Tufts Student 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 email your student ID to Elizabeth Whalen at conferences@tufts.edu and CC your direct supervisor.

Step 2:
Within 24 hours, you will receive an email to your Tufts 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 provide your student ID to Elizabeth Whalen at conferences@tufts.edu and CC your direct supervisor.

You will receive an email within 24 hours to your Tufts account 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.
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.
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”