NYU On-Campus Semi-Monthly Student Employee Checklist

Make sure to complete the steps below before you start working in order to be paid.

1. Update your personal information in **Albert**. Make sure your local address is current.

### If you are a new employee, or have not worked at NYU within the last 3 years:

- **2.** Complete Initial Appointment Form B in Albert one week before you start working.

#### International Students Only

- **3.** Apply for a Social Security Number (if you do not already have one).

#### New Employees

- **4.** Complete these tasks in **PeopleSync**, NYU’s HR system:
  - Fill out I-9 and W-4 forms (international students do NOT need to complete a W-4)
  - Sign up for direct deposit which is the fastest way to receive your pay

#### International Students Only

- **5a.** Bring to hiring department or Wasserman*:
  - Valid, unexpired Passport
  - Social Security Number or Social Security Number Application Receipt
  - Signed **Tax Compliance Notification** form
  - Work Authorization Documents (I-20 or DS-2019 or Employment Authorization Card)
  - I-94 Departure Record

#### New Employees

- **5.** Submit approved Form A or Form B to your hiring department (not required for students working at Steinhardt or Administrative Units).

### If you have worked at NYU within the last three years:

- **2.** Complete Reappointment Form A in Albert one week before you start working.

#### International Students Only

- **3.** Bring to your hiring department or Wasserman*:
  - Original, unexpired I-20, DS-2019 or an Employment Authorization Document
  - Completed Initial Appointment Form A

#### New Employees

- **4.** Sign up or confirm your direct deposit information in **PeopleSync**, NYU’s HR system.

#### International Students Only

- **5.** If you are a US Citizen or Permanent Resident, you will receive an email approval of Reappointment Form A from Wasserman within 72 hours. You do NOT need to visit the Wasserman Center.

*Students working at Steinhardt or Administrative Units must bring documentation to the Wasserman Center, instead of their hiring department.*

### Questions?

Contact your hiring department or the Wasserman Center

If you do not receive a paycheck, contact askpeoplelink@nyu.edu or 212-992-LINK (5465)