

Fletcher School of Law and Diplomacy **On-Campus Employment Procedures for** **International Students**

Obtaining a Social Security Number

- 1) Go to the Tufts International Center's website to obtain an **Evidence of Employment form** under the menu, **"Documents You Will Need to Prepare and Present to the Social Security Office"**:
<https://global.tufts.edu/international-center/taxes-and-social-security> You can also obtain the **Social Security Application form** at the same web page.
- 2) Printout the form and fill out the section of ***Last Name, First Name, Tufts ID, SEVIS ID*** (your I-20 or DS-2019 ID number). Bring the form to your on-campus employment site supervisor and ask him/her to complete **"Employer Information"** section.
- 3) Bring the completed form to **Reiko Ohmura**, Senior International Student and Scholar Advisor at Tufts International Center – Fletcher Office (office location: the Fletcher Registrar's Office) or **any other International Center advisors** who are listed on the bottom of the **Evidence of Employment form** at the International Center – Medford Office (office location: 20 Sawyer Ave.).
- 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. Evidence of Employment form (obtain at the web page mentioned above, completed and signed)
 - d. I-94 printouts - go to the U.S. Customs and Border Protection (CBP) website to download
 - e. SSN Application (obtain at the web page mentioned above, completed and signed)
- 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 SIS.
- 7) The SSN is available in the system the next day, so please let Ms. Lupita Ervin (office location: Cabot Room 405, phone: 617-627-5452, email: lupita.ervin@tufts.edu) 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) Inform Reiko Ohmura your SSN in order to enable her to enter the number onto your SIS account.
- 2) Please provide the following to Lupita Ervin 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. Department ID of the on-campus location where you work

- 3) 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
- 4) **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 (Cabot 405) 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/serve/** 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
- If there are **hours or pay rate issues**, please contact **Lupita Ervin** (info listed below)

Lupita Ervin (Ms.)
Fletcher Office of Administration and
Finance Cabot Room 405
(Phone) 617-627-5452 (Email)
lupita.ervin@tufts.edu