Student Employment at Carnegie Mellon...

What the new student employee needs to know

HOW TO FIND A STUDENT EMPLOYMENT (CAMPUS) JOB IN TARTANTRAK

To Access TartanTRAK
1. Go to the CPDC website www.cmu.edu/career/ and click Login to TartanTRAK.
2. Click on Current Student Job Seeker.
3. Enter your Andrew ID and password when prompted.
4. First-year and new students must build their profile from the beginning, completing all required fields.

If you are having trouble logging on to the site, send an email to: recruit@andrew.cmu.edu.

HOW TO APPLY FOR CAMPUS JOBS

1. You'll need a resume to apply for a campus job.
   If you don't have one, click on Career Preparation at www.cmu.edu/career/career-prep/index.html. Choose Career Success Guides then First Year Resumes for assistance in creating your resume.
2. Once you finish your resume, upload it in the Documents section of your TartanTRAK account and begin applying for jobs.
3. View campus positions by clicking on “Student Employment (campus) jobs”.

Types of jobs available in TartanTRAK

All student jobs are categorized as either Work-Study eligible or Non-Work Study. When searching for a job in TartanTRAK, do not limit your search criteria to work-study only jobs. If you have a work-study award, you can apply for any job (work-study or non-work-study) in which you have the skills and /or qualifications listed.

1. Work-Study Jobs
   If you apply for financial aid, you are automatically considered for a form of aid called Federal Work-Study. If you are eligible, a dollar amount will appear on your financial aid letter. This information can also be viewed on your Student Information Online (SIO) on the HUB website.

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 Jobs
   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".

Career Success Guide
West Wing, 2nd Floor
(412) 268-2064
www.cmu.edu/career/
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/cmuworks.