

## GEORGETOWN UNIVERSITY STUDENT EMPLOYMENT OFFICE

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

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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)

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.

netid, press Search Results Search Results 2 items STEP 3 You will either see: All of Workday If you ONLY see Students Name....Applicant (this means they would be a a Mae (71 **NEW HIRE on HHF)** Student Tutor | 3099-MC-0076 Students - C 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). Tip: try selecting another category from the SEO always reccomends that depts should reach out to current manager to let them know that the student wants to transfer their FWS job. Processes Procurement Recruiting Revenue Security Staffing STEP 2 Click ALL of All of Workday Workday

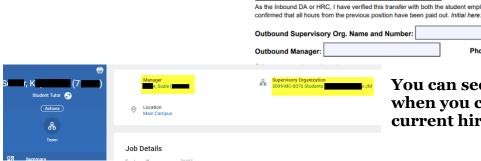
Step 1

**Step 4:** If it is a TRANSFER, this

section (on second page of HHF) will also have to be filled out. (if a

Transfer Information: for Transfers ONLY:

New Hire, leave it blank)



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

and the Outbound Department. They have