Employer Checklist (JHU only)
Hiring and Paying
Homewood Students

☐ ## Post your job

- Go to www.jhu.edu/~stujob Click > Post-a-Job
- Students can apply directly on-line

☐ ## Interview students & make job offers

Be sure that the student(s) you hire clearly understands the job description, salary, department policies (i.e., dress code, time and attendance, etc.) and any necessary steps they must take before beginning work (i.e., I-9 Form, FWS Authorization Form, etc.). Also, please make sure that you clearly explain the payroll process and when they can expect to receive their first paycheck.

☐ ## Process necessary payroll documentation

Immediately upon hiring a Homewood student the appropriate payroll forms must be properly generated (i.e., ISR Position Create, ISR New Hire Form, Tax Forms, I-9, etc). Note, when creating an ISR New Hire form you must select Student Employment Services as Approver 2 from the drop-down box.

If the student is new to the University payroll system please instruct them to complete an I-9 Form. This form MUST be completed within 3 working days. For U.S. citizens the form is completed in Student Employment Services. All other students must visit the Office of International Student and Scholar Services to complete their I-9 Form. To ensure that they have done so, we recommend that you have them request a copy of the completed form for your records. Also, if the student has been awarded Federal Work Study you must instruct them to visit the Office of Student Financial Services to pick up a Work-Study Authorization Form and return it to you for completion. The FWS form must then be submitted to Student Employment Services noting the document number of the related ISR Form. Please note, tax forms are available in our office as well.

If the student has another position within the University (concurrent employment) he or she should already have an I-9 on file. You can contact our office for verification.

☐ ## Timesheets and Paychecks

It is the responsibility of the hiring department to collect student time sheets (days/hours worked) and to record/submit these hours into CATS (the SAP Cross Application Time Sheet) on a regular basis. Employers, please be sure to let your students know which day/time you expect them to submit their timesheets to you each week.

Students who work through the JHU Student 'Temp' Program must use GREEN timecards to record their hours worked. These timecards are available in the Office of Student Employment Services. NOTE: Green Timecards are due each Friday by 4:30pm to Student Employment Services for processing.

Weekly paychecks are issued every Friday (excluding holidays) provided hours are entered into CATS on or before the appropriate cutoff date. Students must present their J-Card in order to obtain their paycheck from the office of Student Employment Services.