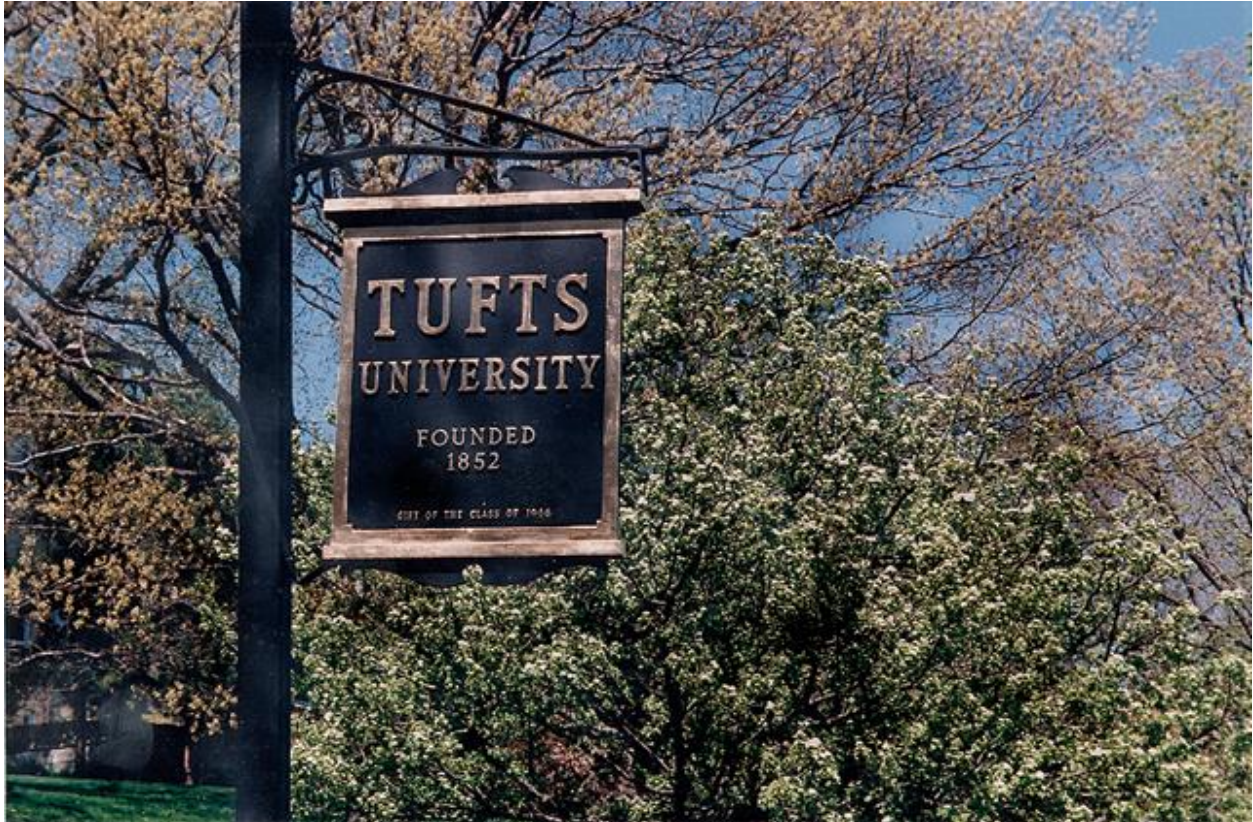




TUFTS UNIVERSITY

STUDENT EMPLOYMENT MANUAL



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FOREWORD

This manual was prepared with the intent to provide basic information and to help guide employers and students with employment issues. The information provided in this manual should assist employers in understanding general procedures, regulations, and other guidelines required by Tufts University in hiring, employing, and paying student employees.

