

**Additional information for new Friedman School student employees about your hire**

Welcome!

I have just processed your appointment in our HR System; however, before you can start working you will first need to **complete your new hire paperwork**.

1. **Complete Your New Hire Paperwork**

Within 24 hours of registering, you will receive a second automatic email that will invite you to sign into the [Employee Self-Service system](file:///C:\Users\CWHOOL01\Downloads\hr.tufts.edu\eserve) (eServe) and **complete your new hire paperwork**, which consists of the following:

1. Direct Deposit Form
2. W4
3. I-9 form (Section 1)

1. **Verify Your IDs In Person**

Once you have completed all three sections, you will receive a message asking you to bring your [ID(s)](https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents) to the Tufts Support Services (TSS) office in person to verify Section 2 of your I-9. The TSS office is located at 75 Kneeland Street, 6th floor, room 668. The office hours are 9:00-12:30 and 1:30-5:00 Monday-Friday. Per federal law, this step must be completed within three days of your start date and you cannot legally work until it is completed.

Even if you have had previous student jobs at Tufts, you may need to re-verify your IDs.

1. **Work and Submit Timesheets for Payment**

After you have verified Section 2 with TSS, you will be eligible to work and submit hours for payment. You will receive regular reminders regarding payroll submission, including occasional updates for submission deadline changes due to holidays. To submit your hours, download the standard timesheet from the [Friedman School payroll page](https://nutrition.tufts.edu/about/administration/hr-payroll) and email it to [Charlene Stevens](mailto:charlene.stevens@tufts.edu), copying your supervisor, by the deadline Charlene states in her reminder emails. Hours not received by the deadline will be included in the following week’s payroll.

1. **More Information**

Visit the [Friedman School’s](https://nutrition.tufts.edu/about/administration/hr-payroll) administrative web pages to review additional information regarding payroll, timesheets, and other HR processes.

Please let me know if you have any questions.

Thank you,

Cassy Whooley, Financial Coordinator

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