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

1. Fill out **GSAS’s Graduate Student Position Request 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: **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!**

- **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.**
  - **Please write in HHF comment box:** **UNION CODE: GAGE-AFT**

**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 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.***