

Important Information for Students Who Will Work at Georgetown This Year

Greetings from Georgetown University,

Many students seek employment with the University to help meet their educational expenses and to gain valuable work experiences. Georgetown supports that important relationship in many ways. If you will work at Georgetown University this academic year please note the following important information about our Human Resources/Payroll System:

A portal to the University's human resources and payroll System (Georgetown Management System-GMS) can be found at <http://gms.georgetown.edu/>.

LOGIN TO GEORGETOWN MANAGEMENT SYSTEM (GMS)

If you are hired by the University you can use your Georgetown NET ID and password to login to the Georgetown Management System (GMS). If you need help logging in to GMS call the University Information Services (UIS) Helpdesk at 7-4949 or send email to help@georgetown.edu.

GMS SELF-SERVICE OPTIONS FOR HIRED STUDENTS

1. **YOUR CONTACT INFORMATION:** after your hire has been approved in GMS you can login to GMS to view and revise your personal information including your email and phone contacts.
2. **FEDERAL TAX EXEMPTION & WITHHOLDING ELECTIONS:** as soon as possible after your hire has been approved in GMS you should login to GMS to elect your desired federal tax exemption or withholding status so that the maximum federal taxes are not withheld from your paychecks. Please note that the current version of GMS does not support electronic election of state tax exemptions and withholding; you must make your state tax elections by completing a form and delivering it to the GU Payroll Services office by their published deadlines. You can download state tax forms from the Student Employment website *HoyaWorks!* <https://seo.georgetown.edu/>.
3. **DIRECT DEPOSIT YOUR PAYCHECKS:** after your hire has been approved in GMS you can login to GMS to elect to have your paychecks direct deposited to your bank account.
4. **VIEW YOUR PAYCHECK STUBS:** you can login to GMS to find out how much you were paid and when you were paid, whether you are paid by direct deposit or by check.

INFORMATION YOU SHOULD HAVE READY TO GIVE TO YOUR EMPLOYER AT HIRE

- Your Social Security Number
- Your GUID number, e.g. 8xxxxxxx
- Your GU NETID, e.g. ABC12
- Original documents to prove your identity and your eligibility to work. Examples of documents that will satisfy the verification requirements include (1) a passport, or (2) both a driver's license and a birth certificate, or (3) both a social security card and a driver's license. You must present the original documents; copies cannot be accepted.

GMS HELP & SUPPORT

LOGIN: If you need help logging in to GMS call the University Information Services (UIS) Helpdesk at 7-4949 or send email to help@georgetown.edu.

USING GMS: If you have questions about using GMS to support your work at Georgetown (e.g. how do I...? where can I find....?) you can email gmsinfo@georgetown.edu. Please include in your email (1) whether you are an hourly worker or a stipend student, (2) the name of your employing department and the campus where it resides (Main, Medical, Law), and (3) a brief summary of your question.

STUDENT EMPLOYMENT SUPPORT AND RESOURCES

- WEBSITE: Visit the GU Student Employment Office (SEO) website *HoyaWorks!* at <https://seo.georgetown.edu> to get information and download forms and instructions.
- VISIT, PHONE, EMAIL: The GU Student Employment Office (SEO) which is located in Room 304 of the Car Barn Building at 3520 Prospect Street, NW, phone (202) 687-4187, or email finseo@georgetown.edu.
 - Law Center students can also contact the Law Center Payroll Office (202) 662-9050.
 - Medical Center students can also contact the Medical Center HR Office (202) 687-8266.
- GU EMPLOYMENT SUPPORT LABS FOR STUDENTS: Hourly GU student workers can contact the GU Student Employment Office at any time for assistance. In addition, every Thursday in September from 2-5 pm there will be open house walk-in employment support labs for student in the GU Student Employment Office, Room 304 in the Car Barn Building at 3250 Prospect Street, NW.