We invite the community to direct any questions not addressed in this manual to the Student Employment Office, which is located in Student Financial Services, Dowling Hall, 419 Boston Avenue, on the Medford Campus. The Student Employment Office is open from 9:00am to 5:00pm, Monday through Friday. We can be contacted at (617) 627-2000 or via e-mail at student.employment@ase.tufts.edu.

EQUAL OPPORTUNITY EMPLOYMENT

The administration of Tufts University reaffirms its commitment to the principle of equal opportunity and equal treatment for every current and prospective employee. In hiring and in subsequent relationships with employees, University policies and practices are intended to preclude discrimination based on race, color, religion, sex, sexual orientation, age, disability, or national origin. Instead, differentiation is based on consideration of applicable job experience and/or job performance. Tufts encourages its employees to use the services of the Office of Equal Opportunity and the Student Employment Office if there are any questions or concerns about this policy.

THE STUDENT EMPLOYMENT OFFICE (SEO)

The Student Employment Office is a clearinghouse for employment opportunities for all Tufts students on all three campuses. During the academic year, students may pursue employment opportunities posted on the SEO job listing website, JobX at <http://student.jobs.tufts.edu>, which contains part-time positions for both on and off-campus. During the summer, students can choose from listings of full and part-time job opportunities. Besides being responsible for on and off campus job location and development, the SEO also oversees, but DOES NOT administrate, the student weekly

payroll. This includes managing the subsidized employment programs and setting student pay scales. The majority of students who are employed by the University are hourly employees who are paid on a weekly basis. Students are only paid for hours they actually work. Earnings do not include holidays, lunch hours, sick days, or vacations. Departments are responsible for paying 100% of regular student wages in addition to the appropriate fringe benefits (Worker's Compensation and Social Security). It is our firm belief that work experience is an important part of the educational process. Working helps students develop the habits and skills they will need when they begin their careers. Through our efforts, we strive to offer our students more and better employment opportunities to earn money, test career choices, and gain valuable work experience.

HIRING

On-Campus Student Employment Listing:

Departments desiring to offer positions to students should log on to JobX at: <http://student.jobs.tufts.edu>. Upon initial approval as users from the SEO, departments looking to post a job are able to log on and post, edit or remove their job description on the job listing website. The job listing should include a position description, qualifications necessary for the position, hours desired for scheduling, a suggested hourly wage rate, contact information, and any other relevant information. On a weekly basis the SEO reviews all jobs posted to check for accuracy and completeness. From these listings, eligible students can contact prospective employers to discuss the job opening in greater detail.

Student Hourly Pay Scale:

The two main responsibilities of the Student Employment Office are to enforce Tufts employment policies and to determine the pay rates for on-campus positions. Federal Law and University policy states that those who perform equal work must receive equal pay. For this reason, the SEO has produced the STUDENT HOURLY PAY SCALE. This schedule matches the position to pay rates so that employers know the level of compensation to which a certain student position is entitled. Student positions at Tufts differ in the level of skill, responsibility, and commitment demanded by the job. With this differentiation in mind, the SEO reviews and evaluates student job descriptions in order to assess the amount of compensation to which the position is entitled. Student positions are classified into six

levels. The levels reflect the degree of skill required to perform the job, the type of work, the amount of responsibility the position may demand, level of supervisory skills required, and the accompanying work conditions. Positions classified in the higher levels indicate the greater demands of the position, which reflect to a greater extent the aforementioned requirements. If the position you or your department is offering is not listed on the Pay Scale or if you feel the student is deserving of a wage not listed on the Pay Scale, please contact the Student Employment Office.

Tufts Hiring Policy:

Tufts policy concerning the hiring of students states that priority in hiring students is by affiliation to the University first. An application of this policy results in the following hierarchy of priority in student employment:

1. Work-Study Students
2. Other Aided Tufts Students
3. Non-aided Tufts Students
4. Faculty/Staff Dependents
5. High School Students from Medford, Somerville, Boston and Grafton
6. Students attending other colleges

All new on-campus employment position openings should be listed on the Student Employment website in advance of the time they are to be filled. All positions should be made available to Tufts students at least 10 days before applicants from other groups are considered.

