Student Hiring Guidelines:

1. All documents must be returned to Sarah Mattison, room 1943
2. Forms must be filled out in their entirety
3. Timesheets are due by NOON on THURSDAYS at the end of the pay period. A calendar detailing when timesheets are due and when payments will occur is available at: www.tulane.edu/WFMO
4. Students working HOURLY will have timesheets preprinted with their information available to them after their first payment. These timesheets, along with the most recent paystub, is available for pick-up in Sarah Mattison’s office
5. Timesheets that are not signed by authorized signer, will NOT be processed

All student hires:

Each student must provide the following:
1. Social Security and Tulane ID numbers
2. A schedule from Gibson (showing student name and TUID) detailing the current semester’s coursework
3. A print-out from Gibson (showing student name and TUID) of federal work study award amount (if applicable)

These maybe emailed to smattiso@tulane.edu or delivered in hard copy.

If you have had a lapse in your employment with Tulane (including summer) you need to complete a NEW I-9.

Procedure for NEW HIRES:

Those being hired by the university for the first time must complete a hiring packet. The required documents are as follows:
1. Departmental hiring information sheet
2. Payroll and Personal Information (PPI)*
3. Payroll State of Louisiana Withholding Form (L-4)*
4. Payroll Federal Withholding (W-4)*
5. Payroll Direct Deposit*
6. A voided check attached to the direct deposit form or bank letter detailing account information

*Can also be found on the Workforce Management website: http://tulane.edu/wfmo/forms/a-z.cfm

Lastly, the I-9 process is as follows:
1. Make an appointment via email to meet with Marilyn Norton (mnorton@tulane.edu) on the 24th floor to verify documents
2. Within 72 hours BEFORE the meeting log onto www.newI9.com
3. Enter Tulane’s code 14000
4. Follow directions on website
5. Bring documents listed on I-9 website to your meeting with Marilyn

You may not, under any circumstances, begin work before the I-9 process is complete. Any work done beforehand WILL NOT BE COMPENSATED.
Departmental Hiring Information Form

This form must be completed and returned to Sarah Mattison in room 1943 before student begins working.

Name: _____________________________________________________________

SSN: _______________________________________________________________________

TUID #: _______________________________________________________________________

Is this your first time being hired as a student worker by the University?    YES      NO
(If yes, please meet with Sarah Mattison in room 1943 for further instructions)

Do you have federal work study funds?    YES      NO
(Work study funds cover only 75% of the hourly rate. Grants associated with a student on federal work study will be charged $2.50 per hour of student work.)

Faculty member supervisor: ___________________________________________________

Account number you are receiving payment from: ___________________________________

Number of hours you are authorized to work (weekly): ____________________________________________

Dates of employment: _______________________________________________________________________

If grant (grant accounts begin with a “5”):
Have you met with the grant administrator for this project?    YES      NO

Approvers for time sheet: _______________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Additional comments:
_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Student signature: _______________________________________________________________________

Faculty signature: _______________________________________________________________________