Clear Form

GEORGETOWN UNIVERSITY

Georgetown University Student Employment Office **2022-2023 Hoya Hiring Form (HHF)**

Select Main Campus departments MUST submit a completed form to the Student Employment Office via email at GMSstudentsupport@georgetown.edu. **University Services, Law Center, and Medical Center should follow their own procedures.**

Fields in the sections with * are **required**. Please save the form in the following format: (Mac users, use "File>Print>Save as PDF" to save file)
Last Name, First Name, HHF, First Four Digits of Student Supervisory Organization (ex. Hoya, Jane, HHF, 1234.pdf)

*Student's Identification Information:

Last: _____ **First:** _____ **MI:** _____

Date of Birth: _____ **GUID:** _____ **NetID:** _____ **Graduation:** _____

*Important Student Hire Status Questions:

1) Student's Enrollment Status:

Undergraduate ☐ **Graduate** ☐ **Medical** ☐ **Law** ☐ **PhD** ☐

2) Does the student have a Federal Work Study Award? ◯ Yes ◯ No

If yes, enter total award amount: Fall Term: $_____ Spring Term: $_____ Summer Term: $_____

If **YES**, does the student want **this position** to be the primary, so FWS reimbursement funds are allocated quarterly? ◯ Yes ◯ No

3) Has the student previously been employed by Georgetown University? ◯ Yes ◯ No

4) Does the student have other jobs on campus at this time? ◯ Yes ◯ No

If **yes**, enter other Department Name(s), Manager Name(s), and Phone/Email: _____

5) Is this student leaving a GU position in another dept. to work for your dept.? ◯ Yes ◯ No

6) Is this student also receiving a graduate stipend? ◯ Yes ◯ No

*If yes, you must send an email notifying the Graduate School (gradstipendsupport@georgetown.edu), as stipend students need authorization to work an hourly position. **If the student is receiving a non-service stipend the student cannot be hired into a second position on campus**.*

7) Is this an in-person/front facing job, or is it remote? ◯ In-Person/Front Facing Job ◯ Remote Job

*GMS Action: ***Must check one box****

☐ New Hire* (never worked on campus) ☐ Rehire* (rehiring into GMS after termination)

☐ Add Additional Job (adding an additional job in GMS) ☐ Transfer (transfer from one job to another)

Effective Date of Action: _____

If **New Hire or **Rehire**, you **must** use **New Hire Calendar** to determine start date. Please note the I-9 MUST be completed within 3 days of hire to avoid termination. Any I-9 questions should be directed to the I-9 Office.*

*Hiring Department Information:

Supervisory Org. Name and Number: _____

Manager: (as listed in GMS): _____ **Phone:** _____ **E-mail:** _____

*Job Information:

A functional job title that best describes the work that will be performed is required. We suggest adding the word "Remote" to the job title if this is a virtual job. It is also required to provide a detailed job description of the duties, responsibilities, and qualifications of the student in the position.

Job Title:

Please select appropriate Job Family based upon position (GU Hourly or AFT-GAGE):

GU Hourly Job Profile: Please choose one... ***Please add required Job Description below.**

AFT-GAGE Job Profile: Please choose one... ***Please add required Job ID# to Job Description below.**

Location: **Scheduled Weekly Hours (est.):**

Job Description: ***Please list detailed responsibilities in paragraph form.***

Note: The following restrictions apply to hourly student jobs that will be filled by students who receive a FWS subsidy to their earnings:

-FWS employment must not displace employees or impair existing service contracts.
-FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

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:**

*Organization Assignment: *A default organization assignment without a grant, gift, or assignee is required for each hire.

GMS Cost Center: **Fund:** **Purpose:** **Program:**

Costing Allocation: *End dates are required for grants (1802 or 1805) as well as University funded research with assignee.

GMS Cost Center: **Fund:** **Purpose:** **Program:**

Distribution %: **Grant:** **Gift:** **Assignee:**

GMS Cost Center: **Fund:** **Purpose:** **Program:**

Distribution %: **Grant:** **Gift:** **Assignee:**

Costing Allocation End Date:

*Proposed Compensation:

Hourly Wage:

- ☐ **ST.01 - Novice** wage range: $16.10 to 17.50 per hour
- ☐ **ST.02 - Skilled** wage range: $16.50 to 18.75 per hour
- ☐ **ST.03 - Highly Skilled** wage range: $18.40 to 22.00 per hour
- ☐ **GR.01 - Graduate Assistant** wage range: $20.29 to 30.00 per hour

Note: Some hourly student job profiles have a minimum recommended compensation grade profile. Please see comp grade sheet for novice, skilled, and highly skilled positions, For all hourly wages above $22.00, a **wage justification** is necessary and must be included to be processed.

Comments (optional):