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. As of 8/1/21 all GAGE positions will have a minimum pay rate of $19.89 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, graddstipendsupport@georgetown.edu. As always, stipend students need authorization to work an hourly position. If the student is receiving a non-sessional 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 ($19.89-$30.00)
   - Minimum Hourly Wage:
     ▪ $19.89 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 (2021-2022) new
- New Hire Calendar (FY22)
- 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 —$19.89 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: graddstipendsupport@georgetown.edu

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

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