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DIRECTIONS TO HUMAN RESOURCES & PAYROLL

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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New Hire guide for STUDENT *or* FEDERAL WORK STUDY JOBS at American University



GETTING HIRED

The following steps need to be completed within 3 days of starting work:

- >> 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?

- >> As your eligibility for exemptions vary based on your individual situation, we are unable to provide tax advice. Follow the guidelines on the form or discuss with your parents/guardians or tax advisor.

What happens if I don't submit tax forms?

- >> You will be taxed at the **highest bracket** for both Federal and State taxes.

What if I need to change my withholdings?

- >> You may submit a tax form at any time.

GETTING PAID

When will I be paid?

- >> Paychecks are issued **every other Friday** and cover the **previous two week** pay period. For example, if you work September 1–14, 2012 and have all your paperwork in on time, you will be paid on September 28, 2012.

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. (See next page for details.)

How do I submit my hours for payment?

- >> Electronic timesheets **must be signed** and **approved** by the payroll deadlines (see the *Payroll Calendar*). 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.

SIGNING 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 by the department and you have submitted your tax & I-9 forms*)
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.

SIGNING YOUR TIMESHEET

Timesheets are located under myau.american.edu >> Work@AU >> HR/Payroll Connection >> 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 so that you can 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 at <http://www.american.edu/finance/payroll/upload/Payroll-Schedule-Biweekly.pdf> (*students are typically paid bi-weekly*).

The Payroll Calendar shows the following information:

Pay Periods, Due Dates for Hiring Paperwork, Due Dates for Employee Information, Due Dates for Time Sheets, and Pay Dates

COMPLETING 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.*

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 non-immigrant admission under the Compact of Free Association between the United States and the FSM or RMI

OR

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:

10. School record
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

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