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.

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. 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

<table>
<thead>
<tr>
<th>STUDENTS</th>
<th>SUPERVISORS</th>
<th>PAYDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>submit time sheet by noon Monday</td>
<td>approve time sheet by noon Tuesday</td>
<td>every other Friday!</td>
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Access W-4 and paystubs online:
myNortheastern ➔ Services & Links ➔ Student Employee Self Service

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