

# Student Checklist

## Getting Hired and Paid For On-Campus Jobs

### Create Your On-Line Student Application Form

- Visit [www.jhu.edu/stujob](http://www.jhu.edu/stujob) Click Student Handbook > Application Form (Campus)

### Find a Job

- Go to [www.jhu.edu/stujob](http://www.jhu.edu/stujob) Click > Job Search
- Apply on-line (on-campus jobs only, including JHMI)

### Complete I-9 and Tax Forms

You will need original forms of ID to complete the I-9 Form. Visit our web site for a complete list of acceptable documents ([www.jhu.edu/stujob](http://www.jhu.edu/stujob) Click Student Handbook > I-9 Form). This applies to ALL students who have never worked for JHU previously.

### Federal Work Study Forms

If you have been awarded Federal Work Study you MUST visit the Office of Student Financial Services to pick up a Work-Study Authorization Form. This form must be given to your employer at the time of hire in order to be properly paid.

### Know the Job and Salary

Make sure your employer thoroughly explains the job description and salary BEFORE you begin working!! And, don't forget to ask when you can expect your first paycheck.

### Timesheets and Paychecks

It is the responsibility of the hiring department to collect student time sheets (days/hours worked) and to record/submit these hours into CATS (the SAP Cross Application Time Sheet) on a regular basis. Please talk to your employer regarding which day/time they expect you to submit timesheets each week.

Students who work through the JHU Student 'Temp' Program must use GREEN timecards to record their hours worked. These timecards are available in the Office of Student Employment Services. NOTE: Green Timecards are due each Friday by 4:30pm to Student Employment Services for processing.

Weekly paychecks are issued every Friday (excluding holidays) provided hours are entered into CATS on or before the appropriate cutoff date. Students must present their J-Card in order to obtain their paycheck from the office of Student Employment Services.

Students who are paid Semi-monthly should contact their department administrator to learn when/where their paycheck will be available. Students having trouble getting paid should speak with their supervisor. If this does not help, please contact Student Employment Services to schedule an appointment.