

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



1. Fill out [GSAS's Graduate Student Position Request Form](#) for AFT-GAGE approval
 - o Job description must have consistent rationale – 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: **Graduate Student Assistants- Union**
7. **Under ORG Assignment Worktags, must have: Fund, Cost Center, Program, Purpose & new addition: UNION CODE: GAGE-AFT**
8. 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 \(HHF\)](#), [Offer letter & Confidentiality Agreement](#) email ALL DOCS to SEO /or/ their department Human Resource Contact (HRC).. **Please note that hiring paperwork must be submitted before the student starts working!**

- o **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.
- o **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.*)
- o **Job Profile:**
 - [Graduate Teaching Assistant \(GTA\)](#) or
 - [Graduate Research Assistant \(GRA\)](#)
- o **Job Title:**
 - Can be customizable
- o **Compensation Grade:**
 - **GR.01** (\$19.50-\$30.00)
- o **Minimum Hourly Wage:**
 - **\$19.50 per hour**
- o **Job Description:** copy & paste JD from Job posting. **MUST HAVE the HoyaWorks JOB ID# in job description.**
- o **Please write in HHF comment box: UNION CODE: GAGE-AFT**

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

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

Important Reminders

*These changes only apply to graduate students in GSAS, **not** Med students or Law students.*

*****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 Forms & Reports:

- [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:

Timesheet Reports:

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

AFT-Graduate Student Assistant Compensation Grades

GR.01 —\$19.50 to \$30.00 per hour

****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. ****