Student Employment Procedures

If you need help in any step of the process, please contact Lupita Ervin (Ms.)
Fletcher Office of Administration and Finance
Cabot Room 405
617-627-5452
lupita.ervin@tufts.edu

Obtaining a Social Security Number

1) Go to the Registrar’s Office to obtain an “Evidence of On-Campus Employment” form. She can also help find your SEVIS ID number (I-20 Certificate of Eligibility of Nonimmigrant F-1 Status or DS-2019 of J-1 status) to complete the form.
2) Complete form with supervisor or Payroll Coordinator in Cabot 405 (Lupita Ervin).
3) Return form to Reiko Ohmura for her signature as the International Student Advisor and an official office seal. She will also give the student a SSN application and SSN Cambridge office location and hours.
4) The following items are needed to bring along to the SSN office:
   a. Original I-20 or DS-2019
   b. Passport with an F-1 or J-1 stamp
   c. On-Campus Employment form
   d. I-94 printouts - go to the U.S. Customs and Border Protection (CBP) website to download
   e. SSN Application
5) Once you have applied for your SSN you can begin work, but you cannot be paid until the number is in the system. It is up to you to do what you would like to do at this point.
6) Once you obtain your SSN, report back to Reiko Ohmura so she can enter it into iSIS.
7) The SSN is available in the system the next day, so please let Lupita Ervin know when Step 6 has been completed.
8) Continue on the next section “If you already have a Social Security Number”.

If you already have a Social Security Number

1) Please provide the following to Lupita Ervin by form (in her office) or by email. She will enter the info into the payroll system (ePAF) once approval by your supervisor either by form or by email has been obtained:
   a. Name
   b. Student ID number
   c. Title/position
   d. Effective date
   e. Pay rate (per hour, semi-monthly or lump sum)
   f. Payment method: Hourly/Semi-monthly/Lump sum
   g. Dept ID
2) If you are new to the payroll system, then you will receive an email from the Tufts Support Services (TSS) with a link to complete the following information:
   a. Direct deposit banking information (Tufts only allows direct deposit, no paper checks except for the first payment)
   b. W-4 tax form
   c. I-9 Employment Eligibility Form
3) Once the online portion is completed, you will need to bring your original I-9 document(s) to either Tufts Support Services (TSS) at 62R Talbot's Street or to Lupita Ervin for your I-9 verification. Please review the list of allowable documents before you arrive. There are no exceptions for this step in the process.

   **Reporting Hours & Getting Paid**

1) You can report hours either by paper form or by email (please list position/title) with supervisor approval.
2) Hours are due for the prior week by **Monday at 2:00pm**.
3) Timesheets are available in the Fletcher Office of Admin and Finance, Cabot 405.
4) Payment will be via direct deposit every Friday for weekly employees, and on the 15th and 30th of the month for semi-monthly employees.
5) The FIRST payment when you are put on to payroll will be via paper check. They can be picked up in the Fletcher Office of Admin and Finance, Cabot 405.

   **Rules and Regulations**

- Please do not accumulate hours over multiple weeks
- Student employees are not to work more than 20 hours when classes are in session
- Students on F/J-1 visas are allowed a maximum of 40 hours in total during school's breaks
- Students: Please notify Lupita Ervin if you have graduated. You can be hired on as a temporary employee as long as you are eligible to work in the US.

   **Whom to Contact with Payroll and Hiring Issues**

   First check the Employee Self-Service website to view your paycheck detail: hr.tufts.edu/eserve/ If there are tax or direct deposit issues, please contact the Tufts Support Services at tss@tufts.edu, 617-627-7000, or 62R Talbots Street, Medford

   If there are hours or pay rate issues, please contact Lupita Ervin (info listed at top of page)

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