THE HIRING PROCESS

Tufts Support Services (TSS) utilizes electronic processing system, ePAF, to process student employees. Through an application and approval process for system access, departmental staff can complete all transactions necessary to hire a student employee, online. Any incoming student, who is hired as a temp during the summer prior to his/her freshman year, cannot be hired on the student payroll for the academic year until the temp position has been terminated. Once terminated, the student's information can be reentered for the new academic year.

Information to Complete:

If this is the first time you will be working through Tufts student payroll, either on campus or at an approved off campus organization, you must complete an ePAF student worksheet, available at <https://access.tufts.edu/forms#hr>, before you begin to work. This ePAF student worksheet should be returned to the Department/Manager that is hiring you. Additionally, once your department has officially hired you, through the ePAF system, you will receive an email from TSS giving you access information for “Employee Self Service” (eServe). The following information must be completed online in Employee Self Service on or before your first day of work.

1. Direct Deposit information (have check available to obtain your bank routing number and account number).
2. W-4 and M-4 (federal and state) tax withholding forms
3. Employee portion of the Employment Eligibility Verification Form (Form I-9)

NOTE: In addition all hiring departments must make sure to send new student hires or rehired students (for whom it has been more than 3 years since the Form I-9 verification was initially completed) to TSS with their original documents to verify their I-9 within 3 business days of their start date. See the TSS Home Page, <http://tss.tufts.edu> for location and hours of operation.

You cannot begin work and will not be paid until this information is complete.

If you are simply working in a different department or company, but have already worked for Tufts and completed this information within the last three years, or if you have not had any lapse in employment since you originally completed the information, you do not* need to re-verify your I-9, but can use Employee Self Service to verify and/or change your W-4 and/or Direct Deposit information. If you have had a lapse in employment (ex. You stopped working over the summer) and it has been more than three years since you last brought your original documents to TSS for I-9 verification, you will need to complete this step again upon your rehire. *Foreign Nationals with temporary work authorizations will also need to re-verify the I-9 prior to work authorization documents expiring. TSS will send email notifications when the expiration date is approaching. Failure to provide an updated I-9 will result in termination.

◆ *Direct Deposit Enrollment Form*

The University will pay all student employees exclusively via direct deposit. Students can have their net pay directly deposited to a checking or savings account at any financial institution they choose. Tufts Support Services pre-notes all requests for direct deposit. Pre-noting is an electronic test to the financial institution to verify the transit-ABA #, account #, and the name on the account. Students can view paystubs in eServe and can opt in to receive an email for Electronic Notice of Deposit (within eServe, click Notice of Deposit under Payroll and Compensation).

COMPENSATION

Recording and Reporting Hours Worked (for Department Administrators/Timekeepers)

PeopleSoft permits only one hourly and one semi-monthly assignment per home department for each student employee. If a student works in more than one area within the same home department, hours worked should be reported with the appropriate hourly rate of pay and/or dept. ID override, if applicable.

A Department Administrator/Timekeeper will enter the hours worked online through Time Entry. Time Entry contains the student's name, Employee ID, and hourly wage. For those students participating in a Work-Study Program, their work-study balance is recorded. Students should record daily the number of hours worked via a timesheet or whatever method their Department Administrator/Timekeeper has requested. A student cannot enter hours directly into the Time Entry system.

The Department Administrator/Timekeeper must enter the hours worked into the PeopleSoft Time Entry system no later than Tuesday at 3:00 pm. The deadline, however, may differ for those weeks containing University-celebrated holidays. Please refer to the Tufts Support Services website for a payday calendar list. Newly hired students will not show up immediately in the Time Entry System. New hire timesheets are available for newly hired students. Timesheets can be emailed to tss@tufts.edu or faxed X77001.

