How to Report Hours as an Hourly Worker for Computer Science

To log the hours you work as an hourly RA or TA, you will use the online timecard system: http://www.cs.tufts.edu/~molay/timecard

To sign up to use the system at the start of each semester:
- Login with your CS username and password.
- If you work as an RA, for Systems, or the CS front office, select “Record RA/Staff Hours” and the funding source or name of the person you are working for. Ask CSadmin if you have questions.
- If you are a TA, select “Record TA Hours” and the number of the course you are working for. Ask csadmin if you have questions.
- Fill out the form completely.

If you have technical difficulties or questions about getting paid, send an email to csadmin@cs.tufts.edu. Please understand it will take a few days to get you enrolled in the system.

You need to renew your information every three years. This usually has to do with re-verifying your identity for the federal I-9 form. If you are not in the Tufts payroll system and think that you should be, go to Tufts Support Services and see if you need to re-verify your identity.

It is your obligation to report your hours promptly! Here are the guidelines for meeting your reporting obligation:

- **Hours for the prior week must be entered by Monday 9:00am.**
- If there is a Monday holiday, hours must be entered by Friday 1:00pm.
- Hours **MUST** be turned in weekly. The absolute deadlines for getting paid for hours worked during a semester job are as follows:
  - Fall semester: submit final hours before January 15
  - Spring semester: submit final hours before May 31
  - Summer work: submit final hours before September 15

Please note: the department is not responsible for lost wages if you do not fulfill this obligation.

As an hourly worker, your main point of contact for payroll matters is Ellen Quirk in 202B Halligan. She can be reached at equirk01@cs.tufts.edu.

Please refer to the policy document “Policies for Hourly TA Workers in CS” for more information.

**For Students Who Have Not Been Paid by Tufts Before**

You need a CS account! If you do not have one, email the systems staff at staff@eecs.tufts.edu or go to Room 231 with your Tufts ID. Once you have an account, email CSadmin so that they can add you to the system. This will enable you to fill out the application form that you will be directed to. Please fill this out and submit so that CSadmin can complete the payroll onboarding process.

Last updated December 5, 2019
Your information will then be entered into the payroll system. Once you are in the payroll system, you will receive two emails from Tufts Support Services with two different links. The first email/link will prompt you for your contact info and the second email will prompt you to fill out additional HR forms (I-9, W-4, and Direct Deposit). Please look for these emails and fill these out IMMEDIATELY.

If you do not receive this email within three days of signing up, you can call Tufts Support Services (TSS) at 617-627-7000 or email them at tss@tufts.edu to expedite the process. You can also walk over to TSS (62R Talbot Ave, next to the Pearson chemistry building) with your documents and see if they are ready for you. When they respond, you can go to TSS with all of your documentation and identification and fill out the forms there.

After you fill out these forms (either online or at TSS), you will need to go to TSS and show the proper forms of ID. The list of proper forms of ID can be found at https://www.uscis.gov/i-9-central/acceptable-document. This needs to happen within three days of filling out these forms. It is VERY IMPORTANT that you do this promptly. If you fail to do so, your record will be deleted and you will have to start this process over again. You will not be approved to enter your hours in the timecard portal until your new hire paperwork and I-9 verification is complete.

For International Students

If you are an international student, you will need to apply for a Social Security Number. These government-issued identification numbers are generally assigned to people who are authorized to work in the United States. More information can be found online on the Social Security Administration’s website (http://www.ssa.gov/pubs/EN-05-10181.pdf).

Please contact csadmin@cs.tufts.edu to ask for an Evidence of Employment Letter, which is one of the documents you will need for your application. The Tufts International Center’s website (http://students.tufts.edu/student-affairs/living-campus/group-six/international-center/taxes-and-social-security) has more information on how to apply for a Social Security Number (also referred to as an SSN). It will involve an in-person visit to a local Social Security office off campus.

The process of getting a new SSN from the U.S. government will likely take a few weeks. You will then be required to bring your new Social Security card to TSS so that your new SSN can be filed with Tufts University for payroll purposes.

Once you have a new SSN in your payroll record, we can complete the process of getting you set up in the timecard portal to log your hours.

Payment Schedule

The weekly deadline for entering hours into the CS timecard system is Mondays at 9:00am and on Fridays at 1:00pm if Monday is a holiday. Your first one or two checks will be physical paper checks and you can pick them up at Dowling Hall in the Student Services office. Tufts Support Services should have prompted you to fill out your direct deposit information, and after your first two checks your weekly payment will be deposited directly into your account. Payment is usually deposited on Fridays for the work you did in the prior week. Please report your hours every week to avoid extra hassle and work.