

OFFICE OF STUDENT EMPLOYMENT GRADUATE ASSISTANTSHIP & FELLOWSHIP

-----QUICK TIPS-----



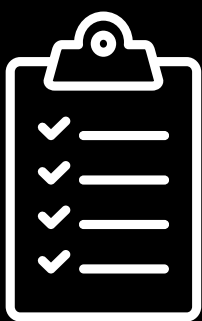
STEP 1. JOB SEARCH & APPLICATION

Workday ➡ Jobs & Career Hub ➡ Student Employment Tab
➡ All On Campus Jobs & Work Study Positions ➡ **Apply**

Work Study

- Students with work-study can confirm award & amount on their Financial Aid package *each semester*.
- Keep track of your work study balance and stop working when funds exhausted. Work with supervisor on schedule.

STEP 2. I-9 Form (Employment Eligibility)



- Fill out section 1 online on Workday
- Submit identification from the List of Acceptable Documents* to a Student Employment Representative
- Allow 3 days for processing

*Please visit our website

for the complete List of Acceptable documents
Common documents include:

US Passport / Permanent Resident Card
or Driver's License + SSN card/birth certificate
or Foreign Passport + I-94
original documentation only

STEP 3. GET READY TO BE PAID

3.1 SET UP DIRECT DEPOSIT

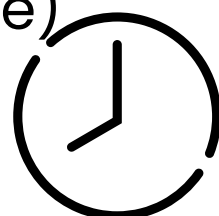
Go to Student Hub ➡ Financial Services ➡ Fill out the direct deposit form ➡ Allow 2 - 3 business days for processing. *Get routing and account number info from your bank.*

3.2 SUBMIT TIME SHEETS

Workday ➡ Time ➡ Enter Time* ➡ **Submit**
(*select the correct position if you have multiple)

STUDENT DEADLINE: SUNDAY 10AM

SUPERVISOR DEADLINE: MONDAY 10AM



STEP 4. Access W-4 & Payslips


Workday ➡ Pay ➡ View Payslips

Workday ➡ Type W4 in search bar ➡ W4

Contact us:

 <https://studentemployment.northeastern.edu>

 [nu.studentjobs](https://www.instagram.com/nu.studentjobs)

 617-373-3200

