OFFICE OF STUDENT EMPLOYMENT GRADUATE ASSISTANTSHIP & FELLOWSHIP

-----QUICK TIPS-----

workday.

STEP 1. JOB SEARCH & APPLICATION

Workday ➡ Jobs & Career Hub ➡ Student Employment Tab ➡ All On Campus Jobs & Work Study Positions ➡ **Apply**

Work Study
- Students with work-study can confirm award & amount on their Financial Aid package *each semester*.
- Keep track of your work study balance and stop working when funds exhausted. Work with supervisor on schedule.

STEP 2. I-9 Form (Employment Eligibility)
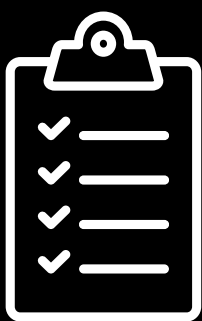
- Fill out section 1 online on Workday
- Submit identification from the List of Acceptable Documents* to a Student Employment Representative
- Allow 3 days for processing

*Please visit our website
for the complete List of Acceptable documents
Common documents include:
 US Passport / Permanent Resident Card
or Driver's License + SSN card/birth certificate
or Foreign Passport + I-94
original documentation only

STEP 3. GET READY TO BE PAID

3.1 SET UP DIRECT DEPOSIT

Go to Student Hub ➡ Financial Services ➡ Fill out the direct deposit form ➡ Allow 2 - 3 business days for processing. *Get routing and account number info from your bank.*
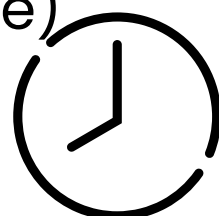
3.2 SUBMIT TIME SHEETS

Workday ➡ Time ➡ Enter Time* ➡ **Submit**
(*select the correct position if you have multiple)
STUDENT DEADLINE: SUNDAY 10AM
SUPERVISOR DEADLINE: MONDAY 10AM

STEP 4. Access W-4 & Payslips

Workday ➡ Pay ➡ View Payslips
Workday ➡ Type W4 in search bar ➡ W4

Contact us:

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