

Student Employment at Carnegie Mellon . . . *What the new student employee needs to know*

The following information is intended to inform new students or new student employees at Carnegie Mellon about the steps for finding a campus job and/or completing the necessary documents required to work. Complete student employment information can be found on the **Student Employment website** at: www.cmu.edu/studentemployment.

How to Find a Student Employment (campus) job in TartanTrak

Access TartanTrak

1. To access TartanTrak, use this URL: <http://cmu-csm.symplicity.com/students/>. Or, login from the Career Center homepage: www.cmu.edu/career/, click on TartanTrak, then Student Login.
2. Enter your Username (your official *Andrew* email address) and password. If you do not know your password, use the "forgot password" feature.
3. If you are having trouble logging onto the site, send an email to recruit@andrew.cmu.edu.

How to Apply for campus jobs

1. View campus positions by clicking on the "jobs" tab and choosing "Student Employment (campus) jobs".
2. **You'll need a resume to apply for all campus jobs.** If you don't have one, click the "Career Success Guides" link on the homepage and choose the 1st Year Resume Guide for assistance in creating your resume.
3. Once you finish your resume, upload it in the documents section and begin applying to jobs.

Types of jobs available

All student jobs are categorized as either Work-Study eligible or Non-Work Study.

1. Work-Study Jobs: If you apply for financial aid, you are automatically considered for a form of aid called Federal Work-Study. If eligible, a dollar amount will appear on your financial aid letter. Work-Study provides an opportunity to work and earn up to the amount of your award. If you have a work-study award, you can apply for **any** job that you are qualified for. **Your work-study award will be used towards any campus job you have** - this includes federal community service jobs. Questions about work-study awards or eligibility can be answered by the staff at the HUB. To contact the HUB, call 412.268.8186 or go to the HUB office located at Warner Hall, Concourse level.

2. Non-Work-Study: If you are not eligible, or did not apply for financial aid, you can still work on campus. Search for jobs that specify "Any Qualified Student" or "Prefer Work-Study".

Documents required for working on-campus

Prior to your first day of work, you must complete certain paperwork to ensure you are paid accurately and promptly.

1. I-9 Form- (Federal Employment Eligibility Verification)

As a first time student employee at Carnegie Mellon University, you must complete the I-9 Form in Payroll Services once you secure a job. The US Citizenship and Immigration Services (USCIS) require all new employees to complete the I-9 form within 72 hours of employment. An employee will not be paid unless a completed I-9 Form is on file in Payroll Services. You must present one document from List A below OR you must have one document each from both lists B AND C. For example, if you have a U.S. passport, you need no further documentation. If you have no items from List A, however, you must produce an item from both List B and List C, such as a driver's license or ID card from List B and a U.S. Social Security Card from List C.

List A – Documents that Establish Both Identity and Employment Authorization

- U.S. Passport or U.S. Passport Card
- Unexpired foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
- Permanent Resident Card or Alien Registration Receipt Card with photograph (*Form I-551*)
- Unexpired Employment Authorization Document that contains a photograph (*Form I-766*)
- In the case of a non immigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's non immigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.

- Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A

List B – Documents That Establish Identity

- Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address.
- School ID card with a photograph.
- Voter's registration card.
- U.S. Military card or draft record.
- Military dependent's ID card.
- U.S. Coast Guard Merchant Mariner Card.
- Native American tribal document.
- Driver's license issued by a Canadian government authority.

List C – Documents that Establish Employment Authorization

- Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the U.S.
- Certification of Birth Abroad issued by the Department of State (*Form FS-545*)
- Certification of Report of Birth issued by the Department of State (*Form DS-1350*)
- Original or certified copy of birth certificate issued by a State, county, municipal authority or territory of the U.S. bearing an official seal
- Native American tribal document
- U.S. Citizen ID Card (*Form I-197*)
- Identification Card for Use of Resident Citizen in the U.S. (*Form I-179*)
- Employment authorization document issued by the Department of Homeland Security

2. The W-4 form

The W-4 is the IRS form that employees complete and sign to determine the amount of federal tax withholding. If an employee does not complete a W-4, IRS requires a default of "Single and 0".

Payroll Forms and Information

1. Optional Payroll Forms

- **Direct Deposit Form** (*Optional*, but strongly suggested. Pay can be deposited to a savings or checking account)
- **WTEX** (Non-Resident Employee's Exemption Certificate)

2. Timesheet

All undergraduate students employed on campus have bi-weekly appointments and are required to complete and submit a timesheet documenting hours worked. Graduate students with hourly appointments must also complete a timesheet. The timesheet must be signed by both the student and their supervisor. The supervisor is responsible for mailing the signed timesheet to Payroll Services.

3. Paycheck/Advice

Money earned is paid directly to the student employee through either a bi-weekly paycheck or by direct deposit into a checking or savings account. **Funds earned in the FWS program are not credited to your student account.** If a student is employed in more than one position, the student will receive ONE paycheck or advice only. Graduate students who have both an hourly and monthly job will be paid once per month, on the monthly payday. Paychecks and payroll advices (for those that have direct deposit) can be picked up in Cash Operations, Warner Hall 28C, across from the HUB. Checks/advices are available on the weekly/monthly pay date only. After that, paychecks and advices are available at Payroll Services, 4516 Henry Street, University Technology Development Center. For questions about your paycheck, advice, W-4, or taxes, contact Payroll Services at payroll@andrew.cmu.edu or 412.268.2097.

4. LST- Local Services Tax

The Local Services Tax (LST), formerly known as the EMS Tax, is a tax paid by employees who work within the City of Pittsburgh. The Local Services Tax is withheld equally throughout the year. For employees' paid biweekly, this means a \$2.00 per pay deduction. For employees' paid monthly, it is a \$4.35 per pay deduction. If the employee expects to earn less than \$12,000 in the calendar year, s/he can complete, sign and submit to Payroll Services a signed exemption form. The form is on the Financial Services Group website, www.cmu.edu/finance/forms/

General Student Employment Questions (www.cmu.edu/studentemployment/)

On the student employment website site, you will find answers to most of your questions about student employment. You can also contact Pati Kravetz, Director of Student Employment, at 412.268.7052 or send email to pk13@andrew.cmu.edu.