



Georgetown University Student Employment Office  
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### Timing and Deadlines

- ❑ **Start Date / Effective Date:** Students absolutely may not start working until their start date (the effective date of the hire in GMS). For more on effective dates, please see the *"Effective Effective Dates"* section below.
- ❑ **I-9 Employment Eligibility Verification:** The I-9 form can be completed as soon as a job offer has been made, and must be completed within the first three days that a student works in your department.
  - Most Main Campus departments should have their student employees fill out the I-9 with University Human Resources on their first day of work.
  - University Services, Medical Center, Law Center, and select Main Campus departments should follow the processes established by their own department for completing I-9 forms.

### Effective Effective Dates

- ❑ **Hires, Rehires, and Additional Jobs:** The effective date for a New Hire, Rehire, or Additional Job would be the first date that the student will begin work. This is simple, but important! Getting the effective date right will ensure that time entry, payroll, and I-9 compliance all go smoothly. One other date to keep in mind - make sure the Availability Date of the position that will be used for the hire or additional job is on or before the effective date.
- ❑ **Transfers:** Transfers will require some teamwork between the two departments involved! The effective date for a transfer should be the first date that the student started work in the new position - BUT a student should not be removed from his or her current position until all time has paid out! Always make sure all pending pay is paid out before processing a Transfer!
  - If you're transferring for solely administrative reasons (aka the student is continuously working in a position, but you need to change which position is the primary job, etc), you need to be a little bit more careful. Be sure you're removing a student from a position (ex. End Additional Job) on the last day of a pay period and adding them into a position (ex. Transfer or Add Additional Job) on the first day of the following pay period - and only do this when all time has paid out from all active positions.
- ❑ **End Additional Jobs and Terminations:** When doing an End Additional Job or Termination, the effective date should be the last date worked in the position. This is another simple one, but only do this when all time has paid out! This means that End Additional Job and Termination BPs will most often be back-dated, but it's the best way to have an accurate record and to make sure payroll processes without error.
- ❑ **Compensation Changes:** When updating a student's compensation, the effective date should be the exact date that the new compensation should take effect. The best practice is to do this on day one of the pay period.
  - If the Compensation Change is back-dated, always follow up with your students to be sure everything has processed correctly. Any changes in pay that would result from back-dated compensation change should process automatically for the three open pay periods (the current pay period and two prior). However if the effective date of the compensation change is further back than these open periods, a General Payroll Form (GPF) will be needed to process the difference in pay.

### Effective Effective Dates (continued)

- ❑ **Costing Allocation and Default Organization Changes:** When changing the worktags to which the wages will be charged (either by changing the Default Organization or the Costing Allocation), the effective date should be the exact date that the wages should be charged to these new worktags.
  - If the change in worktags is backdated, please note that a Journal Voucher (JV) will be needed to correct any wages that have already been paid out of the old or incorrect cost center. If wages were charged to the incorrect department, please work directly with that department to correct the charges.

### Tech Notes

- ❑ **Saving PDFs from a Mac computer:** If you're using a Mac computer, please open and save your files using Adobe Acrobat Reader (instead of Apple's Preview). Using Preview causes your carefully-filled-out forms to appear completely blank to people trying to read them on PCs. If Reader isn't working for you, try printing to PDF (Print -> Printer Name: "Adobe PDF" -> OK), this should create a new PDF that is readable by all.
- ❑ **Opening PDFs in your browser:** If you open any of our forms within your browser (Chrome, Firefox, Opera, Internet Explorer, etc.) then complete and save them, they will appear blank. Please download a copy of the form you need to your computer and open it from there to be sure we can read what you need.
- ❑ **Scanning your forms:** If you'll be scanning your forms to PDFs to send to the SEO, we'd ask that you scan your files so that one PDF is created per form – if you're scanning two forms, please be sure you're creating two files. One file is needed per business process – this is a requirement for processing hires in GMS.

### On-Campus Federal Work Study

- ❑ **Federal Work Study (FWS) funding** is awarded to individual students – if your department wants to take part in the on-campus FWS program, you will be looking to hire a student who has been awarded FWS as part of their financial aid package. When posting open positions on HoyaWorks!, positions can be listed specifically as on-campus FWS positions and students will be able to see this when searching for new positions. In terms of GMS, when hiring a student with a FWS award, the primary position will be the position that receives FWS funding – any additional jobs held by a student will not receive FWS funding. The primary department will pay the student wages and reimbursements for the federal share (60% of earnings) will be processed quarterly. Please work with your HRC to be sure your department's position is the primary position if you are expecting to receive FWS funding.

### Hiring Hourly Students

- ❑ **Student Information:** Be sure that all student identification and contact information is accurate. If students are filling out these sections, please be sure to emphasize the importance of accuracy and ask the students to enter their local address (not their home address) including a GU Box # if they are living on campus
- ❑ **Is the student in GMS?** Check GMS to see if the student is already in the system. When searching, please try searching by name and select "People" from the left-hand menu to be sure you can see all records.
  - If the student is not in GMS, your GMS Action is a "New Hire."
  - If the student is in GMS with a "Terminated" status, your GMS Action is a "Rehire."
  - If the student is in GMS and currently has a position, talk to him or her to see if they will be staying in their current position as well as working with your department or solely working with your department from now on – this will determine whether your GMS Action is an "Additional Job" or a "Transfer" (Change Job). If the student is leaving their current position to work with your department, we recommend touching base with the student's current department to be sure everyone is on the same page about the change.

