

## Student/Temporary Employees/Non-Tufts Student New Hire Steps

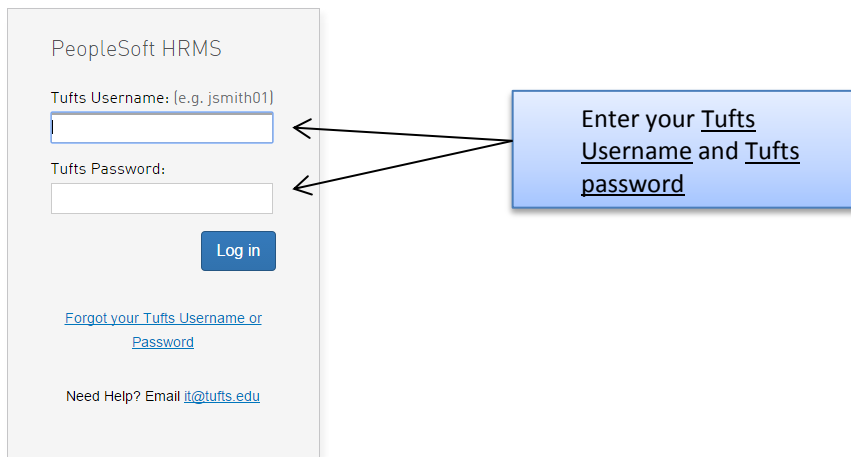
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Employees of Tufts use Employee Self Service, a secured and protected paperless system, to access payroll, benefits and personal information online. Before your start date you will receive your Employee Self Service user ID and instructions on accessing 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.

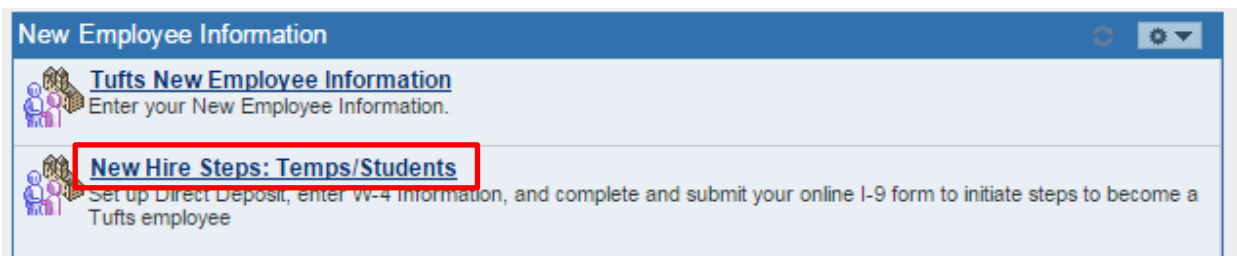
Please follow the instructions for completing the necessary online forms indicated below:

- 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> 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

Temp/Student Employee New Hire

New Hire Steps

Task Progress 0 4 5

- ✓ Welcome
- ✓ \* Enter Direct Deposit Details
- ✓ \* Enter W-4 Information
- ✓ \* Complete and Submit I-9 Form
- Tasks Completed

Temp/Student Employee Hire Steps

Welcome

### Welcome to Tufts University!

To complete your employee setup, please complete each step listed to the left:

1. Set up a bank account to automatically deposit your payroll funds
2. Complete your W-4 information for deductions
3. Complete and Submit your I-9 form electronically.
4. Once completed, you will need to bring your original, unexpired documents to Tufts Support Services within 3 Business days of your start date in order to have your documents verified and complete the I-9 process.

To get started click on the "Next" button in the upper right of the screen. After completing a task, use the "Next" button again to proceed to the next step. If you have previously completed any step, you may use the "Mark Task Completed" button to mark a step complete and use "Next" to proceed to the next step.

All tasks must be complete before you can be set up in the Payroll system.

Thank you!

4. To setup your direct deposit click on Add Account

## Direct Deposit

Review, add or update your direct deposit information.

Use this page to review, add or update your direct deposit information. You can add up to five accounts. The Deposit Type on your first account will default to 'Balance'. You may select any combination of amounts or percentages for any of your other direct deposits.

If you are changing your account, bank or account type please click 'Edit', add your information and then hit 'Save'. You may also delete any direct deposit account except the "Balance" account. If you would like to designate another direct deposit account as your "Balance" account or change the bank for the "Balance" account, just edit the information in the "Balance row" with the new account information.

Note, all new or changed accounts will be pre-noted up to two pay cycles depending on your bank. (Pre-noting is an electronic test to the financial institution to verify the Transit-ABA#, Account # and name on the account.) You will receive a "live" paycheck rather than just paycheck.

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order		
<a href="#">Balance of Net Pay</a>			Balance of Net Pay			<a href="#">Edit</a>	

[Add Account](#)

Direct Deposit

### Add Direct Deposit

**Your Bank Information**

Routing Number  [View check example](#)

**Distribution Instructions**

Account Number

\*Account Type

\*Deposit Type

\* Required Field

[Return to Direct Deposit](#)

1) Enter your bank account:

- Routing Number
- Account Number
- Account Type

2) Click the 'Submit' button

Note that the 'Deposit Type' on your first account will default to 'Balance of Net Pay.'

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

Trustees of Tufts College

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](http://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](tel: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.