Departments who need access to the PeopleSoft payroll system should know that an application process is required. Interested departments should contact the Tufts Support Services Center for more information and for an application.

Pay Period and Pay Distribution

For payroll administration purposes, the workweek begins on Sunday and ends on Saturday. Hourly paid employees are to be paid within six working days after the close of the pay period. Incomplete timesheets will not be processed. It is the responsibility of the supervisor, Department Manager, or Timekeeper to enter the student hours, online into the Time Entry System. Departments are the record-keepers for all hours.

Direct Deposit is a condition of hire for all employees including student employees. This system allows all University employees to have their net pay electronically deposited into a bank account of their choice, provided that the bank is a member of the automated clearing house (ACH) network.

Tufts Support Services pre-notes all requests for direct deposit. Pre-noting is an electronic test to the financial institution to verify the transit-ABA #, account #, and name on the account. During this process, a paper check is rendered. Please review the TSS Knowledge Articles at https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000CyH4&object=Tufts_Support_Services_kav for information on where you will receive your first paycheck. Students can view paystubs in eServe and can opt in to receive an email for Electronic Notice of Deposit (within eServe, click Notice of Deposit under Payroll and Compensation). Checks older than 90 days are considered stale-dated and cannot be cashed. Checks must be brought back to Tufts Support Services for replacement.

Taxes

During the academic year, Tufts students working on campus do not have FICA (Federal Insurance Contribution Act) taxes withheld. Per IRS Revenue Procedure 2005-2011, students working in an approved off campus work-study organization will be subject to FICA taxes because they are not working at the school.

Off campus employers pay their share of FICA for each of their work study students. Therefore all Tufts work study contracts will include an additional 7.65% charge for FICA. This is in addition to the work study obligation (25%) of the student's wages. So for example, if a student has a \$2000 work study award, you would be responsible for 25% of the \$2000 (\$500) plus 7.65% of the \$500 for FICA (\$38.25), totaling \$538.25

During the non-academic months, FICA is withheld from student payment of wages because the student employees are not considered full-time students. Foreign students may be exempt from paying FICA and should address questions concerning applicability to the

International Center located at 20 Sawyer Avenue on the Medford Campus or to the International Affairs Office located at 35 Kneeland Street on the Boston Campus.

In compliance with the Internal Revenue Service policy, Tufts Support Services issues W-2 Forms to students prior to the end of January each year. These forms indicate wages earned the preceding calendar year and can be accessed via the student's employee self-serve account. In addition to informing students of their earnings, W-2 Forms are necessary for filing federal, state, and local tax forms. Federal and Massachusetts state tax forms are available at local US Post Offices, at most public libraries, and at some banks.

Please note that Tufts cannot provide advice or assistance in completing tax forms. For foreign students, the International Office has tax prep software to assist you in filing your tax return with the Federal and State Governments. Additional information about the web based software is located on the International Center website (<http://ase.tufts.edu/center/taxes/preparation.asp>). The International Center and Tufts Support Services are not in a position to offer tax advice. If you have specific tax questions or concerns, you will need to contact a tax professional (either a Certified Public Accountant or Tax Attorney). Other tools to assist you in filing your taxes are the Internal Revenue Service website (www.irs.gov) and the Massachusetts Department of Revenue website (www.mass.gov/dor).

Work Periods for Work Study

Student positions must be approved at the beginning of every new work period. The academic year work period usually begins the first Monday in September and continues until graduation day. The summer work period begins the first Monday after graduation and continues until the academic year begins. The exact dates may be obtained from the SEO. Work-study subsidy of wages applies only to the work period for which it is appropriated. Work-study money cannot be held over for use in the next work period or used retroactively.

