GEORGETOWN LAW

Student Hiring

1) Student workers must complete a **Hoya Hiring Form (HHF)** and present **work authorization documents (WAD) to Employment Services (ES)**.

   [Click here to get the Hoya Hiring Form (HHF)](#)

   Students must enter the proper Supervisory Org Numbers and Organization Assignment codes, provided by your supervisor.

2) Employment Services staff will create the student's Georgetown Management System (GMS) profile.

3) Student will complete an electronic I-9 form in their GMS account. ([Click here to find the list of Acceptable documents for Form I-9](#))

4) If WAD are not presented within 3 days of the Hire date the STUDENT WILL BE TERMINATED IN GMS.

*Document presentation – visit our office on **Thursdays or Fridays between 9am -2pm**, or you can **schedule** a Zoom meeting with Ian Glispy. To request a meeting, email Lawhr@georgetown.edu with the subject line **"STUDENT for (supervisor's name)."***

<u>Georgetown Management System (GMS)</u>

GMS is the University's human resources and payroll management system. Student employees enter weekly timesheets, set up direct deposit, make tax elections, and complete the electronic I-9 form.

To get started in GMS, navigate to: gms.georgetown.edu and enter your **NETID** and password.

NOTE:

- Student worker position must be approved and authorized by a hiring manager and ES.
- Work assignments begin on the **Date of HIRE**. Students must complete the HHF and have an active GMS profile with an authorized position prior to starting work.
- Students can work a maximum of 20 hrs per week during the semester; and a max of 40 hrs per week between semesters.
- TIMESHEETS are due in GMS by 1PM every FRIDAY. Student may estimate weekend hours worked.
- Pay is distributed on a bi-weekly basis on a Friday.

<div align="center">**STUDENT TIME ENTRY INSTRUCTIONS**</div>

ENTERING TIME IN GMS

Students must:

1) Enter time worked in GMS weekly or bi-weekly.
2) Send an email to their **supervisor** and CC: **lawhr@georgetown.edu** with the **subject line** "*TIMESHEET, 8/13/2018, for Prof.* " or "*TIMESHEET, 9/3 - 9/16, for O'Neill institute*"
3) Include the week that the work was performed and the total hours worked in the email
4) Supervisors must "REPLY ALL" to the email to approve the time worked - - WITHOUT supervisor approval students will not be paid. IF A STUDENT SUBMITS FALSE HOURS THEY WILL BE TERMINATED.
5) In some instances students will not be permitted to enter their hours in GMS. Paper TIMESHEETS are available outside of the Employment Services Office room 583 McDonough Hall.
6) The Employment Services team will approve the students timesheets

GMS TIME SHEET INSTRUCTIONS

1. Log in to GMS with your NET ID and PASSWORD
2. Click on the TIME icon.
3. Click on "THIS WEEK."
4. Enter your time in the appropriate area.
5. Click "SUBMIT."
6. Click "DONE."

MULTIPLE POSITIONS WORKED

Students with more than one job must MAKE SURE TIME IS ENTERED FOR THE CORRECT POSITION #.

Every work position in GMS has a position number, for example "P12345."

In the event that a student has multiple positions in GMS there will be a drop down box in the time entry screen with all of the student's position numbers.