

Georgetown University
Off-Campus Federal Work Study Program

Schedule & Forms
2016-2017 Academic Year



Georgetown University Student Employment Office
3520 Prospect Street, NW
Car Barn, Suite 304
Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

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Final 2016

Georgetown University Student Employment Office

Off-Campus Federal Work Study Hiring Form

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

Student's Identification Information:

Last: _____ First: _____ MI: _____

Date of Birth: _____ GUID: _____ NetID: _____
(MM/DD/YYYY)

Important Student Hire Status Questions:

1) Student's Enrollment Status:

Undergraduate Graduate Medical Law

2) What is the amount of the student's Federal Work Study Award?

Fall term: \$ _____ Spring term: \$ _____

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, please enter other
Department Name(s):

Action Requested:

Date of Action: _____ New Hire Rehire Compensation Change
(MM/DD/YYYY)

*Please enter the date the hourly student will start working. The student must complete the form I-9 with Georgetown's University Human Resources Office before the listed start date. **Students will not be cleared to begin working until the form I-9 has been completed.***

Job Information:

Job Title: _____

Scheduled Weekly Hours (estimated): _____ **Proposed Hourly Wage: \$** _____

Work Location: _____

Job Description:

Please enter a detailed description of the job including the purpose of the position, duties and responsibilities of the student, and any required qualifications. A comprehensive job description is required for all Federal Work Study Positions.

Note: The following restrictions apply to hourly student jobs that will be filled by students who receive an 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.

Hiring Organization Information:

Organization Name: _____ **Phone:** _____

Supervisor Name: _____ **E-mail:** _____

Secondary Contact: _____ **Phone:** _____ **E-mail:** _____

Supervisor Verification:

By signing this form below, I am confirming that we have offered employment to this student and agree to promptly pay the employer share of the student's wages as invoiced by Georgetown University.

Supervisor's/Authorized Printed Name: _____

Supervisor's/Authorized Signature: _____ **Date:** _____
(MM/DD/YYYY)



Georgetown University Student Employment Office

Acknowledgement and Assumption of Risk

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

Dear Student:

Prior to your participation in the Off Campus Federal Work Study (FWS) Program, Georgetown University wishes to reinforce to you that there are risks inherent in any off campus activity. The University's Student Employment Office is available to provide you information about the risks associated with participation in the Off Campus FWS Program. If you have any questions or concerns about the risks related to participation that have not been answered, we encourage you to seek those answers before signing this document. Because almost all of the risks associated with participation are due to factors beyond the control of the University, Georgetown must require that you acknowledge that the University cannot assume responsibility for risks beyond its control by signing the liability waiver below.

Sincerely,
The Student Employment Office

It is imperative that you read this form carefully. Your signature constitutes your acceptance of the terms and conditions covered herein.

By signing below, I confirm that that my decision to participate in the Off Campus FWS Program is entirely voluntary. I acknowledge that I am not required by Georgetown University to participate in this program and that I am aware that my participation is not a condition of my enrollment or other affiliation with Georgetown University. I further understand that there are certain inherent risks associated with participation in an off campus activity. I am voluntarily accepting the risks associated with participation. I acknowledge that neither Georgetown University, nor any of its employees, can guarantee my safety in every situation. I understand that I bear full personal, legal, and financial responsibility for participation in the Off Campus FWS Program, including responsibility for all indebtedness or other legal obligations incurred during my participation.

I understand that Georgetown University can only accept responsibility for incidents that result from its sole negligence or intentionally wrongful actions. I agree to release and hold harmless Georgetown University, its employees, officers, agents, administrators and students from all other claims, actions, causes of action, suits, judgments and demands related to my participation in the Off Campus FWS Program.

Printed Name: _____

Signature: _____

Date: _____

(MM/DD/YYYY)



Georgetown University Student Employment Office

Student Employee Time Sheet and Verification form

Georgetown University Student Employment Office
 3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
 Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

Employer / Agency Name: _____

Student Name : _____ **NetID:** _____

Pay Period Begin Date: _____ **Pay Period End Date:** _____
 (MM/DD/YYYY) (MM/DD/YYYY)

If filling electronically - **enter the Pay Period Begin Date as MM/DD/YYYY** so that the other dates will auto-fill correctly!

