Georgetown University Student Employment Office

Off-Campus FWS Hourly Student Employee Checklist

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
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Welcome to the Off-Campus Federal Work Study Program!

Before you start

❑ Confirm your start date.
- Students <u>cannot</u> work until their hire is finalized and approved by the Student Employment Office (SEO). You will receive an email from the SEO confirming that your hire is complete and when you can start working.

❑ Get your documents ready
- Make sure you have your original documents ready before you go to complete your I-9 - <u>no copies accepted!</u> Please see the list of acceptable documents here - http://www.uscis.gov/i-9-central/acceptable-documents

❑ Complete your I-9 form *(New two-step process)*
- Once paperwork is submitted & you are "*hired*" in the Georgetown Management System (GMS) by SEO, you then will receive several email alerts on how to complete your I-9 to your Georgetown email.
  *** make sure you check your Georgetown email! ***
    - Step 1: Section 1 is to be completed by the student, electronically in GMS after you receive your hire email alert.
    - Step 2: Section 2 must be done in person, at the I-9 office. It is necessary for students to show proof of employment eligibility by providing documents that verify identity and employment authorization. Students must visit University Human Resources (UHR) to complete the I-9. Once completed, students must confirm by emailing cs1525@georgetown.edu and copying in both finseo@georgetown.edu, and their manager. **Students may not work until these documents are provided.**
- University Human Resources' I-9 office hours can be found here: https://hr.georgetown.edu/employment_services/i9maincampus.html

For Your First Day

❑ Complete the onboarding process in GMS
- Once students have received an email from GMS letting them know their account is ready, they should log-in to GMS at http://gms.georgetown.edu using their NetID and password. When students first log-in to GMS, they will be prompted to complete their Onboarding tasks by verifying their legal name and contact information, entering emergency contact information, setting up direct deposit, *which is highly recommended!*
    - ***TIP: *Also make sure your cell phone # is added to your contact info in GMS! This is very helpful to Supervisors, SEO & the I-9 office in case they need to reach you.* ***

❑ Complete **federal** tax exemptions/withholding elections in GMS
- Click the "Pay" icon on the GMS homepage, and then in the left column under "Actions," click on "Withholding Elections" and then "Complete Federal Withholding Elections" *(you may have to scroll down to the bottom of the page to find this option)*. This information can be updated in GMS at any time.

- ❑ Complete **state** and local tax exemptions/withholding elections
  - To enter your federal withholding elections, you must log into GMS. Click on the "Pay" icon, the "Withholding Elections" link, and then the "Complete State Elections" tab.
- ❑ Please note: The maximum tax will be deducted from a student's paycheck until exemption or withholding elections are made, so it is important to elect promptly. Taxes withheld from paychecks can only be recovered by filing an annual tax return and requesting a refund.
- ❑ Important information about scheduling: As you get started in your new position and set your schedule, please note that **students are not allowed to work any hours during a scheduled class time.** If a class is cancelled, or it is otherwise not required that you attend, please attach a note from your professor to your timesheet.

Timesheets

- ❑ Students should complete a **paper timesheet** and submit it to their Manager bi-weekly. The timesheet will then be submitted to the SEO staff, who will enter the hours in GMS. **Hours worked with off-campus employers should not be entered into GMS via electronic Time Tracking – a paper timesheet is required.** You can view the timesheets that have been entered for you in GMS by following the instructions below:
  - To view the time that has been entered for you click the "Time" icon on the GMS homepage, and then in the left column under "Enter Time," click the week you are looking for. You can select this week or last week's timesheets or search by date using "Select Week."
- ❑ What should I do if my timesheet from a previous pay period was not submitted or my paycheck is inaccurate?
  - Students should immediately report any missed timesheets and pay discrepancies to their Managers.
  - Corrections to timesheets from previous pay periods submitted before Friday at 5pm will usually pay out the following Friday. For corrections to timesheets over one month prior, additional processing time may be needed. For further assistance, students should contact the Student Employment Office.
- ❑ Students with multiple jobs at Georgetown (including this off-campus position) must complete a timesheet for each job per their departments' instructions. Talk to your supervisor to be sure of the timesheet process!
- ❑ Payroll is a deadline driven system. **Timesheets must be submitted on time in order for students to be paid on time.** For more information, please see the payroll schedule available on the GMS website and the SEO website.

GMS Instructions

- ❑ How to enter or change **direct deposit** information
  - To enter direct deposit information, click the "Pay" icon on the GMS homepage, and then in the left column under "Actions," click on "Payment Elections." Here you will be able to provide bank account information for which your paychecks will be deposited each pay day.
  - This can take one to two pay cycles to process – you will receive at least one paper check, possibly two, after you first start working.
  - Quick note! Any changes in your bank account information should be immediately updated in GMS.
- ❑ How to view **Payslips**
  - To view payslips, click the "Pay" icon on the GMS homepage, and then in the center column under "View," click on "Payslips."
  - Students are strongly encouraged to keep track of the hours they work and cross check their hours with the gross amount paid. This should be done each pay period to ensure accuracy. Any discrepancies should be reported immediately to the Manager and Timekeeper in your department.

FAQs

❑ Paychecks to be mailed

- **SEO strongly recommends** signing up for **Direct Deposit** – it is the best way to get your check right on time without having to worry about cashing a physical check. See the instructions above if you are interested!
- Students who have not signed up for Direct Deposit will have their PAYCHECKS MAILED to their default address in GMS.
  - **It is underlined extremely important to check to make sure the address in GMS is the address you want your paycheck mailed to.** If not please edit it to the corrected address. *This should be done as you complete your onboarding tasks in GMS.*

❑ How can I keep track of hours worked versus my remaining FWS award amount?

- It is the student's responsibility to ensure he or she does not over earn the award amount. To help with finding your FWS award, calculating how much you can work in a semester, and keeping track of your earnings, we have created an FWSA Tracker spreadsheet. Check it out!

For FWS Off-Campus related employment questions, please feel free to call SEO

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