How do I get my Paycheck?

Answer: It does not happen automatically! Action is required on your part.

Step 1: You are required to submit the following forms to the Student Employment Center (Hughes 313) prior to your first day of work:

1. **I-9 Employment Eligibility Verification**
   - Original & current documents (no copies or expired documents) are required to verify that you are able to work in the U.S.
   - Documents must be shown within 3 business days of your start date.
   - See the I-9 form for a list of acceptable documents.
   - Call Mom and Dad today and ask them to send your documents if they have them!

2. **W4 Tax Form**
   - Controls the amount of federal and state income tax that is withheld from your pay
   - Ask Mom and Dad or a tax professional if you are unsure on how to complete this

3. **Confidential Employee Data Form**

4. **Payroll Payment Method Form**
   - Direct deposit is an option - this requires a voided check or direct deposit form from your bank (may take 1-2 pay periods to take effect)
   - Having your check mailed to you is another option
   - Pick up paper checks at Cashiers Office (Hughes 211)

5. **Notice to Employee Form**
   - Form used to acknowledge your rate of pay

Step 2: Approve your Time Card

- Approve your timecard on the last work day in the pay period
- You can see the payroll schedule on Payroll’s website: [www.sandiego.edu/payroll](http://www.sandiego.edu/payroll)
- For questions on Kronos talk to your supervisor, Payroll or visit: [www.sandiego.edu/finance/payroll/kronos/resources](http://www.sandiego.edu/finance/payroll/kronos/resources)

Step 3: Pay Day!

- Payday is every other Friday
- Pick up your check at the Cashier’s Office in Hughes 211, bring your ID
- If you selected another option your check will be mailed to you or direct-deposited

Keep this checklist to help you remember the steps and ask a Human Resources representative if you have any questions!

Human Resources: 619-260-4594 or hr@sandiego.edu
Payroll: 619-260-4818 or payroll@sandiego.edu