

Purpose

- Comply with Federal Guidelines on student hiring
- Ensure Student information is properly entered into the JHU payroll system

Payroll Requirements

- ❑ **NOTE: ALL TEMPLATES & FORMS ATTACHED**
- ❑ After completion of I-9 form, all students must go to Student Employment Services (SES) to acquire employment verification.
- ❑ Students must complete New Hire Form (Return to Maryland Hall, Room #224-A, along with signed I-9 verification from SES)

Getting Started

- ❑ International Students; Need to go to OISSS website to complete information for I-9 requirements; <http://oiss.jhu.edu/faculty-staff-scholars>
- ❑ All other students need to schedule appointment with Student Employment Services (SES); stujob@jhu.edu; OR call (410) 516-8421 for assistance to complete I-9 requirements.

Important Things to Remember

- ❑ NEW HIRE FORM – Must be completed by student *prior to first day of school.*
- ❑ I-9 CONFIRMATION – Must be completed after approval & admittance by Registrar's Office and within 3 days of starting work (Student Services or OISSS)
- ❑ ESS at JHU – Employee Self Service; please visit:
http://ssc.jhmi.edu/hr_payroll/DataFiles

Final Notes

- After student is set-up in Payroll, access to paychecks is as follows:
 - If you signed up for Direct Deposit: you can view paystub online; using your JHED ID and password, login to:
<http://ess.johnshopkins.edu>
 - If you have not completed the direct deposit form; Paychecks are picked up from SES on paydays.

Payroll Problems/Questions

- Contact Lucy Raybon by email at lraybon1@jhu.edu; or leave information in mailbox, Room #226