Georgetown University
Student Employment Office
Email: finseo@georgetown.edu
New Location: Reiss Building, Suite 200
Check out SEO's Important F.A.Q. page

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

FWS FY23 Quarterly Dates:
Quarter 1: Aug 15 2022 – Oct 2, 2022
Quarter 2: Oct 3, 2022 – Dec 25, 2022
Quarter 3: Dec 26, 2022 – Mar 19, 2023
Quarter 4: Mar 20, 2023 – May 13, 2023

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)

Revised June 2023
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** (2022-2023) new
- **New Hire Calendar (FY23)**
- **Revision Form (Job changes)**
- **Hourly Compensation Grades**

**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, see AFT-GAGE guidelines.

- **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 the Student Employment Office in advance of the hire being processed.***

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**Follow Us!**

@GeorgetownSEO

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**Student Employment Team:**

- Obdulio Moronta, Director
- Gina Hart, Associate Director
- Vacant, Assistant Director

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Revised June 2023