Looking for a Job?

Items to Gather Before Beginning Your Application
- Educational History
- Work, Voluntary and Leadership History (salary, dates, contact info.)
- Resume, Cover Letter, Letters of Recommendation (if required)
- Hours you are available to work

Step 1
Search for Available Jobs
- Go to the following website: www.american.edu/studentjobs
- Click View Listings to see a list of available jobs.
- To review the details of the job, click the job title.
- After viewing the description, click apply if you wish to be considered for the job.

Step 2
Apply Online
- New applicants will need to create a login and complete the application. Please remember to upload/attach your cover letter, resume and any other required documents before submitting your application for consideration.
- Returning applicants will need to login using their email address and password.
- Review your stored application and upload and attach cover letter, resume and any other required documents before submitting your application for consideration.

Step 3
Stay Connected
- After you apply for a position, you will receive an email confirming your application has been received.
- At anytime, you will be able to log in to the system using the email and password you created to apply for new jobs and review the status of the position(s) for which you applied.

Found a Job?

I got a job, what do I do next?
Within three (3) days of your start date, the following paperwork needs to be completed:
- I-9 Employment Eligibility Form (see page 3)
- Work Permit (if under 18)
- Federal and State Tax Form

Where do I go to complete my paperwork?
Human Resources and Payroll are located at 3201 New Mexico Avenue, NW, Suite 350. Our office hours are Monday - Friday from 9am to 5pm. Directions can be found on page 3.

You can also complete your paperwork in Mary Graydon Center - Room 247
from 12 pm - 2pm
on the following dates:
Wed., August 24 - Fri., August 26
Mon., August 29 - Fri., September 2
Tues., September 6 - Fri., September 9

When completing the paperwork, please bring the required documentation for the I-9 Form (see instructions on page 3).

I am a Foreign National. What steps do I need to take before I start working?
You must meet with a Foreign National Specialist. To make an appointment, go to myau.american.edu, click on “Work@AU,” and select “Foreign National Appointment Schedule.” Type your user name and password (same as your log in to the portal).

Reminder:
If you are using a public computer, protect your security by logging out. If you have any questions about the application process or need assistance with completing the application, please call the Human Resources office at (202) 885-2591 or email us at employment@american.edu.

Guide to Getting a Student or Federal Work Study Job at AU

This guide was created to help explain the process for obtaining a job at AU and completing new hire paperwork. There are many opportunities for you to work at AU, both on-campus and off-campus, so we hope it will be a rewarding experience.
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HOW TO GET HIRED

The following steps need to be completed before you can hired:

- Complete the I-9 Form and Federal and state tax forms.
- Make sure your supervisor has submitted the hiring action which provides HR and Payroll with your AU ID number, position, start date, and hourly rate.

I don’t live in DC, MD or VA, which state tax form should I submit?
You must submit a DC, MD, or VA tax form based on where you live during the school year.

What exemptions can I claim on my tax forms?
We are prohibited from giving any tax advice. We recommend you discuss your tax exemptions with your parents/guardians or a tax consultant.

What happens if I don’t submit tax forms?
You will taxed at the highest bracket for both Federal and State taxes.

HOW TO GET PAID

When will I be paid?
Paychecks are issued every other Friday and cover the previous two week pay period.

How much will I be paid an hour?
The employing department sets the wage rate offered to you based on the job responsibilities.

Can I sign up for direct deposit?
Absolutely, we highly recommend signing up for direct deposit.

How do I submit my hours for payment?
Electronic timesheets must be signed and approved by the payroll deadlines in order to be paid on the appropriate payday (see the Payroll Calendar section below). Late timesheets will be paid on the next available payday.

Where can I see my pay advice?
After you sign into the myau.american.edu portal, click on Work@AU then HR/Payroll Connection. Then click on the Payroll section and select the Pay Advices tab.

HOW TO SIGN UP FOR DIRECT DEPOSIT:

To sign-up for direct deposit online:
1. Log-in to AU Portal (myau.american.edu);
2. Click on Work@AU (will be accessible once you are hired);
3. Click on HR/Payroll Connection;
4. Click on Payroll (from the top menu);
5. Select the General tab, click on Change Direct Deposit;
6. Follow the on-screen instructions.

Once you have signed up electronically you will receive a confirmation e-mail (through your American University e-mail) telling you the pay date that your direct deposit will be effective.

HOW TO SIGN YOUR TIMESHEET:

Timesheets are located under myau.american.edu, Work@AU, HR/Payroll Connection, and Time Sheets (from the top menu).

- Select the pay period you need to complete.
- Fill in the hours worked and click “sign” at the top of the timesheet. Once you certify the timesheet, it will be sent to your supervisor.
- Please ensure that your supervisor approves your timesheet in order to be paid.
- Timesheet due dates are listed on the Payroll Calendar on myau.american.edu under Work@AU.

PAYROLL CALENDAR

The Payroll Calendar is located on the portal at myau.american.edu. Click on Work@AU then HR/Payroll Connection and select Info/Forms and Payroll/Taxes. The Payroll Calendars are listed under the general section (students are typically paid bi-weekly).

The Payroll Calendar shows the following information:

<table>
<thead>
<tr>
<th>Pay Periods</th>
<th>Due Date for Hiring Paperwork</th>
<th>Due Date for Employee Information</th>
<th>Due Date for Time Sheets</th>
<th>Pay Date</th>
</tr>
</thead>
</table>

June 2010
What documentation do I need to complete the I-9 Employment Eligibility Verification Form?

- After you get a job you must complete an I-9 Employment Eligibility Verification Form (I-9 Form) within three (3) days of your start date. If you do not complete the I-9 Form within 3 days you cannot work.
- Only ORIGINAL UNEXPIRED documentation is accepted (i.e., no photocopies or faxes accepted). This form must be completed by a person certified to complete I-9 Forms or at Human Resources.
- Examples of acceptable documentation include a U.S. Passport OR a Social Security Card AND a driver’s license. For a complete list of acceptable documentation, see below.

### LIST OF ACCEPTABLE DOCUMENTS FOR THE I-9 FORM

#### ONE DOCUMENT FROM THIS LIST
Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien’s nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

#### ONE DOCUMENT FROM BOTH OF THE LISTS BELOW
Documents that Establish Identity

1. Driver’s license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter’s registration card
5. U.S. Military card or draft record
6. Military dependent’s ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver’s license issued by a Canadian government authority

For persons under age 18 who are unable to present a document listed above:

- School record or report card
- Clinic, doctor, or hospital record
- Day-care or nursery school record

#### ONE DOCUMENT FROM BOTH OF THE LISTS BELOW
Documents that Establish Employment Eligibility

1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. Native American tribal document
6. U.S. Citizen ID Card (Form I-197)
7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
8. Employment authorization document issued by the Department of Homeland Security

Must be completed within 3 days of your start date.

- I-9 Forms can be completed at Human Resources.

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Human Resources and Payroll are located at 3201 New Mexico Avenue, NW, Suite 350 in the Sutton Building. Enter the building by the Long & Foster Real Estate office. Take the elevator to the third floor and follow signs to Suite 350.

**NEED MORE INFORMATION?**

**Human Resources and Payroll**
(202) 885-2591 or (202) 885-3520

**Foreign National Specialists**
(202) 885-3506 or (202) 885-6171

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