



OFFICE OF STUDENT EMPLOYMENT

Congratulations on your on-campus position! Please read this flyer carefully.

If you have **already worked on campus** in a job other than Sodexo, you do not need to supply additional documents unless you receive an email explaining what you need to provide.

If you have **not yet worked on campus**, you are a new hire. All **new** hires must submit important documents **before starting to work**. Please review [this onboarding section](#) of the [Student Employment website](#). The steps are:

US Students

1. **Onboarding Paperwork:** You will receive your onboarding packet via email from clarku@interviewexchange.com with the subject line "Your Onboarding Process at – Clark University [New Hire US Student]". Please complete all necessary paperwork in the Interview Exchange platform.
2. **Identity Verification:** You must complete identity verification in-person before you can begin work. Please bring *original and unexpired* versions of acceptable identity documents, per [USCIS Form I-9](#). We can only accept a List A item OR a List B item AND List C item. Photocopies are not acceptable.

International Students

1. **Onboarding Paperwork:** You will receive your onboarding packet via email from clarku@interviewexchange.com with the subject line "Your Onboarding Process at – Clark University [New Hire International Student]". Please complete all necessary paperwork in the Interview Exchange platform.
2. **Social Security Number (SSN):** In order to complete the onboarding paperwork, an SSN or proof of application for an SSN is required. Need an SSN? Email oncampusemployment@clarku.edu for instructions on how to apply.
3. **Identity Verification:** As noted in your onboarding paperwork, you must complete identity verification in-person before you can begin work. Please bring *original and unexpired* versions of acceptable identity documents, per [USCIS Form I-9](#). We can only accept a List A item OR a List B item AND List C item.
4. **Sprintax:** You will be receiving an email with instructions and credentials to log into Sprintax so that you can provide your immigration information to Payroll. This allows them to determine if you are eligible for treaty benefits, i.e., exempt from tax withholding.

Timesheets: If you are an hourly employee, electronic timesheets will be added to your CU Web account once you are onboarded and approved to work. If you don't see a timesheet in the CU Web portal, ask your supervisor if you are approved to work yet. If your timesheet is missing, you probably are not approved to work. Timesheets are to be submitted by you and approved by your supervisor every two weeks. [These timesheet entry instructions](#) will explain how to use the online system. We highly recommend you set your own reminder or add ours to [your google calendar](#)!

Please note: Students are expected read the [Student Employment Handbook](#), and to manage their employment circumstances themselves, be it working multiple positions on campus, working on-campus and off-campus at the same time, and/or any restrictions connected to visa, CPT, OPT, or any other status.