### Hiring Hourly Students (continued)

- **For a transfer** - it is the requesting department's responsibility to verify with the outbound department that the transfer can be processed. All time from the outbound position must be entered and paid out and any outstanding payroll issues must be resolved before a student is transferred out of their current position.
- ❑ **Date of Birth and Employing Minors:** You must include the student's Date of Birth on the HHF.
  - If the student is under 18 years of age, they will need to get a work permit before they can start work. Information about the processes involved when hiring minors can be found here: <http://hr.georgetown.edu/employment-services/managers/hiringminors.html>
- ❑ **Student Supervisory Organizations:** Students must be placed into your department's student sup org. Listing the correct sup org ensures that your student can be hired into the accurate position and that all other aspects of their hire and employee record will be correct for a student employee (i.e. FTE limits, FWS reimbursements, etc.)
- ❑ **Positions:** Double check your desired position number in GMS to be sure that position is unfilled and that the Earliest Hire Date is on or before your desired effective date – then the position is available for hire.
  - **Frozen positions:** If you want to use a position in your student supervisory org that says "Hiring Freeze: Yes" in the Position Overview, the position can potentially be unfrozen, but it takes several levels of approval to do so and will require more time than a standard hire. Please plan accordingly.
- ❑ **Hourly Wages over \$18.00:** If your department will be paying this student more than \$18.00 per hour, additional explanation will be required to explain why the student is being paid more than the standard maximum - what tasks they will be completing, skills needed for the role, etc.
  - The "**Wage Justification Form**" is located on the SEO Website ([seo.georgetown.edu](http://seo.georgetown.edu)) under "On-Campus Employers," then "GMS Hourly Student Hiring Instructions & Forms"
- ❑ **Default Organizations and Costing Allocations:** A Default Organization is required for every hire. Default Organization cost centers cannot have a grant, gift, or assignee associated with them.
  - If you need to charge the student's wages to a cost center with a grant, gift, or assignee; this will need to be entered as a Costing Allocation, listed immediately following the Default Organization on the HHF.
- ❑ **Wait! I received a confirmation that this hire was complete, but I don't see the student in my supervisory organization!** No worries - if your transaction was future-dated (i.e. an effective date of tomorrow or later), you will see that student show up automatically in your supervisory organization on the effective date listed on the form.

### Creating Hourly Student Positions

- ❑ **Is there an available position?** A new position isn't needed for every hire – but an open position is. Before creating new positions in GMS, we ask that you review your existing positions to see if any are unfilled and available for use.
- ❑ **Hiring Department Information:** Hourly student positions must be created in your department's student sup org, otherwise they will not be visible to you for use in future.
- ❑ **Job Descriptions:** Job descriptions are required in order to have a written record of job duties and responsibilities for the position. This will help explain the position's demands to potential candidates and help the SEO to determine that the work the student will be performing is appropriate for an hourly student position. For guidance on writing a student job description, please see the "*Guide to Writing Position Descriptions*," which can be found on the Supervisor Resources section of the SEO's website.
- ❑ **Default Organizations:** A Default Organization is required for every position. Default Organization cost centers cannot have a grant, gift, or assignee associated with them.
  - If you need to charge the student's wages to a cost center with a grant, gift, or assignee; this will need to be entered as a Costing Allocation on the hire – Costing Allocations cannot be entered on the position itself.

### What can my students see in GMS?

- ❑ **Onboarding:** As of the effective date of their hire, students are able to log-in to GMS to complete Onboarding activities including verifying their legal name and contact information, entering emergency contact information, completing federal and state tax information, and setting up direct deposit should they choose to do so.
  - Your student may get a system email about their “benefits elections” after they have been hired. Students are not eligible for benefits - this email is simply a reminder to complete the onboarding steps.
- ❑ **Tax Information:** As part of onboarding, your students will need to complete both Federal and State tax information. Completing tax information can bring up some questions for students that would be best answered by a parent, tax professional, or trusted adult. The Student Employment Office does not provide personal income tax advice to students. Georgetown’s Tax Department has put together the “**Student Worker Tax FAQ**” to help students as they complete these forms. You can find this document on the Tax Department Website (<http://financialaffairs.georgetown.edu/tax/tax.html>) in the left-hand menu bar.
  - State tax forms must be completed outside of GMS using a paper form. Most Main Campus departments can have their student employees fill out their state tax forms with University Human Resources when they go to do their I-9 form. University Services, Medical Center, Law Center, and select Main Campus departments should follow their own campus procedures.
- ❑ **Timesheets and Payslips:** Students are able to view timesheets that have been entered for on their behalf, but not to enter their own hours in GMS. They can also view their full payslips in GMS. All students are encouraged to keep track of their hours worked and cross check it with the number of hours and the gross amount paid on their payslips.
- ❑ For more information about how the hiring process appears for your students, please see the “**New On-Campus Hourly Student Employee Checklist**” on the SEO Website ([seo.georgetown.edu](http://seo.georgetown.edu)) under “Georgetown Students,” then “Student Hiring and Payroll Forms.” Please feel free to send this checklist to your new hires, or any student employees with questions about what they can do in GMS.