

## 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 \$20.29 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](mailto: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** (\$20.29.89-\$30.00)
- o **Minimum Hourly Wage:**
  - **\$20.29 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**

### 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](mailto:finseo@georgetown.edu), after you have received approval from GSAS (after Step 1)

### Useful Forms & Reports:

- **Hoya Hiring Form HHF (2022-2023) new**
- **New Hire Calendar (FY23)**
- **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** —\$20.29 to \$30.00 per hour

\*\*\*Hourly student wages **above \$22.00** 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](mailto:gradstipendsupport@georgetown.edu) OR

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