



GEORGETOWN UNIVERSITY

# Georgetown University Student Employment

## Office **2023-2024 Revision Form**

Select Main Campus departments MUST submit a completed form to the Student Employment Office via email at [GMSstudentsupport@georgetown.edu](mailto: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 Identification Information:**

**Last Name:** \_\_\_\_\_ **First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_  
**Date of Birth:** \_\_\_\_\_ **GUID:** \_\_\_\_\_ **NetID:** \_\_\_\_\_

### **\*Job Information:**

**Position Number:** \_\_\_\_\_ **Job Title:** \_\_\_\_\_

### **\*Hiring Department Information:**

**Supervisory Org. Name and Number:** \_\_\_\_\_  
**Manager:** (as listed in GMS): \_\_\_\_\_ **Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

### **\*GMS Action:** (only complete the sections you would like changed in GMS)

Organization Change      Costing Allocation Change      Compensation Change      Terminate/End Add'l Job

**Effective Date of Action:** \_\_\_\_\_ **\*For terminations, please use the last date worked as effective date**

### **Organization Assignment Change:** (only complete if you would like the default organization assignment worktags changed)

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

### **Costing Allocation Change:** (only complete if there is a change to the costing allocation)

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

**Distribution %:** \_\_\_\_\_ **Grant:** \_\_\_\_\_ **Gift:** \_\_\_\_\_ **Assignee:** \_\_\_\_\_

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

**Distribution %:** \_\_\_\_\_ **Grant:** \_\_\_\_\_ **Gift:** \_\_\_\_\_ **Assignee:** \_\_\_\_\_

**Costing Allocation End Date:** \_\_\_\_\_ **\*End dates are required for grants and faculty research funds with an assignee.**

### **Proposed Compensation Change:**

**Hourly Wage: \$**

**ST.01 - Novice**      wage range: \$17.00 to 18.50 per hour

**ST.02 - Skilled**      wage range: \$17.50 to 19.00 per hour

**ST.03 - Highly Skilled**      wage range: \$18.50 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 for the hire to process.