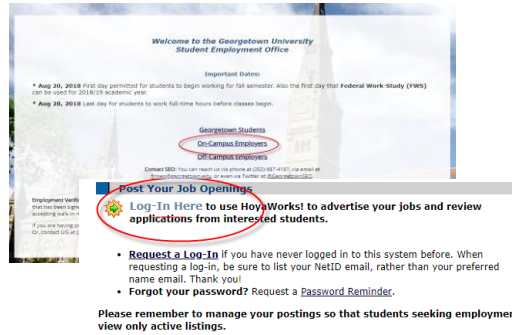




Student Hiring 101

Posting your job on HoyaWorks!

- Visit seo.georgetown.edu, On-Campus Employers, **Post a Job**
- Provide a detailed job description
- Ability to customize student application
- Collect application data including resumes and Federal Work Study Award amounts
- Contact candidates, interview, then hire!
- Take down posting once position is filled.



Important Dates

August 17 - First day of fall student employment & first day for fall Federal Work Study Awards to apply to student earnings

Hiring Hourly Students

Reminders for Department Administrators (DA's)

- **Ask your faculty in advance if they have plans to hire student hourly employees.** Let them know the hiring process timeline!
- DA's should **always review hiring forms** before sending them to GMSstudentsupport@georgetown.edu - ALWAYS Double check the info in GMS. Forms should only be emailed by dept DA's or Managers, not students!
- **All students should be checked in GMS before filling out paperwork** to see if they are already hired in another position. (*this will determine your Business Process BP*).
- If sending multiple hires at once, we ask that you:
 - Please make sure there is **no more than 5 HHF's per email**
 - Scan each document as a separate PDF. Please save the form in the following format: **Last Name, First Name, HHF, First Four Digits of Student Supervisory Organization** (ex. Hoya, Jane, HHF, 1234.pdf)
 - If sending multiple hires in the same day, make "**Subject Line**" *unique & separate*, so they don't get lost in the same email thread. For example:
 - HHF's for Dept Name - sent 8/1 1-5
 - HHF's for Dept Name - sent 8/1 5-10
 - HHF's for Dept Name - sent 8/1 10-15

FWS FY21 Quarterly Dates:

- Quarter 1:** Aug 17, 2020 – Sept 20, 2020
- Quarter 2:** Sept 21, 2020 – Dec 27, 2020
- Quarter 3:** Dec 28, 2020 – Mar 21, 2021
- Quarter 4:** Mar 22, 2021 – May 9, 2021

Departments will be reimbursed 100% of FWS eligible earnings up to a student's maximum FWS award amount. Departments will be responsible for gross earnings that exceed students' FWS awards; therefore, departments are highly encouraged to reconcile student earnings regularly.

FWS Reimbursements will be processed on a quarterly basis, within 30 days of the last day of the quarter. Reimbursement can be viewed by pulling a **Payroll Journal Transactions Report**.

- Have an unusual circumstance? Include context in the email when submitting the hire form.

Reminders for Human Resource Contacts (HRC's)

- **Accuracy with HHF & GMS is key.** All information on the hire form must match up with what is entered into GMS.
- **Use the comments section** to clarify information that might be unclear on HHF.
- **Have a large amount of hires to process?**
 - To avoid multiple errors/send backs, try sending two or three initially and wait until after they are approved to complete the rest.

Important Reminders for all departments...

- ❖ If hiring a **minor**...under the age of 18,
 - A **signed work permit** must be submitted from the school district in which the job site is located. For remote jobs, the job site would be the student's home state. Please know that every state has different requirements on maximum number of hours, so please be aware of that when assigning hours and filling out HHF.
 - If this is an on-campus job, the student must obtain a **DC signed Work Permit** must be submitted with the HHF. (Please visit [HR's website](#) for more info.)
- ❖ If pay rate is over \$21.00 per hour, **Wage Justification** form must be submitted with the HHF
- ❖ When submitting a **Transfer**, it is the responsibility of the inbound department to confirm transfers with the outbound department; checking with the student is not sufficient. This must be indicated on the Hoya Hiring Form by initialing and filling out the "Transfer Information: for Transfers ONLY" section.
- ❖ Prior to submitting an additional job request, please confirm with the primary department that the student is still working. If the student is no longer working for his/her primary department, a transfer must be processed instead.
- ❖ **All NEW HIRES & REHIRES will follow New Hire calendar.** Transfers, Add Additional Job, Compensation Changes & Terminations do not apply to New Hire Calendar.

Federal Work-Study

For a job to be Federal Work-Study

- Students must have a FWS award within their financial aid package
- When hiring the student, the FWS job **must be in the primary job!**
- Departments will be reimbursed 100% of FWS eligible earnings up to a student's maximum FWS award amount.
- Departments will be responsible for gross earnings that exceed students' FWS awards; therefore, departments are highly encouraged to reconcile student earnings regularly.
- Students may continue to work and submit time resulting in an overage if the FWS Award is not monitored.

Useful Reports

Based on your "role" in GMS, these are useful reports to monitor your student employees:

- **Employee Report**
- **Payroll Journal Transaction Report**

Timesheet Reports:

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

Important Forms

- [Hoya Hiring Form HHF \(2020-2021\) new](#)
- [New Hire Calendar \(FY21\)](#)
- [Revision Form \(Job changes\)](#)

Compensation Grades

*As of July 1, 2020: **District of Columbia Minimum Wage: \$15.00**

ST.01 – Novice –\$15.00 to \$16.25 per hour

ST.02 – Skilled – \$15.50 to \$18.25 per hour

ST.03 – Highly Skilled – \$17.50 to \$21.00 per hour

***Hourly student wages **above \$21.00** per hour require a [Wage Justification Form](#) and must be approved by the Student Employment Office in advance of the hire being processed. ***

Follow Us!

@GeorgetownSEO



Student Employment Team:

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[Gina Hart](#), Associate Director

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