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

**Important Reminders**

These changes only apply to graduate students in GSAS, **not** graduate students at the Law Center or Medical Center.

***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:
- **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.***

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