



Important Summer 2020 Reminders Memo from SEO.....

Georgetown University Student Employment Office
3520 Prospect Street, NW | Car Barn, Suite 304 | Washington, DC 20057
Phone: (202) 687-4187 | Fax: (202) 784-4877 | finseo@georgetown.edu

Subject: Important Summer Reminders from SEO...

Sent out on May 13, 2020 to all: **Human Resource Contacts, Manager's, Department Administrators & Timekeepers...**

Dear Human Resource Contacts, Managers, Department Administrators & Timekeepers,

As we come to the end of the spring semester amid these changing times and moving to a virtual learning environment, SEO wanted to provide guidance on hourly student hiring in the summer.

We understand that student jobs are ending. Consistent with the messages that you have received regarding managing student employees and assigning remote work, we wanted to remind managers that they should be communicating with their student employees on their last day of employment, if they have not done so already. **The last day to earn Federal Work-Study (FWS) was May 10th.** If a FWS student works after *May 10th*, the department will be charged at 100% for any hours submitted. We understand each department is different on when jobs will be ending, but please keep in mind that the last possible day a student employee can work and enter hours in the spring semester is *May 17th*. Please also know that non-worked hours will not be permitted after May 17th and the non-worked hours field in GMS will be removed. Going forward, only worked-hours will be visible.

If an hourly student employee is **graduating** in spring semester and your department has been approved to continue their employment throughout the summer, you must *transfer* them into a non-student supervisory organization/position. Please talk to your Senior Business Manager and HRC of the non-student supervisory organization about these transfers as they will need to be routed through the EVP Committee review process. To the extent possible, please prioritize the hiring of continuing students.

IMPORTANT DATES FOR END OF SEMESTER

May 10, 2020: Last day for Federal Work-Study (FWS)

May 17, 2020: Last day possible a student employee can work or enter non-work hours in the spring semester (*unless directed earlier by their department*) & last day for students who are **graduating** to work in a student sup org

May 18, 2020: First day of summer session & first day students can exceed 20 hrs per week

Aug 23, 2020: Last day of summer session & last day students can exceed 20 hrs per week

FWS REIMBURSEMENTS

Under the CARES Act, Georgetown University is permitted to waive the 30% institutional share for all FWS eligible earnings between March 16th -May 10th (which is the last day of FWS). 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.

An email will go out when Q4 reimbursements has been completed. (*Typically early June*). Please remember FWS earnings prior to March 16th were reimbursed at 70% subsidy.

For FY21, a decision has not been made on federal subsidy percentage for FWS earnings. More information will be provided at a later date.



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SUMMER HOURLY STUDENT HIRING

We advise reaching out to your Senior Business Manager with questions related to summer hiring and funding. Note that only those positions that are directly related to instructional support or revenue generating activities have been considered.

Summer FWS - There may be limited opportunities for students to receive a summer FWS award.

Students who express interest in applying for a summer FWS award must:

- 1. Complete the 2020-21 FAFSA and
2. Submit the Summer FWS Request Form

Summer FWS awards will be offered to students with the highest financial need on a rolling basis until summer funds are depleted.

If a student receives a summer FWS Award, the primary department will be reimbursed 100% of the student's gross earnings, up to their maximum FWS award amount.

*Summer 2020 only: The FWS subsidy will be applied to the primary job only; therefore, if a student has a current job in GMS, you would need to proceed with a transfer rather than an add job. As always with a transfer, you must reach out to the current manager to let them know you will be processing a transfer, so they are aware.

STUDENTS WORKING IN INTERNATIONAL COUNTRIES FOR SUMMER 2020...

If you are aware that an hourly student employee will be working from a country outside the United States, please keep in mind the following guidance from University Information Services:

All students are encouraged to observe local laws and regulations in their region regarding the use of information technology, including regulations regarding personal use of Virtual Private Networks ("VPNs").

It should be reasonably safe for managers to allow hourly student employees to work from the following countries, provided that they only access Low or Medium Risk Data.

Table with 2 columns and 10 rows listing countries: Argentina, Armenia, Australia, Brazil, Canada, Ecuador, Estonia, France, Georgia, Italy, Japan, Malawi, Morocco, Panama, Peru, Qatar, South Korea, Spain.



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Table with 2 columns and 4 rows listing countries: Germany, Hungary, Iceland, India, Sweden, United Kingdom, United States, Zambia.

These student employees must adhere to the following:

- Computer Systems Acceptable Use Policy
Georgetown University Information Security Policy
Information Security Requirements for Teleworkers

If you would like to hire an hourly student employee that will be working from a country not on the above list, please contact SEO.

FICA TAX EXEMPTION

Students working over the summer who are enrolled in classes at least half time will be exempt from FICA taxes. Their Scheduled Weekly Hours in GMS should be entered as 20 hours per week or less. Students working over the summer who are not enrolled in classes at least half time will be subject to FICA taxes. Their Scheduled Weekly Hours in GMS should reflect their actual working hours up to 40 hours per week.

OVERTIME PAY:

Student employees must be paid overtime if they work more than 40 hours per week. If a student has multiple positions on campus, overtime will be charged to the position where overtime is worked.

TERMINATIONS

*IMPORTANT: If an hourly student employee will not be returning to work in the Fall, please terminate the student employee in GMS. (Please know that more communication on the guidance of terminations will be going out to departments in the coming weeks).

* Do not terminate Ph.D graduate students who are currently receiving service stipend awards and/or receiving an award during the summer 2020 term. Please email gradstipendsupport@georgetown.edu with questions concerning the appropriate termination of graduate stipend recipients on Main Campus.*

Main Campus Department Administrators: SEO will be accepting termination requests (without a revision form) now through June 19th. Please email gmsstudentsupport@georgetown.edu with the information listed below. For multiple students, please consider sending an excel spreadsheet. Incomplete requests cannot be processed.

Please include:

- Student Name & NetID
Supervisory Organization Name and Number



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- Position Number
- Effective Date of Termination (*this date should be the last day that the student worked in his/her position*). Please make this date specific for each student!

MINIMUM WAGE INCREASE

Effective July 1st 2020, the District of Columbia's minimum wage will increase to **\$15.00** per hour. All hourly student employees currently earning a minimum wage of \$14 per hour will be automatically increased (*via an EIB upload done prior to July 1st*) to the new minimum wage of \$15.00 per hour. There is no need to submit a compensation change unless you would like to increase pay above \$15.00 per hour.

* Hourly student employees making above \$21.00 per hour require a Wage Justification and must be approved by SEO in advance of the hire being processed.

SEO strongly recommends that departments reevaluate their current student employees' wages to see where increases are appropriate and to ensure individuals are paid according to the pay scale below.

Beginning July 1, 2020, the hourly pay scale will be:

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

The Student Employment staff would like to thank all the supervisors who have gone above and beyond amid the universities transition to a virtual environment. We rely on our wonderful supervisors to guide, support, and oversee our student employee population. Hundreds of supervisors provided instant remote work to thousands of students in a short period of time, and we thank you for your efforts.

Please feel free to reach out to SEO at finseo@georgetown.edu for more information. At this point, we advise all departments to hold off on submitting hiring paperwork for the **fall semester** until you receive further guidance.

Sincerely,

Caren Sobier, Director

The Student Employment Office