SEMI-MONTHLY CONTRACT STUDENT PAYROLL

Some student positions are paid on a semi-monthly basis. Monthly positions are determined by the appropriate school, deans, and departments. Positions that are most frequently paid on a monthly basis are graduate teaching assistants and research assistants. The condition of hire forms are the same as those for students paid weekly. The ePAF will differ only by choosing "Contract" instead of "hourly" under the "Job Code". The Student Employment Office does not authorize nor administrate the semi-monthly contract student payroll. All inquiries regarding semi-monthly student jobs should originate from the Department and should be directed to TSS. Please review the TSS Knowledge Article at

https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000CyH4&object=Tufts_Support_Services_kav for information on where you will receive your first paycheck. These positions are entered into the system as 15 hours per week positions.

PROCEDURE DURING TERM OF EMPLOYMENT

Student Responsibilities

Students are a vital part of the operation of most departments. Students must be aware of the fact that departments are reliant on the services students contribute just as they depend on the work performed by the full-time staff. For this reason, the following student responsibilities are listed to give students an idea of what is expected of them as employees:

1. To perform duties conscientiously, responsibly, and in accordance with the written job description.
2. To report to work on time and remain working until the specified hours are completed.
3. To maintain his/her own record of days and hours worked. Review earnings progress with the supervisor in the middle and at the end of each semester.
4. To give the supervisor sufficient notice if unable to report to work (usually 24 hours).
5. To notify the supervisor of any change in class schedule which may affect the work schedule.
6. To notify the Student Employment Office if employment has been terminated, there is a desire to transfer to another department/agency, or the student plans to withdraw from or not return to Tufts.
7. To give the supervisor two weeks notice or find an acceptable replacement if student plans to terminate employment.

Supervisor Responsibilities

Supervisors must realize that students' first obligation is to their academic work. Supervisors should be flexible and understanding of the many demands placed on students. The following responsibilities will help facilitate the employment of students and to direct the efforts of supervisors:

1. To make positions available for students on the job listing website, JobX.
2. To promptly complete and enter the Student Personnel Action Form (ePAF) online. Failure to do so will prevent the activation of time entry for the student.
3. Be sure the student has filed an I-9 Form, and a Direct Deposit Form eServe.
4. To make sure student employees' working conditions are equivalent to those of other workers.
5. To outline all basic work expectations and responsibilities for student employees and explain the importance of their duties.
6. To assist each student in establishing good work habits.
7. To realize the potential impact that the job and supervisor will have on each student's work attitude and achievement, and therefore, to show concern and understanding for each individual.
8. To notify the SEO of any changes in the status of student employees.
9. Supervisors must ensure that hours are entered for the hourly students on a weekly basis in Time Entry.

Pay Raises

The Student Hourly Pay Scale Form is divided into six levels and each level has a range of salaries. Students beginning a new job should start at the lower end of the range in the appropriate level unless they have previous experience. Under the discretion of the supervisor, students may be awarded a pay increase based upon work history. Students may receive pay raises at the beginning of the semester after completion of one semester's work. If students perform beyond expectations and assume tasks and responsibilities above their designated level, the supervisor should promote them to the next level.

Working Hours and Overtime Pay

Changes to an IRS regulation (26 CFR Part 31), promulgated in December 2004, relaxed the twenty hour per week limit for FICA exemption eligibility for United States citizens. This applies to both undergraduate and graduate students. However, it is Tufts' policy that students not work more than the recommended twenty hours per week, except during semester breaks. In addition, the Student and Exchange Visitor Information System

(SEVIS) limitation on hours worked per week by international students (a maximum of 20 hours/week) continues to apply to visa holders.

During academic breaks and the summer sessions, students may work full-time (forty hours per week). Tufts' policy states that students may not work in excess of forty hours in a given week. In some situations students may work part-time for multiple departments, in which case it is the joint responsibility of the supervisors and the student to ensure that the sum of all of the hours worked in every department does not exceed twenty hours in any one week during the academic year (or forty during semester breaks).

When faced with deadlines, departments sometimes request that their students work overtime. In the event of a student working in excess of forty hours in one week (during semester breaks), the student must be paid time and one-half. This is in compliance with state and federal law.

