



Student Employment Check List for new student workers

(you have never worked at Assumption University)

Student Employees should review and complete the necessary items outlined below before starting work. Questions on items listed below should be directed to Patty MacInnes at p.macinnes@assumption.edu in the Office of Financial Aid.

ALL REQUIRED FORMS CAN BE FOUND ON YOUR ASSUMPTION PORTAL
(<https://myportal.assumption.edu>) under student services/student employment

1. Log into HANDSHAKE and apply for jobs (new available jobs may be posted throughout the year)
To login to HANDSHAKE, use your Assumption email username and password. You must apply for positions through HANDSHAKE.
2. Get Offered a Job
Receive confirmation from your supervisor that they are hiring you for the job. Only after you have accepted the position can you get work authorization and start filling out paperwork
3. Review the Student Employment Handbook
You will have to certify on the Student Employment Contract that you have read this important document.
4. Complete the Student Employment Contract
This form must be completed by both you and your supervisor. Once completed, it should be forwarded to the Office of Financial Aid.
5. Complete the Confidentiality Agreement
Confidentiality and data security are important at Assumption University. All student employees must read, sign, and submit this contract yearly to the Office of Financial Aid. Once your paperwork has been processed, both you and your supervisor will receive a copy of this signed form.
6. Complete and submit Form I-9 (This is a two step process – form completed by you and you coming into the office)
This form verifies your identity and eligibility to work in the USA. You must bring your original, hardcopy, unexpired identifying documents to the Office of Financial Aid for review. We cannot accept photocopies, scanned or digital copies. Common documents used are Passport OR driver's license and social security card OR driver's license and birth certificate.
7. Complete and submit W-4
This form mandates the amount of taxes that should be taken out from each paycheck for Federal taxes. The form is submitted to the Office of Financial Aid.
8. Complete and submit Form M-4
This form mandates the amount of taxes that should be taken out each paycheck for Massachusetts taxes. The form is submitted to the Office of Financial Aid.
9. Complete and submit Direct Deposit Form
This authorizes Assumption to deposit your paycheck directly into your bank account. All student employees will be paid using Direct Deposit. The form is submitted to the Office of Financial Aid.
10. Receive Authorization to Work
Once the Office of Financial Aid has reviewed your submitted paperwork, they will notify you when the paperwork has been approved and are able to begin work. You **cannot** begin work until you receive this notification and the Payroll Office has added you to the online time entry system!