Direct Deposit

- Direct Deposit is mandatory for all students.
- If you are not enrolled in Direct Deposit, please come to the Student Employment Office in 354 Richards Hall or go to the Payroll Office located at 716 Columbus Place Rm. 250 to complete a direct deposit form.
- If you do not have a bank account, you must open an account; Bank of America ATM’s are on campus and Citizens Bank and Sovereign Bank are in the proximity of Northeastern University.
- To Download the Direct Deposit form you must go through your myNEU account, then the “Self Service” Tab, then on to the “Student Employment” link. Continue on to the “Information for Students” and finally proceed to click on the “student forms” link.

Please make note of the appropriate documentation necessary to hand in the Direct Deposit form and bring it with you upon submission.

You must complete and submit all documents in person.
How to Fill Out a Time sheet

Time sheet Information

- In order to complete your time sheets you must:
  1. Log on to myNEU

2. Click on “Self Service”

3. Under “Work-Resources”, click on “Student Employment”

Work Resources

My Paycheck

Student Employment
Search and apply for part-time student employment opportunities including Federal Work-Study positions.

HuskyCareerLink
Information on job listings, seminars, and other recruiting events.
4. Click on “Information for Students”

Good Morning!
Welcome, Lawrencia C. Band to the new Student Employment web site!
New Student Information!

Direct Deposit Information is now available online. Click on “Information For Students” on the left for links and forms.

Use the “Information for Students” link on the left to access the following features:

- Find a Job
- Fill Out Timesheets
- Sign Up For JobMail

5. Click on “My Jobs”

Information For Students
Welcome to the student employment system at Northeastern University!

New! - All students are now required to use Direct Deposit. Download the form from the *Student Forms* menu to sign up.

From here you can perform the following functions:

- Find A Job - Search for jobs both on- and off-campus.
- My Jobs - Fill in your timesheets.
- Sign up for JobMail - Create a search agent to inform you of new job postings.
- Contact Us - Send us your questions and feedback about this site.

Student Financial Services
6. Click on your job

7. Click “Start time sheet” for the week you are submitting hours.

8. Click on “Add a New Entry”
9. Select the appropriate date from the drop down menu, then select the start and end time and Click on “Add”.

10. Once you have added all your time sequences then click “hand in this time sheet”.

The information above has been saved.
What would you like to do next?

Return to time sheet list
Return

Log out
Log Out

Hand in this time sheet to your supervisor
Hand in this Time Sheet
11. The system will verify that you desire to submit the time sheet, prior to final submittal.

Time sheet Regulations

- Time sheets are to be submitted no later than 12:00 p.m. on the Monday following the week worked.
- Time sheets received after the deadline will be considered late and will result in delayed payment.
- Hours worked should be recorded to the nearest quarter hour.
- It is your responsibility to submit all necessary documents, including time sheets, unless otherwise advised by your supervisor.
- The workweek begins on Sunday and ends on Saturday.
- Your time sheet must be approved by your supervisor no later than 12:00 p.m. Tuesday.
- If your time sheet is submitted and approved on time, you will receive a paycheck the following Friday after the week-ending date you have worked. (Example: For a week ending Saturday, March 11, your time sheet is due to the Student Employment site by Monday, March 13, by 12:00pm; your supervisor must approve your time sheet by Tuesday, March 14, by 12:00pm; you will receive your paycheck on Friday, March 17)
- You are paid only for actual hours worked.
- You are NOT paid for lunch, time off, sick time, vacation days, jury duty or holidays.
- You will not be paid for weekly hours worked above twenty.
- The money you earn through your job is not part of your payment of tuition.
- If you wish to deposit your paycheck towards your tuition student account, you may do so at the Cashier’s office located at 248 Richards Hall.

DO NOT SUBMIT YOUR TIME SHEET UNTIL ALL THE TIME SEGMENTS THAT YOU HAVE WORKED FOR ANY SET WEEK HAVE BEEN ADDED TO THE TIME SHEET. Once a time sheet is submitted you will no longer be able to edit the time sheet.
Dismissing your time sheet

- If you do not work any given week you need to dismiss your time sheet.
- Dismissing your time sheet concludes your responsibility for the specified week.
- In order to dismiss your time sheet you must:
  1. Access the Student Employment Site through your myNEU account.
  2. Access your time sheet through the previous steps 1 – 7
  3. Then “Click to dismiss time sheet if no hours will be worked for this pay period”

4. Then “return” to time sheet list or “Log Out”