Student (Non-Tufts)/Temp New Hire Steps
Summer 2017

Congratulations on your recent offer of employment with Tufts University! We are excited to have you join the Tufts Summer Team (Conference and Event Services, International Programs and Partnerships & Summer Session). In order to get you successfully on-boarded and set up in Tufts University payroll system, it is important that you follow the instructions below carefully and in a timely manner.

Have you worked for Tufts University as a student worker before? If you answered yes to this question please go to step 1. If you have answered no, please go directly to step 3.

Step 1:
Please call Elizabeth Whalen at 617-627-3568 or visit our office at 108 Packard Ave. You will need to provide Elizabeth with your Social Security Number and Date of Birth. It is important that you provide this information on the phone or in person. Please do NOT email this information.

Step 2:
Within 24 hours, you will receive an email verifying your new employment. If you have not received a paycheck within the last month from Tufts you will be instructed to verify your Direct Deposit information (instructions can be found below in Step 1 of the next section).

If you are not instructed by email to verify any paperwork, congratulations you have completed the Tufts on-boarding procedure!

Step 3:
Please call Elizabeth Whalen at 617-627-3568 or visit our office at 108 Packard Ave. You will need to provide Elizabeth with your Social Security Number, Date of Birth and permanent address (note: this is where your first paycheck will be mailed).

It is important that you provide this information on the phone or in person. Please do NOT email this information. You will receive an email within 24 hours instructing you to complete the various forms (Direct Deposit, W-4, I-9) provided in instructions below. It is extremely important that you complete all steps within 48 hours of receiving this email.

We look forward to working with you this summer!
Student/Temporary Employees/Non-Tufts Student New Hire Steps

Employees of Tufts use Employee Self Service, a secured and protected paperless system, to access payroll, benefits and personal information online. Before your start date you will receive your Employee Self Service user ID and instructions on accessing the self-service site sent to the email address you have provided us. You then will be able to enter the information below in the online system. This information is necessary to add you to the university payroll. Missing information may result in a delayed start date, paycheck issue, or withdrawal of this offer of employment.

Please follow the instructions for completing the necessary online forms indicated below:

- Direct Deposit
- W-4 Tax Information: Federal and State
- Complete and Submit I-9 Form Information
- Notice of Deposit

1. Navigate to [http://hr.tufts.edu/eserve](http://hr.tufts.edu/eserve) and click on Employee Self Service Login

2. Click on the New Hire Steps: Temps/Students link

3. After you have read the instructions on the page click on the Next button in the top right corner
4. To setup your direct deposit click on Add Account
To add additional accounts click on the ‘Return to Direct Deposit’. When you are done setting up your direct deposit click on the Next button in the top right corner of the page.

5. Enter your information for your Federal and State tax forms. When you are finished click on Submit

**Federal and State Tax Data**

You must complete Federal and State tax withholding information so Tufts Support Services can calculate the correct amount of taxes to withhold from your pay. Taxes are withheld from your wages based on marital status and the number of allowances claimed. You may also specify that an additional dollar amount be withheld. You can file new withholding information anytime your tax situation changes and you choose to have more, or less, withheld.

Whether you are entitled to claim a certain number of allowances or exemption from federal withholding is subject to review by the IRS. Your employer may be required to send a copy of your W4 form to the IRS.

The federal government provides a worksheet with instructions and tables to assist employees in calculating the correct withholding. This worksheet is available at www.irs.gov under Forms and Pubs W4. It is also available on the Tufts HR website under Forms/Payroll Services Forms/Federal Form W-4: Employee’s Withholding Allowance Certificate.

If your address is incorrect here, please proceed and correct it in Personal Information section (or SIS if you are a student).

If your last name differs from that shown on your social security card check the box labeled ‘W4 Name Check’ and call 1-800-772-1213 for a replacement card.

**Home Address**

200 Boston Ave
Medford MA 02155

**Mailing Address**

200 Boston Ave
Medford MA 02155

Complete Federal (W-4) and state tax information by indicating the number of allowances you are claiming. Use the IRS worksheet if you need help calculating your correct withholdings.
Once completed, click on ‘Continue’ and then the ‘Next’ button in the top right corner of the page.

When you have completed the I-9 click on **Accept**, then **OK**, and then **Next** in the top right corner of the page.

You will receive an email acknowledging that you have completed the employee portion of the I-9 and instructing you to bring your acceptable forms of identification to Tufts Support Services within three business days from your date of hire. A list of acceptable documents can be found on the Human Resources website under Forms.

7. **Completion**
8. Notice of Deposit

To set up an email reminder for your direct deposit click on Home in the top right corner of the page and then under Menu click on Tufts Menus then on Notice of Deposit under Payroll & Compensation.

Select “Notice of Deposit”
Check box to sign up for notices
Select “Submit”