What the New Student Employee Needs to Know

Searching for On-Campus Employment in Handshake

1. Go to the CPDC website and click on the Handshake banner at the bottom of the page.
2. Login with your Andrew ID and Password.
   Send an email to recruit@andrew.cmu.edu if you have trouble logging in.
3. First year and new students must build their profile from the beginning, completing all required fields
4. Before you start searching for jobs, make sure that you have a resume uploaded into the system. In order to apply to any on-campus job, you must include a resume.
5. From your home screen, select Jobs on the left side tool bar.
6. Using the Job Type filter, select On-Campus Student Employment. Now you will be able to see a list of all of the on campus jobs.
7. For students without a work study award *Search for jobs you are eligible for by also clicking on Label and choosing “work study & non work study may apply”.
8. *For work-study students* DO NOT select the Work-Study filter. All jobs that qualify just for Work-Study only are shown in the job title- for example “Office Assistant (Work-Study)”. You can apply for all campus jobs that are posted if you have the skills and qualifications listed.
9. *For work-study students* When applying for a Work-Study job, you will see this notification:
   ![Work Study](image)
   Work study eligibility is requested.

   This is an error within Handshake, your work-study eligibility is still valid; it was just not uploaded into the system. You can still apply for these jobs even with the error message. Our on-campus employers have also been informed of this error, and it should not cause any difficulties with your job search.
10. You may apply for more than one job. Each campus employer will choose students to interview and hire.

Adding your resume in Handshake

These are the steps to add a resume. You should add a resume to your profile when creating your account.

1. Click “View your profile” on the left-hand side of the page.
2. Choose “documents” on the upper right.

Types of jobs available in Handshake

All student jobs are categorized as either work-study eligible or non-work-study.

Work-Study Jobs

If you see the word “Work-Study” next to the job title that means that ONLY students who were awarded Work-Study in their financial aid package should apply to 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, or SIO. If you have a Work-Study award, you can apply to any job, including those without the “Work-Study” designation in the title. Your Work-Study award can be used towards any campus job you have.
Some work-study jobs may 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 available only to work-study eligible students.

**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 without **“Work-Study”** in the job title and apply to those you have the skills and/or qualifications listed.

### I. 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 you 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 pay date.

**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](http://www.cmu.edu/cmuworks).