**Student Employment Office**

**Georgetown University**

Box 571252
Washington, DC 20057

*phone* 202-687-4187 *fax* 202-784-4877 *email* finseo@georgetown.edu

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**Instructions for completing hiring documents**

**Student Employment Transaction Form:** The student employee and supervisor must complete all items on this form. This form is used to complete the hiring process for both Federal Work-Study and department-funded student employees. Please note the following:

**Effective Date of Change:** must be the beginning date of a biweekly payroll period; consult the "HR/Payroll Processing Schedule" for this information.

**Class Code and Title:** must be selected from the Student Employment Classifications and Pay Level Information document mailed to departments and available on the Student Employment web site at [www.georgetown.edu/students/student-aid/seo.htm](http://www.georgetown.edu/students/student-aid/seo.htm)

**Rate of Pay:** must fall within the designated hourly rate range for the class code selected. Pay levels and hourly rate ranges are detailed in the “Student Employment Classifications” document.

**Cost Center # and Signatures:** be sure to complete both sides of the form. Complete ONE distribution section based on the funding of the student employee. Include the full cost center number to be charged (two letters, seven numbers), as well as the required signatures of the student employee and supervisor.

**I-9 Employment Eligibility Verification:** University departments are required to verify the identification and employment eligibility of student employees when they are hired. The student must present original documents to their supervisor. Both parties should review this form carefully, especially if it is the first time that either is completing the I-9. Valid documents are listed on the reverse side of the form. All departments are required to submit a photo copy of the identification provided when completing the I-9. The copies should be attached to the I-9 and submitted along with the completed hiring documents to the Student Employment Office (SEO). Students working for off-campus FWS agencies and International Students may come to the SEO for assistance with completing their I-9 paperwork, bringing all required documentation with them to complete the I-9.

**Tax Forms:** All student employment earnings, regardless of funding source, are subject to federal, state and local tax withholding. The hiring documents issued to students includes both Federal and D.C. W-4 withholding forms. Students living locally in Maryland or Virginia can obtain the appropriate state form at the SEO or the Payroll Office, and should not complete the D.C. withholding form. If a student employee does not complete the appropriate tax forms, the University is required by law to withhold the maximum tax due.

**Work Permit:** A D.C. Work Permit is required if the student employee is less than 18 years of age. Obtaining the permit requires a visit to the D.C. Work Permit Office. Instructions are available from the Student Employment Office. The only alternative to obtaining a work permit is to not work until a student is 18.

**Completed Hiring Documents:** All completed forms should be submitted together and in person by the student. Main Campus student employees must submit hiring documents to the SEO, located on the ground floor of Healy Hall, directly below the clock tower, 9:00 am to 5:00 pm, Monday - Friday. Law Center student employees must submit hiring documents to Personnel & Payroll Services, 583 McDonough.

Contact the Student Employment Office with questions or visit our web site at [www.georgetown.edu/students/student-aid/seo.htm](http://www.georgetown.edu/students/student-aid/seo.htm)