

What the New Student Employee Needs to Know

Searching for On-Campus Jobs in Handshake

1. Go to <https://cmu.joinhandshake.com>.
2. Login with your Andrew ID and password.
 - a. If you have any trouble logging in, send an email to recruit@andrew.cmu.edu.
3. Make sure all profile fields are completed, and you have a resume uploaded into Handshake.
4. From the home screen select **Jobs**.
5. Under **Job Type** click View All and choose **On Campus Student Employment**.
6. You are now viewing all of the on-campus opportunities available in Handshake.
7. All jobs open to Work-Study students only will have (Work-Study) in the job title.
8. You may apply for more than one job. Each campus employer will choose which students they will interview and hire.
9. ***For Work-Study Students*** When applying for a work-study job, you will see the notification to the right. This is an error within Handshake, your work-study is still valid; it was just not uploaded into the system. You can still apply to these jobs. Our on-campus employers have been informed of this error, and it will not cause any difficulties with your job search.

Employer Preferences

You don't match some of this employer's preferences

- ✓ Majors
- ✓ GPA
- ✓ School Year
- ✓ Work Authorization
- Work Study
This employer has requested work study eligibility.

Types of On-Campus Jobs Available in Handshake

1. **Work-Study** – If you see the word “Work-Study” next to the job title, this means that students who were awarded work-study in their financial aid package are the only ones who should apply for these jobs. If you aren’t sure whether or not you have work-study, you can find that information by visiting the HUB website and checking your Student Information Online (SIO). Your work-study award will be used toward paying you for any campus job(s) you have.
 - a. **Federal Community Service** – Some work-study jobs will say they are Federal Community Service. These jobs are posted by qualified off-campus nonprofit agencies that are located in the surrounding Pittsburgh area and are only available to work-study students. Your work-study award will also be used toward paying you at any of these jobs.
2. **Non Work-Study** – If you are not eligible for work-study, or did not apply for financial aid, you can still work on campus. Search for jobs without “Work-Study” in the title, and apply to those you are interested in. There are jobs available on campus that have the ability to hire students with or without work-study.

Payroll Onboarding through Carnegie Mellon's Workday System

Prior to your first day of work, you must complete the necessary onboarding steps to ensure you are paid accurately and promptly. Once your department adds your information to Workday, CMU's human resource system, you will receive an email with onboarding steps in the form of checklist. You must complete all steps on the checklist in a timely manner in order to be paid accurately. Please confirm with your department if you do not receive an email.

I-9 Form- Federal Employment Eligibility Verification

As a first-time student employee at Carnegie Mellon University, you must complete the Form I-9 which is for employment eligibility verification. All I-9 forms are processed at the CMUWorks Service Center, located in the University Technology Development Center on 4615 Henry Street, Pittsburgh, PA. The Department of Homeland Security requires that all new employees complete the I-9 Form within 72 hours of employment. An employee will not be paid unless an I-9 Form has been completed at the Service Center. Federal regulations require that you present original versions of documentation to prove your eligibility to work in the United States.

Student Payment of Earnings

All undergraduate students employed on campus have bi-weekly appointments and are required to complete and submit their hours to be approved in Workday. Graduate students with hourly appointments must also submit their hours for approval in Workday.

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. You can designate bank accounts and set up direct deposit in Workday via Payment Elections. A valid Social Security Number in the Workday system is required to set up direct deposit. Note that the direct deposit must be set up prior to a pay processing deadline in order to apply to the next pay cycle.

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 twice per month, on the semi-monthly payday.

Federal, State, and Local Withholding Elections

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." You can complete your withholding elections on Workday via "Electronic Tax Forms", if you have a valid Social Security Number in Workday.

PA Act 32 requires Carnegie Mellon to collect Earned Income Tax (EIT) on behalf of its employees for the local municipality in which they live or work. Student employees are impacted. Students who are employed at Carnegie Mellon in Pennsylvania are required to take action to ensure that the amount of tax withheld is correct and that the tax is disbursed correctly according to the tax residency address.

If you have any questions regarding the onboarding steps or using the Workday system, contact the CMUWorks Service Center at 412.268.4600 or cmu-works@andrew.cmu.edu. You can also visit the Workday website at: <http://www.cmu.edu/cmworks>.