Week 1 - Day & Date	Time In	Time Out	Shift Total	Week 2 - Day & Date	Time In	Time Out	Shift Total	
Monday				Monday				
Tuesday				Tuesday				
Wednesday				Wednesday				
Thursday				Thursday				
Friday				Friday				
Saturday				Saturday				
Sunday				Sunday				
Week 1 Total:				Week 2 Total:				
							Pay Period Total:	

Student Signature: _____ **Date:** _____

Verification of Hours

ATTENTION SUPERVISOR: Please verify that the correct number of hours has been submitted for this payroll period. Completed forms must be faxed to the Georgetown Student Employment office at (202) 784-4877 no later than 10:00am on the date indicated on the Georgetown payroll schedule. Completed timesheets may be faxed as soon as the student has completed their last day of work in the payroll period.
The original timesheet must be retained and submitted to the Student Employment Office at the end of the academic year.

SUPERVISOR VERIFICATION:
 I certify that this student has worked the hours reported on this time record in a satisfactory manner and has earned the amount being paid.

Supervisor's/Authorized Printed Name: _____

Supervisor's/Authorized Signature: _____ **Date:** _____

Timesheet Schedule

Fall 2016

Pay Period Start	Pay Period End	Completed Timesheets Due by 10:00am	Pay Date
08/22/2016	08/28/2016	08/26/2016	09/02/2016
08/29/2016	09/11/2016	09/09/2016	09/16/2016
09/12/2016	09/25/2016	09/23/2016	09/30/2016
09/26/2016	10/09/2016	10/06/2016*	10/14/2016
10/10/2016	10/23/2016	10/21/2016	10/28/2016
10/24/2016	11/06/2016	11/04/2016	11/11/2016
11/07/2016	11/20/2016	11/18/2016*	11/23/2016**
11/21/2016	12/04/2016	12/02/2016	12/09/2016
12/05/2016	12/18/2016	12/14/2016*	12/22/2016**

* Early timesheet submission dates

** Early pay dates

The first Federal Work Study pay period of the 2016-2017 academic year will only be one week long - all other pay periods are two weeks long.

Please note that these dates can change as the academic year progresses. Schedule updates will be sent out as-needed via email

*Timesheets submitted by fax to:
(202) 784-4877*

*Timesheets submitted by e-mail to:
finseo@georgetown.edu,
and cs1525@georgetown.edu*

Academic Calendar

2016 - 2017

Fall 2016

August 22nd First Day FWS Student Employees May Begin to Work

August 25th Arrival of New Undergraduate Students

August 27th Arrival of Returning Students

August 30th Classes Begin

September 4th Holiday: Labor Day

October 9th Holiday: Columbus Day

November 22nd Thanksgiving Recess Begins After Last Class

November 27th Classes Resume

December 7th Classes End

December 8th Study Days Begin

December 12th Examinations Begin

December 20th Examinations End

Spring 2017

January 10th Classes Begin: Follow Monday Class Schedule

January 15th Holiday: Martin Luther King Day

February 19th Holiday: President's Day

March 2nd Spring Break Begins After Last Class

March 12th Classes Resume

March 28th Easter Break Begins After Last Class

April 3rd Classes Resume

April 30th Classes End

May 1st Study Days Begin

May 4th Examinations Begin

May 12th Examinations End

May 14th Last Day FWS Student Employees May Work for Spring Semester 2017



Georgetown University Student Employment Office

New Off-Campus FWS Hourly Student Employee Checklist

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Welcome to the Off-Campus Federal Work Study Program!

Before you start!

- Confirm your start date.
 - ◆ Students cannot 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 - no copies accepted! Please see the list of acceptable documents here - <http://www.uscis.gov/i-9-central/acceptable-documents>
- Complete your I-9 form
 - ◆ 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) located in Healy Hall 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.
 - ◆ UHR's 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 by verifying their legal name and contact information, entering emergency contact information, setting up direct deposit, etc.
- 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
 - ◆ This must be completed outside of GMS using a paper form. Students can find these forms by looking on the "Information for New Hires" page on the Students section of the SEO website. The state and local tax forms must be sent directly to the Payroll Department, located on the fourth floor of 2121 Wisconsin Avenue NW.
 - ◆ Student employees will have the option to complete these forms when they visit UHR to complete their I-9. Be sure to ask to pick up your state tax form while you're there!
- Please note: The maximum tax will be deducted from a student's paycheck until exemption or withholding elections are made, so it's 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're 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

- ❑ Where do I pick up my paycheck?
 - ◆ We strongly recommend signing up for Direct Deposit – it's the best way to get your check right on time without having to come in every other week to pick it up. See the instructions above if you're interested!
 - ◆ Students who haven't signed up for Direct Deposit should pick up their pay checks from the Student Employment Office – Car Barn, suite 304.
- ❑ 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've created an FWSA Tracker spreadsheet. Check it out [here!](#)