

Office of Student Employment, Graduate Assistantships & Fellowships

Quick Tips

354 Richards Hall
(617) 373-3200 | seo@northeastern.edu

myNortheastern → Services & Links → Campus Employment & Work Study

- ◇ Select the **Students** tab toward the top left ◇
- ◇ Click Find a Job to view & apply for jobs ◇
- ◇ Use My Dashboard to keep track of applications ◇

Complete I-9 with our office BEFORE you begin working!



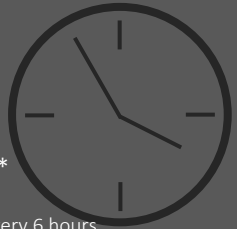
Click the 'Go to the I-9 Service Center' button on the Find a Job page.
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Once you've filled out Section 1, submit identification from the List of Acceptable Documents to a Student Employment representative.
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Allow 2-3 business days for processing.

SUBMITTING TIME SHEETS

1. Campus Employment & Work Study
2. Under Students tab, go to My Dashboard
3. Select your job title
4. Start time sheet
5. Add new entry for each timeframe worked*
6. Submit & confirm

* MA state law requires you to take a 30 minute break every 6 hours



GETTING PAID

Step One: Complete Direct Deposit form on myNortheastern
Step Two: Work
Step Three: Profit!

PAYROLL DEADLINES



STUDENTS
submit time
sheet by noon
Monday



SUPERVISORS
approve time
sheet by noon
Tuesday



PAYDAY
every other
Friday!

Access W-4 and paystubs online:

myNortheastern → Services & Links → Student Employee Self Service

HR/PAYROLL

716 Columbus Ave, Suite 250 | (617) 373-2230