



GEORGETOWN UNIVERSITY

Georgetown University Student Employment

Office 2024-2025 Revision Form

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 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:** _____

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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: \$17.50 to 19.00 per hour

ST.02 - Skilled wage range: \$18.50 to 20.00 per hour

ST.03 - Highly Skilled wage range: \$19.50 to 23.00 per hour

GR.01 - Graduate Assistant wage range: \$22.66 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 **\$23.00**, a wage justification form is necessary and must be included for the hire to process.