



Select Main Campus departments MUST submit a completed form to the Student Employment Office via email at GMSstudentsupport@georgetown.edu. All fields in the section with an asterisk (*) are required. Please save the form in the following format: Last Name, First Name, REVISION, First Four Digits of Student Supervisory Organization: (example: Hoya, jane, REVISION, 1234.pdf)

* STUDENT'S IDENTIFICATION INFORMATION: Please be sure to list the student's legal name.

Last: First: MI:
GUID: NetID:

* JOB INFORMATION:

Position Number: Job Title:

* HIRING DEPARTMENT INFORMATION:

Supervisory Org Name and Number:

Manager: Phone: Email:

* GMS ACTION: ***Must check one box ***

Organization Change Costing Allocation Change Compensation Change

Terminate/End Additional Job

Effective Date of Action:

(MM/DD/YYYY)

** *Please complete only the fields where changes are being requested. If no change is needed - leave blank **

ORGANIZATION ASSIGNMENT / COSTING ALLOCATION CHANGE:

GMS Cost Center: Fund: Purpose: Program:

Distribution %: % Grant: Gift: Assignee:

GMS Cost Center: Fund: Purpose: Program:

Distribution %: % Grant: Gift: Assignee:

Costing Allocation End Date:

1802 or 1805 Fund worktags must be assigned an End Date in order to process.

PROPOSED COMPENSATION:

Hourly Wage: \$

Note: Some hourly student job profiles have a minimum required compensation grade profile. For a list of hourly student job profiles & compensation grades, click here.

- ST.01 - NOVICE wage range: \$14.00 - \$16.25 per hour
ST.02 - SKILLED wage range: \$15.50 - \$18.25 per hour
ST.03 - HIGHLY SKILLED wage range: \$17.50 - \$21.00 per hour