Student On-Campus Employment Guide

On-Campus
Student
Employment

For many students, working in a campus job has proven to be an important addition to the CMU educational experience. On-campus employment provides students with opportunities to develop career readiness competencies essential for a meaningful and productive career. This guide will navigate you through the process of searching and securing a job on campus.

Learning. Growth. Career Readiness.

Searching for On-Campus Jobs with Handshake

All students interested in working on campus are responsible for finding and applying for jobs, which are posted online on 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.
   a. For help with creating a resume, click here.
4. From the top banner select **Jobs**.
5. Under the job filters select **On-Campus**.
6. You are now viewing all of the on-campus opportunities available in Handshake.
7. All jobs open only to work-study students 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 a notification stating you are ineligible for work-study. Your work-study award is still valid; it simply was not uploaded to Handshake. You can still apply to these jobs. Our on-campus employers are aware of this omission. It will not cause any difficulties with your job search. For more information, click here.

For additional help, browse Find a Job/Internship on the CPDC website, where you can discover what you need to know about working on campus, including interviewing tips and other frequently asked questions.

Handshake

What a New Student Employee Needs to Know

Once you have received and accepted a job offer, there are several tasks you must complete. For an overview of these tasks, review the Student Payroll Onboarding and Checklist.

Filling Out Form I-9
Once you have found a job on campus, federal laws mandate that all new employees complete the I-9 Federal Employment Eligibility form. All students working while attending CMU must complete the Form I-9 before beginning work. All I-9 forms are processed at the HR Service Center, located in the University Technology Development Center on 4615 Henry Street.

A student employee must present original, unexpired documents from the List of Acceptable Documents in order to complete the Form I-9 requirement and be eligible to work.

Employees must also provide a Social Security Number to ensure proper taxation. If you already have a Social Security Number, you may enter it on the Form I-9 in Section 1. Non-Resident Aliens must apply for a Social Security Number as soon as a job offer is accepted. Please refer to the Social Security Number Application Instructions for more details.

For additional information about the Form I-9, click here and view the section titled Information for **New & Future Students**. If you have any further questions, click here.

Workday

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 a checklist. You must complete all of the steps on the checklist in a timely manner in order to be paid accurately. Please contact your department if you do not receive an email.

If you have any questions regarding the onboarding steps or using Workday, contact the HR Service Center at 412.268.4600 or cmuworks@andrew.cmu.edu.

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. You can complete your withholding elections on Workday via Electronic Tax Forms if you have a valid Social Security Number in Workday. For more information about withholding elections, click here.

Getting Paid
All undergraduate students employed on campus have bi-weekly appointments and are required to complete and submit their hours for approval 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. Graduate students who have both an hourly and monthly job will be paid twice per month, on the semi-monthly payday.

For more information on student payment of earnings, click here. Information about pay rates and hours, can be found here.

Work-Study vs Non-Work-Study Jobs

Carnegie Mellon participates in two Work-Study programs: Federal Work-Study and Federal Community Service. Federal Work-Study is a financial aid program offered to students who demonstrate financial need. Your work-study award will also be used toward paying you at any of these jobs. All students interested in working on campus are responsible for finding their own job.

Your work-study eligibility will be listed on your Financial Aid Award Letter, which can be viewed in the **Finances** section of your SIO account. Questions about Financial Aid should be directed to the Student Financial Services.

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 many jobs available on campus that do not require work-study eligibility.

On-Campus Employment for International Students

The Office of International Education can answer all questions about on-campus employment for international students. For more information, click here.