Jury Duty

By law, employers are required to pay their student employees regular wages if the student is called for jury duty. If the student sits on a case, the employer must pay for the first three days. After that, the state will compensate the student. *The employer should pay the student for the first three days of juror service if and only if he or she is scheduled to work that day. The student would be compensated only for the hours he or she is scheduled to work.*

Meal Periods and Coffee/Rest Breaks

By statute, it is required that employers allow a thirty minute meal break for any employee who works more than six hours in a day. The break may be paid or unpaid. There is no provision in Massachusetts regarding rest or coffee breaks during a four hour work period. However, many employers do provide a ten or fifteen minute break during every four hours of employment.

Worker's Compensation

Students who are injured or contract an occupational disease during the course of employment are eligible for Worker's Compensation provided that the disability was not self-inflicted.

Injury includes any physical harm or damage received during employment caused by external accidental means. The injury must occur while the student is performing tasks for his/her supervisor.

When an employee is injured, the Supervisor and/or Employee should complete an Accident/Incident Form and submit the form to Risk Management as soon as possible. The form should be emailed to Bret.Murray@tufts.edu.

Progressive Discipline

Occasionally, problems arise between the supervisor and the student worker. When disputes occur, the Student Employment Office urges both parties to engage in open and candid discussion to resolve the situation quickly and to avoid any problems.

When supervisors encounter problems with student work performance, they may inform the student through the Progressive Discipline Procedure. First, the supervisor must give the student a verbal warning, disclosing the reason(s) for his/her dissatisfaction. The purpose of the warning is to initiate discussion so that the specifics of the problem may be discussed and the possibilities for correction and improvement addressed. If the verbal warning does not remedy the situation, the supervisor's next step is to issue a written warning containing a statement of the problem(s) and the necessary corrections. The student must sign the statement to indicate that it has been read and understood. A copy of the signed warning should be forwarded to the Student Employment Office. In cases where the problem reoccurs after the written warning, the employer may take appropriate disciplinary action, such as suspension or termination. The disciplinary measure is left to the discretion of the employer.

An exception to this procedure occurs when a student violates University policy. Violation of Tufts University policy calls for immediate termination. Infractions that result in dismissal include stealing, intoxication, insubordination, dishonesty, and breach of confidentiality. Under these circumstances, the supervisor must notify the Student Employment Office with a documented memo citing reasons for dismissal.

The Director of Student Employment is available to aid in the mediation of disputes and counsel supervisors and students during the grievance procedure.

Grievance Procedure

Students who feel that they have not been treated fairly by their employers should first attempt to discuss the problem with their employer. Problems may include the

employer demanding too many work hours from the student employee, the employer not paying the student on time, or a personality conflict between the student and the supervisor. Whatever the case, the student should present the problem to his/her employer.

If the problem is not resolved by discussion, students may consult with the Student Employment Office. Students may wish only to speak with counselors or they may request that a formal grievance be written. Written grievances are presented to employers so that the problem may be solved in such a way as to satisfy all parties involved.

The Student Employment Office realizes that students may feel helpless when faced with a confrontation with their supervisors. The SEO is available to aid students who may be having difficulty in their work environment. The major concern of the SEO is the welfare of student workers. Thus, we urge students to contact us when problems arise.

Resignation/Termination

In cases where students find it necessary to resign, they must provide employers at least two weeks advance notice of their employment termination. Under extenuating circumstances, when students are unable to meet this minimum requirement, they should consult their employer. Employers who wish to terminate student employees must provide students with at least two weeks notice in advance. In either situation, the SEO must be notified with a documented memo. The SEO must be notified of all early terminations or resignations that end employment before the scheduled end date provided on the PAF.

