



WAGE JUSTIFICATION FORM.....

Georgetown University Student Employment Office
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A wage justification is required for any request to pay students more than the standard maximum of \$21.00 per hour. This form should accompany the Hoya Hiring Form (HHF) during the Hire, Add Job, and Change Job (Transfer) business processes and should be uploaded to standalone Compensation Change business process for any wage increase above \$21.00 per hour. Fields with red borders are required. Please save the form in the following format: Last Name, First Name, Wage Justification, First Four Digits of Student Supervisory Organization (ex. Hoya, Jane, Wage Justification, 1234.pdf)

Student's Identification Information:

Last: _____ First: _____ MI: _____

GUID: _____ NetID: _____

Wage Justification Type: *Please select any or all options that apply.

- Advanced Skills or Knowledge - This student has an advanced and specialized skill set and/or knowledge base that makes them uniquely qualified to meet position requirements.
Experience - This student has a high level of experience in this department/field/position/etc. that makes them uniquely qualified to meet position requirements.
Market Rate - The market rate for similar positions in this area is significantly higher than \$21.00 per hour. (We will ask that you provide a source of average wages in similar positions.)
Position Responsibilities - The responsibilities of this position are significantly greater than those normally seen in student positions, meriting a higher wage.
Other - Please explain below

Please include an explanation of the type of Wage Justification you selected above. We ask that you provide specifics about what skills or experience this student has that makes them uniquely qualified to meet the position requirements, or why the position itself merits a higher wage (responsibilities, market rate, etc.).

Wage Justification Explanation:

Large red-bordered box for providing the wage justification explanation.