### Student On-Campus Employment Guide

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.

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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.

**How to search for on-campus jobs on Handshake:**

1. Go to [https://cmu.joinhandshake.com](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, visit 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 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. For more information visit here.

For more help, browse Find a Job/Internship, where you can find out what you need to know about working on-campus, including interviewing tips and other frequently asked questions.
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.

What a New Student Employee Needs to Know

Once you have received and accepted a job offer, there are several tasks that 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, 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 CMUWorks Service Center, located in the University Technology Development Center on 4615 Henry Street, Pittsburgh, PA.

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 information.

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

**On-Campus Employment Options for International Students**
The Office of International Education can answer all questions about employment for international students.

For more information about on-campus employment, click here.

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**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 the Workday system, contact the CMUWorks Service Center at 412.268.4600 or cmu-works@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 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 semimonthly payday.

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