SUBSIDIZED EMPLOYMENT PROGRAMS

Work-Study:

As part of their financial aid package, some students may be awarded work-study. Work-study is an employment program whereby student wages are subsidized. Work-study is awarded primarily during the academic year. The Student Employment Director approves the summer work-study program on an individual basis only. Usually, summer work-study is limited to the off-campus community service and America Reads programs.

Note: To utilize the work study program on campus, employers when entering the student's job into the ePAF system on line, need to choose Tufts Hourly Student "9000" in

the Job Code section and Tufts Hourly Stu-non Work Study “9001” for non- work study positions.

Federal Work-Study Program

The Federal Work-Study Program (FWSP) was developed by the federal government to help students with financial needs to help themselves. The work-study program consists of part-time employment during the academic year and full-time employment during the summer. As part of the Federal Work-Study Program, the government subsidizes a certain percentage of the student’s wages and the department is responsible for paying the remaining. FWSP authorization for on or off campus employment can only be obtained through the Financial Aid Office. Separate approval for FWS is required for employment during the academic year and for employment in the summer.

- *On-Campus Work-Study*

There are various positions offered by many of the departments on Tufts campus for students. These jobs are available on a part-time basis during the academic year. During the summer there are a few individually approved community service and America Reads jobs available on campus on a full-time basis.

- *Off-Campus Community Service Work-Study*

This program allows work-study students to work for non-profit organizations in positions that will directly benefit the community. The SEO has well over 100 listings each year of non-profit and public agencies with open positions. Students who are interested in working for agencies they are familiar with are encouraged to inquire at Student Employment for approval.

America Reads

Another important work-study program, to which we are committed, is the America Reads Program. The Secretary of Education issued a waiver that allows 100% of the wages of a work-study student to be paid from federal dollars if the student is employed as a reading or math tutor for children who are in preschool through elementary school. This waiver has been expanded to include students employed as tutors in a family literacy program that provides services to families with preschool or elementary school children.

Tufts Subsidized Work-Study

Tufts Subsidized Work-Study (TSWS) is offered to need-based aid applicants, including international students, who are unable to obtain suitable on-campus employment without subsidized wages. The Financial Aid Office will subsidize 75% of the student's wages and the student's employing department pays the remaining 25%. TSWS is only awarded during the academic year.

Subsidized Employment Program Regulation

When student employees have completed their authorized subsidized earnings, they may request the Financial Aid Office to increase their award. If the student does not qualify for the further subsidized employment program assistance, the department will be responsible for 100% of the student's wages. All employers participating with the subsidized employment programs must pay for fringe benefits of the student's earnings. These fringe benefits include Worker's Compensation during the academic year and Worker's Compensation and Social Security (FICA) during the summer employment period. There are several other stipulations to the program:

1. The Financial Aid Office determines eligibility for subsidized employment after the student and parent(s) submit an annual application for financial assistance and a financial statement to FAFSA, CSS and IDOC.
2. Students who withdraw, go on leave, or graduate are not eligible to participate in the program. Students who have earned the authorized amount may not participate without further authorization.
3. Tufts University is required to terminate Federal Work-Study (FWSP) authorization for any student who does not maintain satisfactory academic progress according to university standards. No part of an authorized award that remains unearned at the end of the academic year or summer employment period may be carried over to the next period.
4. FWSP students may work for an approved Tufts, federal, state, city, or private non-profit organization, provided the work is in the interest of the public. In no event is work considered in the interest of the public if it is for the primary benefit of an individual or members of a limited membership organization (fraternal, religious, or cooperative groups). Furthermore, work for an elected official or

individual seeking public office, and work for any group that considers the political support or affiliation of the student as a primary factor will not qualify for FWSP. Currently, profit-making organizations are not allowed to employ FWSP or TSWs students.

