

Office of Student Employment, Graduate Assistantships & Fellowships

Quick Tips

271 Huntington Avenue, Suite 276
(617) 373-3200 | seo@northeastern.edu

myNortheastern → Student Employment → [Log in with myNortheastern username](#)

- ◆ Click Find a Job to view & apply for jobs ◆
- ◆ Use My Dashboard to keep track of applications ◆
- ◆ Follow up with supervisors ◆

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



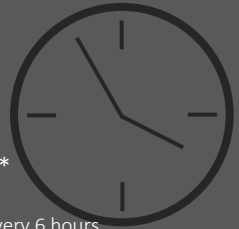
Click the 'Go to the I-9 Service Center' button on the Find a Job page.
.....
Once you've filled out Section 1, submit identification from the List of Acceptable Documents to a Student Employment representative.
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Allow 2-3 business days for processing.

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