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

![Employee Self Service Login](image1)

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

![New Hire Steps: Temps/Students](image2)

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

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 complete, 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”