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.

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:
  o Please make sure there is no more than 5 HHF’s per email
  o 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)
  o 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
- Have an unusual circumstance? If sending multiple hires at once, we ask that you: Include context in the email when submitting the hire form or use the comment box at the bottom of the HHF.

Important Dates

August 14 - First day of fall student employment & first day for fall Federal Work Study Awards to apply to student earnings

FWS FY24 Quarterly Dates:
- FWS FY24 Quarterly Dates:
  - Quarter 1: Aug 14, 2023 – Oct 1, 2023
  - Quarter 2: Oct 2, 2023 – Dec 24, 2023
  - Quarter 3: Dec 25, 2023 – Mar 17, 2024
  - Quarter 4: Mar 18, 2024 – May 12, 2024

Departments will be reimbursed 75% 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

To track FWS earnings: FWS-Student Awards by Supervisory Org. Report
(pulled by: HRC, Finance Partner, & Campus Finance Partner)
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 to your hiring manager (before you start your job). The student must obtain a DC signed Work Permit & must be submitted to their hiring manager before they start their job.
  - (Please visit **HR’s website** for more info.)

- **Enrolled hourly students will be permitted to work remotely provided they are living on-campus or in the DMV area only.**
- If pay rate is over $22.00 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. To verify award, we recommend depts ask for a screen shot of their FWS award that they can retain in My Access.
- When hiring the student, the FWS job **must be in the primary job**!
- Departments will be reimbursed 75% of FWS eligible earnings up to a student’s maximum FWS award amount on a quarterly basis.
- 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.

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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 (2023-2024)
- Revision Form (Job changes) (2023-2024)

Compensation Grades

*As of July 1, 2023: District of Columbia Minimum Wage: $17.00

- **ST.01 – Novice** – $17.00 to $18.50 per hour
- **ST.02 – Skilled** – $17.50 to $19.00 per hour
- **ST.03 – Highly Skilled** – $18.50 to $22.00 per hour

For Graduate Student Union pay,

- **GR.01 – $22.00 to $30.00 per hour**

***Hourly student wages above $22.00 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

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