Georgetown University Student Employment Office

Reminders and Tips for HRCs and Timekeepers

Georgetown University Student Employment Office
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Timing and Deadlines

- ❑ **Start Date:** <u>Students absolutely may not start working until their start date</u> (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.
- ❑ **Timesheet and Payroll Deadlines:** Information can be found on the Payroll Calendar – go to gms.georgetown.edu and click the "Payroll Calendar" link at the top of the menu bar on the left.

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.

❑ **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 upload, 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.

Using Comments

❑ GMS allows users to add comments to any business process, which can be a helpful way to communicate with other users about a business process you are submitting. We recommend using comments regularly in order to fully explain what's happening with each BP and to record that information for future reference.

❑ <u>Please be aware that comments stay in the system attached to the business process history record forever and may be viewed by certain other GMS users including the students themselves.</u>

Timesheets and Payroll

❑ **Entering Time in GMS:** Students' hours must be entered on the same dates that they are worked – ex. if a student works a 1-4pm shift both Monday and Wednesday of this week, 3 hours must be entered on Monday and 3 hours on Wednesday; a 6 hour block of time at the end of the week cannot be entered

❑ **Time Codes:** Use the "Regular" time code for all student worker hours

❑ **Overtime:** All overtime will be charged to the primary department. It is up to the departments employing the student to make arrangements for any corrections needed of overtime funds after the fact.

- ❑ **Paper Timesheets:** Students must submit completed paper timesheets to their supervisors for approval and then their daily total hours worked must be keyed into GMS. Paper timesheets showing "time in" and "time out" for hours submitted in GMS must be retained in the departments for audit purposes and possible examination.
- ❑ **Students with multiple positions:** Students must submit a paper Timesheet for each of their jobs (both primary and additional jobs) to the correct Timekeeper and/or Manager for each position, who will then key all the hours for the respective jobs into GMS. Please be sure that when entering or reviewing and approving time for students with multiple positions, the correct position number has been used for the hours entered.
- ❑ **Verifying Student Pay:** Designated HRCs in the hiring department should be able to view individual student payslips and/or run the Worker Pay Distribution report to ensure that students are being paid accurately and that their wages are being charged to the correct accounts. If you do not have access to this information, you can check in with your students directly or ask your for a copy of their payslips to be sure all hours are paid correctly.
- ❑ **Corrections:** Under- or overpayments to students must be corrected immediately. Time can be entered or corrected in the current pay period and the two previous pay periods – six weeks are open for time entry at any given time.
    - To enter or correct an underpayment in pay periods that are no longer open in GMS, a GPF will need to be completed. For students with multiple positions, whichever department is associated with the incorrect hours is responsible for submitting the GPF.
    - If there is urgent need for an underpayment to be corrected and for the student to receive payment as soon as possible an off-cycle check will need to be requested; please contact Payroll.
    - To enter or correct an overpayment in pay periods that are no longer open in GMS, please contact Payroll.

Hiring Hourly Students

- ❑ **Is the student in GMS?** Before processing a hire, 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. Do not create a duplicate employee record or submit a "new hire" BP if the student is already in GMS.
- ❑ **Students with multiple positions:** 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 how to process the hire in GMS. 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.
- ❑ **Change Job (Transfer):** If your student will be moving from their current position into your department you will need to complete a Change Job BP in GMS. It is recommended to request an inbound Change Job BP, which the outbound department (where the student has been working) can then simply approve. At that point, the BP will be sent back to the inbound department (your department) so that the remaining hire details can be completed.
    - **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.
- ❑ **Entering IDs:** Do not enter the students NetID or GUID as part of the hire BP. This information will be uploaded into the system automatically as part of the ID integration that happens when the hire is approved.
- ❑ **Effective Dates:** The effective date of the hire will be your student employee's start date for their new position. For more on effective dates, please see the *"Effective Effective Dates"* section above.

❑ **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 later in the hire process.
- Tip: When entering a Costing Allocation, enter the grant or gift tag first – the cost center, fund, purpose, and program will automatically fill in based on the grant or gift entered. You can make corrections as needed.

❑ **Date of Birth and Employing Minors:** You must enter the student's Date of Birth under "Personal Information."
- 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

❑ **Using the Hoya Hiring Form (HHF):** What you enter into GMS must match what is listed on the form you're uploading with the BP– the Student Employment Reviewer (SER) will use the form as reference when they review and approve the BP. If you need to make a change from what is listed on the HHF, be sure to note the change in the comments with a brief explanation (ex. "Correcting position number to an open position: P12345") so the SER can understand the change and approve the BP.
- Please be sure you are uploading the HHF as part of the hire process. On the same screen where you enter the position number, be sure to click the arrow next to "Additional Information," and scroll all the way to the bottom of the screen to get to "Attachments." Click the "+" button to attach your HHF here**.**

❑ For more complete information about the hiring process, please see "**How to Hire an Hourly Student**" on the SEO Website (seo.georgetown.edu) under "On-Campus Employers," then "GMS Hourly Student Hiring Instructions & Forms"

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.

❑ **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.

❑ For more complete information about the hiring process, please see "**How to Create an Hourly Student Position**" on the SEO Website (seo.georgetown.edu) under "On-Campus Employers," then "GMS Hourly Student Hiring Instructions & Forms"

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) 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.

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.

- HRCs have access to the "**FWS-Student Awards by SupOrg (for HRCs)**" report within GMS which will show the FWS Award amounts for students within your supervisory organization. Please note that this information is not updated in real time. We advise all departments to work with their students to track earnings throughout the year.