INTERNATIONAL STUDENT INFORMATION

All Tufts employees, including international students, must fill out a W-4 form regardless of any tax treaties or other treaty benefits. A Social Security number must be used on this form; a temporary Tufts assigned number will not be accepted. If the student does not have a valid Social Security card, one must be obtained as soon as possible for verification. In order to apply for a social security number, a student must have an on-campus job offer. International students may be exempt from having Federal Insurance Contribution Act (FICA) taxes withheld. Questions concerning eligibility should be addressed to the International Center located at 20 Sawyer Avenue, or Fletcher's Registrar Office on the Medford Campus or the International Affairs Office located at 200 Harrison Avenue, Posner Hall on the Boston Campus.

International Offices are not in the position to advise international students about U.S. taxation and tax treaties. If you should have general questions regarding treaty information or U.S. taxation, you may contact Tufts Support Services, 62R Talbot Avenue, Medford, MA 02155.

International Student Work Eligibility

Foreign student eligibility to work on-campus is dependent on the type of student visa they have been granted.

International students attending Tufts University on an *F-1 Visa* (I-20 document) or *J-1 Visa* (DS 2019 document) are eligible to work on-campus jobs without special permission from the U.S. Citizenship & Immigration Service (USCIS). International students can work on campus up to 20 hours per week during the year, which is dictated by their visas. There are two types of off-campus permissions: one is work permission that is granted due to unforeseen economic hardship and the other is practical training.

Off-campus work authorization based on economic hardship is extremely difficult to secure and must be discussed with the appropriate International Office. This application requires a student to demonstrate to the USCIS and to the International Office that there has been a radical change in the student's finances based on a natural or economic disaster that has occurred in the student's home country or in his sponsor's finances and abilities to pay the student's educational costs.

After being a full-time student in good academic standing for two consecutive semesters (not including summer school), F-1 and J-1 students are permitted to apply for off-campus paid work authorization. The proposed work to be done must be in a position related to the student's academic field of study, known as Curricular Practical Training (CPT) or Pre/Post Completion Practical Training. It is critical to know that an international student cannot work off-campus without having applied to the USCIS for work authorization. This requires having been at Tufts for at least two semesters as a full-time student. Obtaining Pre/Post Optional Practical Training work permission normally takes up to three months, so advanced planning is strongly recommended. Applying for Curricular Practical Training has specific guidelines which must be followed and submitted to the appropriate International Office. Each International Office offers sessions regularly to explain the process if applying for off-campus work authorization. Contact the International Office that is responsible for your visa document (I-20 or DS 2019) to either sign up or learn about this option

For more information about work eligibility, there are three Tufts International Offices that provide assistance to international students. The Fletcher Registrar's Office, advises Fletcher students about their visas. The Boston Office of International Affairs advises graduate students from the Dental, Medical and Sackler schools regarding visas. The International Center in Medford advises undergraduate and graduate students in Liberal Arts, Engineering, the Graduate School of Arts & Sciences, Gordon Institute, School of Nutrition and the Veterinary School in Grafton, on visa issues. Any questions that international students have about work authorization either on or off campus should be directed to the office which issued the student's visa document.

NON-TUFTS STUDENT EMPLOYMENT AND PAYROLL

In cases where employers are unable to find Tufts students to fill positions that have been posted with the SEO for at least 10 days, employers may fill the position with students who do not attend Tufts University. Eligible students include students who are currently enrolled at another college or university, high school, or other higher learning institute. Students in this category are paid through the Non-Tufts student payroll because of tax stipulations. Please review the TSS Knowledge Article for information on where you will receive your first paycheck at https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000CyH4&object=Tufts_Support_Services_kav.

CONFIDENTIALITY

The Student Employment Office respects the privacy of the students and employees of the university. Employee files are kept confidential.

The SEO often receives calls from banks and credit agencies or employment agencies regarding credit references, mortgages, and the like. If requested, the SEO will verify employment history. Any additional information will not be released without the expressed permission of the student employee.

The SEO cannot and will not release personal information, such as students' campus addresses or telephone numbers to any outside agency or inquiry. Please refer all informational calls to the Tufts operator and not the Student Employment Office.