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

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.

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)

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

Revised Aug 2020