Submit I-9 with Student Employment Office BEFORE you begin working!

Click the ‘Go to the I-9 Service Center’ button on the Find a Job page.

Once you’ve filled out Section 1, submit identification from the List of Acceptable Documents to a Student Employment representative.

Allow 2-3 business days for processing.

SUBMITTING TIME SHEETS
1. Student Employment home
2. Under Students, go to My Jobs
3. Select your job title
4. Start time sheet
5. Add new entry for each timeframe worked*
6. Submit

* 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 Friday!

Access W-4 and paystubs online:
myNortheastern ➔ Services & Links ➔ Student Employee Self Service

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