 Guidelines for hiring an **hourly** AFT-Graduate Assistants (GAGE)

**Steps for hiring an hourly Graduate Student Assistant**

1. **Fill out GSAS google form** for AFT-GAGE approval
   - Job description must have consistent rational – See *GSAS guidelines*
2. Once approved, **Post Job on HoyaWorks** for 5 days prior to the effective date of the position. *(Job ID# will be generated when submitted, and Job ID # will be required to be on the job description section of the HHF.)*
3. When hiring, depts. must establish and adhere to a consistent process for reviewing student applications, and must have a rationale for hiring one individual over another.
4. All GAGE positions will have a **minimum pay rate of $19.50 per hour**
5. Scheduled Weekly Hours cannot exceed: **20 hrs per week** *(combined)*
6. **Job Family:** AFT- Graduate Student Assistant
7. For hourly students, timesheets submittal & approvals are required weekly, to be paid Bi-Weekly

**Filling out Hoya Hiring Form (HHF)**
To hire an hourly AFT-Graduate Student Assistant, the department will fill out Hoya Hiring Form (HHF) & email the HHF to SEO /or/ their department Human Resource Contact (HRC). **Please note that hiring paperwork must be submitted before the student starts working!**

- **Important Student Hire Status:**
  - Reminder….If a student is currently receiving a graduate stipend; departments must send an email notifying the Graduate School, gradstipendsupport@georgetown.edu. As always, stipend students need authorization to work an hourly position. If the student is receiving a non-service stipend the student cannot be hired into a second position on campus.
- **Effective Date of Action:** Student’s start date. **All NEW HIRES & REHIRES will follow the New Hire Calendar start dates.** *(Every Monday for the first 8 weeks of the fall semester.)*
- **Job Profile:**
  - Graduate Teaching Assistant (GTA) or Graduate Research Assistant (GRA)
- **Job Title:**
  - Can be customizable
- **Compensation Grade:**
  - **GR.01** ($19.50-$30.00)
- **Minimum Hourly Wage:**
  - **$19.50 per hour**
- **Job Description:** copy & paste JD from Job posting. **MUST HAVE the HoyaWorks JOB ID# in job description.**

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**Important Reminders**

***Job MUST be posted on HoyaWorks for 5 days!***

If you have never posted a HoyaWorks job before, SEO can assist you with posting. Just email finseo@georgetown.edu, after you have received approval from GSAS (after Step 1)

**Useful Reports**

**Useful Forms:**
- Hoya Hiring Form HHF (2020-2021) new
- New Hire Calendar (FY21)
- Revision Form (Job changes)

Based on your “role” in GMS, these are useful reports to monitor your student employees:

- TT- All Timesheets by Supervisory Organization
- TT- Missing Hours
- TT- Reported Hours Not Submitted by Week

**AFT-Graduate Student Assistant Compensation Grades**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>GR.01</td>
<td>$19.50 to $30.00 per hour</td>
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</tbody>
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***Hourly student wages above $21.00 per hour require a Wage Justification Form and must be approved by GSAS & SEO in advance of the hire being processed. ***

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Have a question related to PhD or Stipend students, please email GSAS staff at: gradstipendsupport@georgetown.edu

Have a question related to Hourly student employees, please email SEO staff at: finseo@georgetown.edu