

Student Employee Checklist

The following is intended to guide you through the Student hiring process

Apply to your job through Taleo

- Go to the [student employment website](#) and click on “find a job”

Accept your offer letter

- You will receive an email from Human Resources with instructions on how to accept your offer. Use your login that you created when you applied to log in and accept your offer.

Fill out your I-9 form

- If this is your first job on campus, please follow the onboarding instructions listed in your offer letter.
- If you have had a previous job on campus you will not need to complete the I-9 form again. Our office may reach out to you if your position requires a background check.

Employment confirmation

- Once you receive a confirmation email from Human Resources, you are then eligible to begin working on campus. It may take up to 48 hours to gain access to your Cloud account.
- Please note: your employment is contingent upon the completion of your onboarding paperwork

Access your timesheet

- [Timesheet Instructions](#)
- Any timesheet/ payment related questions, please contact payroll@tcnj.edu

Sign up for direct deposit

- [Direct Deposit Guide](#)

If you have any questions about the student hiring process please reach out to stuempl@tcnj.edu.