**W-4 Tax Data**

Enter total number of Allowances you are claiming (10 or less)

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status  Single  Married

Check here and select Single status if married but withholding at single rate.  
Note: If married, but legally separated, or spouse is a nonresident alien, select 'Single' status.

W4 Name Check  
You must call 1-800-772-1213 for a new card.

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**Claim Exemption**

I claim exemption from withholding for the year  and I certify that I meet BOTH of the following conditions for exemption

1. Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability.
2. This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.

Check this box if you meet both conditions to claim exempt status.

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**Work Location for State Taxation**

What STATE do you work in?  What STATE do you live in?

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**State Tax Data**

Enter total number of Allowances you are claiming (10 or less)

If claiming more than 10 Allowances, use paper form at: [State Forms](#)

Enter Additional Amount, if any, you want withheld from each paycheck

Indicate Marital Status  Married

Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.

**Verify Identity**

To protect your privacy, verify your identity by typing your password. If you are not this user, click [Sign Out](#).

User ID: SDIMM101

Password:

You will be asked to verify your identity by entering your Tufts password.

Once completed, click on 'Continue' and then the 'Next' button in the top right corner of the page.

6. Complete the Employee portion of the I-9 Form.

I-9 Form

**Employee Information and Attestation**

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: [I-9 Instructions for Employee](#)

**Personal Information**

Last Name  Middle Initial

First Name

Date of Birth

Social Security #

Zip Code  Country

Enter your:

- Name
- Date of Birth (mm/dd/yyyy)
- Social Security Number
- Zip Code
- County

Add other names used (e.g., maiden name)

**Other Names Used (if any)**

Other Names

**Citizenship and Employment Authorization**

I attest, under penalty of perjury, that I am (select one of the following):

- A citizen of the United States
- A noncitizen national of the United States (only natives of American Samoa OR Swain's Island)
- A lawful Permanent Resident Alien Registration Number/USCIS Number
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Select the status that is applicable to you.

Please provide your Alien Registration/USCIS Number or Form I-94 Admission Number.

Alien Registration Number/USCIS Number

Form I-94 Admission Number

Source of Admission Number

Foreign Passport Number

Country of Issuance

If applicable, provide your 9 digit alien number or your 11 digit I-94 number

If you provide your I-94, you should also select the Source of Admission, Foreign Passport Number and the Country of Issuance.

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

**Minor and Special Placement Details**

If a parent or legal guardian of a minor (individual under age 18) OR a representative or a legal guardian of a person who meets the Special Placement criteria, as defined by the INS, completes this form, please select the following as they apply.

- Special Placement Employee unable to present a List A or List B document
- Minor unable to present a List A or List B document
- Prepared and/or translated by a person other than the Employee

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

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

## Temp/Student Employee Hire Steps

Tasks Completed

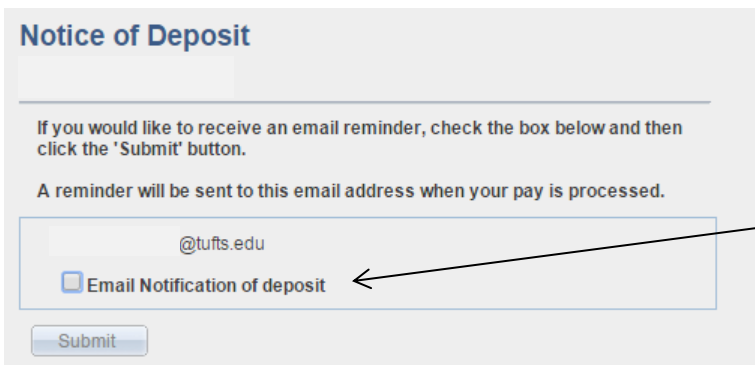
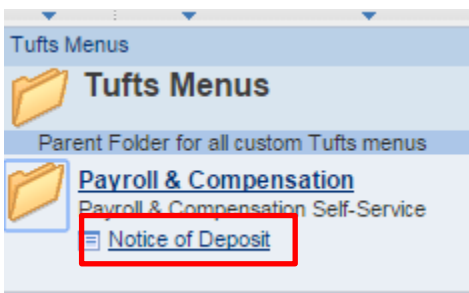
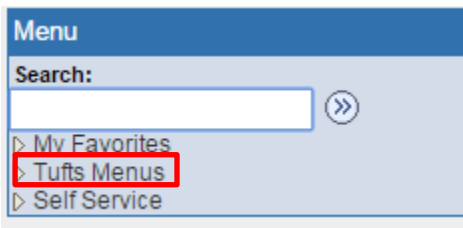
### Thank you!

You have completed all of the required steps. Please go to Tufts Support Services on or before your employment start date to submit the signed copy of the I-9 form.

If you have any questions, contact Tufts Support Services at 617-627-7000 or visit their [web site](#)

## 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.



A screenshot of the 'Notice of Deposit' form. The title 'Notice of Deposit' is at the top. Below it, there is a paragraph: 'If you would like to receive an email reminder, check the box below and then click the 'Submit' button.' followed by another paragraph: 'A reminder will be sent to this email address when your pay is processed.' Below these paragraphs is a text input field containing '@tufts.edu'. Underneath the input field is a checkbox labeled 'Email Notification of deposit'. To the right of the checkbox is a blue callout box with an arrow pointing to the checkbox. At the bottom left of the form is a 'Submit' button.

Select "Notice of Deposit"  
Check box to sign up for notices

Select "Submit"