

Requirements for Submitting Lump Sums for Graduate Students on Assistantship

Prepared by the Graduate School of Arts & Sciences

Communication Requirements

- ✓ Contact the Graduate School to 1) verify whether a student is on Payroll, 2) verify whether the student is primarily on assistantship (if they are monthly or biweekly), and 3) to discuss the terms and manner of compensation for your service opportunity
- ✓ Contact the student's primary department to discuss the hours the student will serve for both their primary assistantship and the opportunity you offer

Lump Sum Form Requirements

- ✓ Student's full name
- ✓ Student's GU ID (lump sums containing SSN or no number at all will be returned)
- ✓ The regular class code (this pertains to the student's primary assistantship)
- ✓ The lump sum payment class code (this pertains to **your** payment)
- ✓ The type of work (in the "Payment Information" section)
- ✓ The number of hours the student served (in the "Payment Information" section)
- ✓ The rate at which the service is paid (in the "Payment Information" section)
- ✓ The time frame the lump sum covers (in the "Date(s) of Service or Period Covered" section)
- ✓ Payment category (***This should usually be "Other" as all other categories refer to regular University Employees, not students***)
- ✓ The cost center
- ✓ The payment amount and number of payments
- ✓ Signature from the program/department submitting the form

Required Supporting Documentation

- ✓ A copy of the work agreement with the student; this would be a letter or e-mail that was sent to the student with the following details:
 - The type of service and responsibilities expected of the student
 - The duration of the service opportunity (e.g. one semester, academic year, one month)
 - The hours per week the student is expected to commit
 - The rate of pay
 - ***Written proof that the student agreed to perform the service***
- ✓ A copy of information to support the number of hours served, broken down by week (e.g. weekly time sheet)

The above information and supporting documentation are required for EVERY lump sum submission. Payments cannot be processed without this information.

Routing

All lump sums must FIRST be submitted to the Graduate to the attention of Joyce Mitchelson. After review and approval, the forms will be forwarded to Student Employment for processing. Forms sent directly to Student Employment will be rerouted to the Graduate School for review and approval.

Deadlines

Like other Payroll paperwork, lump sums should be submitted by the monthly deadlines established by Financial Affairs, located on their website: <http://www9.georgetown.edu/finaff/payroll/payroll.html>.

The “**Documents Due in Human Resources**” date under the Monthly tab in that document is the date by which the Graduate School must submit all documents to pay graduate students to Student Employment each month for processing. Please send payment documents to the Graduate School **before** that due date to allow plenty of time for review and submission.

Documents received by the Graduate School after the “Documents Due in Human Resources” deadline will be reviewed the following month.

Important Rules and Regulations

- International students on F-1 or J-1 visas cannot serve/work more than a combined total 20 hours per week while school is in session, per Immigration Law. This is an absolute standard that cannot be averaged. The Graduate School is required to report all violations of this immigration law to the Office of International Programs. Students are permitted to work full-time during official university holidays and breaks. Please contact the Office of International Programs if you have any questions.
- Graduate School policy limits all graduate students on assistantship to a combined total of 20 hours per week of service, regardless of citizenship status. Graduate assistantships generally occupy 15 hours per week, so students are usually available to work another 5 hours per week in other Georgetown departments. Assistantships given to master’s students vary in the number of hours they occupy, so please verify the hours with the student’s primary department.
- Students receiving non-service stipend are not allowed to provide any service or work to Georgetown University for the duration of their non-service stipend award.

Contact Information

Office: Graduate School of Arts & Sciences
Name: Joyce Mitchelson, Assistant Director for Financial Aid and Academic Affairs
Location: ICC 302
Phone: 202-687-7753
E-mail: jmg68@georgetown.edu