



Pia Bhatia <pb919@georgetown.edu>

Information for Processing Student Employment Hours

1 message

Student Employment Office and Payroll Services <finseo@georgetown.edu>

Fri, Mar 20, 2020 at 7:01 PM

Reply-To: finseo@georgetown.edu

To: pb919@georgetown.edu

Dear Colleagues,

As a follow up to [the message sent on Tuesday, March 17](#) regarding Georgetown's commitment to ensuring student employees will continue to receive wages, this message contains important information on the process for entering time.

Student workers who are able to work remotely should continue to submit hours in GMS as the student normally would if working on campus.

For student workers with jobs that do not allow for telework, a new time entry code called "Scheduled/Non-Worked Hours" has been created in GMS. Each day, simply enter the total number of scheduled, non-worked hours that were mutually agreed upon between you and your manager when you originally accepted the position. If you have more than one job, be sure to choose the correct job in the "position" drop down.

Student workers who are working a portion, but not all of their scheduled hours remotely, should enter the actual hours worked as "Work Hours" and the remaining scheduled but not worked hours originally agreed upon between the employee and manager as "Scheduled/Non-Worked Hours." For example, if a student normally works 10 hours a week, and the student and manager agreed on performing work remotely that will take at least eight hours a week, the student should enter five "Work Hours" for the actual hours worked and the remaining two hours as "Scheduled/Non-Worked Hours."

All time can be entered on a desktop, mobile browser and/or through Workday's mobile app. The approved, scheduled/non-work hours will be displayed as a separate line item on your paycheck. Any student worker who is outside the U.S. should contact the Student Employment Office or campus financial officer (CFO).

Enter Time
03/19/2020

Time Type * ...

In * Scheduled/Non-Worked Hours

Out * Work Hours

Out Reason

Hours * 0

Position

Details

Comment

The total number of work hours and scheduled, non-work hours should not exceed 20 for the week.

The existing time entry deadlines for payroll processing still apply. Please refer to the [FY20 Payroll Calendar](#) for the due dates.

Managers, please be sure that time entry is approved timely and that the scheduled, non-work hours do not exceed the agreed upon total. The GMS inbox items for time entry approval will show the daily breakdown by work hours and scheduled/non-work hours. The [Review Time](#) report can also be used for bulk review and approvals of time entry. Please also continue to think of other ways students can work remotely and to consult with other departments and their CFO or chief operating officer (COO), if needed, to find such work.

Questions can be directed to the departments listed below:

- Student Employment Office at finseo@georgetown.edu
- Payroll Services at payrollservices@georgetown.edu

Sincerely,

Caren Sobier
Director, Student Employment

Rebecca Risley
Director, Payroll Services