

Need to know before you start working

After I-9 Form Completion

US Citizens and Permanent Residents

Your income is subject to income tax withholding and default tax rate will be automatically applied to your payment. You can edit withholding rate or claim tax exempt (if eligible) online via ESS.

Go to MyJHU > ESS > Payroll Information > Federal and State Withholding

International Students

- Complete your Foreign National Information Form <https://web.onbase.jh.edu/UnityForms/targetpages/FNIF.html>
Questions about FNIF form, contact FNIF@jh.edu
- Complete your Tax withholding forms W4 and MW507 and submit them to FNIF@jh.edu
- Apply for Social Security Number. For instructions on how to apply for SSN, see https://ois.jhu.edu/Legal_Matters/Social_Security_Information
- Update your permanent SSN information with the University Tax Office <https://finance.jhu.edu/depts/tax/internal/>

Getting Paid

Student employee are on semi-monthly pay schedule. Pay day is on the 15th and the last day of each month. You can view your pay statement on ESS.

Go to MyJHU > ESS > Payroll Information > Pay Statement

Payment Method

If you do not have direct deposit, your paycheck will be mailed to your address on your payroll record. You can view your address on ESS.

Go to MyJHU > ESS > Personal Info > Permanent Address

You can also sign up to receive your payment via Direct Deposit on ESS.
Go to MyJHU > ESS > Payroll Information > Direct Deposit

Sign up for Direct Deposit How-to

Bank Details	
Payee:	<input type="text"/>
Routing Number:	<input type="text" value="Enter your Bank Routing Number"/>
Bank Account Number:	<input type="text"/>
New Bank Account Number:	<input type="text" value="Enter your Bank Account Number"/>
Re-enter Bank Account Number:	<input type="text" value="Re-enter your Bank Account Number"/>
Account Type:	<input type="text" value="Select Account Type"/>
Payment Method:	<input type="text" value="Payroll Direct De..."/>
Percentage:	<input type="text" value="0"/>
Or	
Dollar Amount:	<input type="text" value="0.00"/>
Disclaimer Checkbox:	<input type="checkbox"/> <input type="checkbox" value="Check Disclaimer Box, Review and Save"/>

**You can contact University Experiential Learning for further assistance via
Phone number 410-516-8414 (M-F from 8.30 am-4.30 pm) or e-mail stujob@jh.edu**