant

Tip: try selecting another category from the

People
Processes
Procurement
Recruiting
Revenue
Security
Staffing
All of Workday

**STEP 2**
Click ALL of Workday

**Transfer Information: for Transfers ONLY:**
As the Inbound DA or HRC, I have verified this transfer with both the student employee and the Outbound Department. They have confirmed that all hours from the previous position have been paid out. *Initial here:*

**Outbound Supervisory Org. Name and Number:**

**Outbound Manager:**          **Phone:**          **E-mail:**

S____, K___ (7____)
Student Tutor
Actions
Team
Summary

Manager
__e, Suzie (_____)

Supervisory Organization
3099-MC-0076 Students ___s-JM

Location
Main Campus

Job Details

**You can see that info needed when you click on the students current hiring assignment.**