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)
International Students; Need to go to OISSS website to complete information for I-9 requirements; [http://oisss.jhu.edu/faculty-staff-scholars](http://oisss.jhu.edu/faculty-staff-scholars)

All other students need to schedule appointment with Student Employment Services (SES); [stujob@jhu.edu](mailto: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](http://ssc.jhmi.edu/hr_payroll/DataFiles)
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.
Contact Lucy Raybon by email at lraybon1@jhu.ed; or leave information in mailbox, Room #226