



New Hire Checklist (On-Campus Hourly Student Employee)

Georgetown University Student Employment Office
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Before you start

- Follow up with your supervisor to confirm your start date. *(Based on the University's [New Hire Calendar](#) and paperwork submittal date, it can be up to 2 weeks before a student can start working.)*
 - Students **cannot** work until their hire is approved in GMS.
 - If you are starting a new job and you cannot log-in to GMS using your NetID and password, check with your supervisor or a department administrator to see if your hire is completed in GMS. Once the hire is approved you should be able to log-in to complete your onboarding tasks.
- 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 (**new 2 step process**)

Once hired in the Georgetown Management System (GMS), you can then begin the I-9 process. You will receive numerous GMS email alerts on the next steps for on-boarding *(Please Note, you cannot begin working before being hired into GMS)*.

 1. An email alert will be sent to your Georgetown email stating when you are hired into the system.
 2. You can now enter the information required for Section 1 of the I-9 form.
 3. Once you complete Section 1 in GMS, Section 2 must be completed in person...
 - For departments in **Main Campus**, students are instructed to go to the [I-9 Office](#).
 - For departments in **University Services, Medical Center** and **Law Center** campuses, contact your hiring manager to determine the appropriate office for the completion of the I-9 form.

Reminder: Please make sure you bring the proper ID's needed for an I-9 form. ID's must be original; no copies will be accepted. To view the list of acceptable documents, please visit the [Georgetown University Human Resources I-9 page](#). If more specific information is needed regarding necessary documents, please email i-9@georgetown.edu.

- International students** and **minors** (*those under the age of 18*) – there may be more you need to do! Please see the “*Information for New Hires*” page on the Students section of the SEO website for complete information.
- Tell your manager(s) about your other job(s) with Georgetown.
 - It is crucial that students inform their managers from all departments about their other jobs on campus – even if they get a job later in the semester! This makes a big difference for timesheets and payroll.

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, *(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 add a comment onto your time entry in GMS or attach a note from your professor onto your paper timesheet.

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.
- ❑ How to view **timesheets**
 - 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.”

FAQ

- ❑ How do I submit my **timesheet**?
 - Depending on where you are working, you may be submitting your time electronically using GMS Time Tracking or completing a paper timesheet. This is determined by your department so check in with your Manager or a Department Administrator to find out how your department handles timekeeping.
 - Whether you are submitting time electronically or on paper, you will need to complete your timesheet each week and submit it to your Manager or a department Timekeeper for approval. Make sure you are tracking your hours worked accurately – this includes time in, time out, and breaks. (quick [timesheet tutorial](#))
 - If you have multiple jobs, check with each Manager to see who is using GMS Time Tracking and who is using paper timesheets. If both departments are using GMS Time Tracking, **just be sure that you are selecting the right position each time you enter your hours!** When you submit your timesheet, the time entries from

each job will route to the correct Manager or Timekeeper. If not all departments are using GMS Time Tracking, just be sure to fill out your paper timesheet and be sure to meet all departmental deadlines.

- 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 refer to the payroll schedule which is posted on the GMS home page.

❑ 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 or Timekeepers. In most cases, you or your department Timekeeper should be able to enter your corrected timesheet information directly in GMS and it should pay out on the very next pay day. Occasionally, more paperwork is needed so please check with your department first to be sure everyone is on the same page.
- If further assistance is needed, students should contact the SEO as soon as possible.

❑ 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 the worry of having to cash 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 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.*

For any further employment questions, please feel free to contact SEO:

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