

Attention Students

**Do you plan on working at the GSD?
Wondering how to get paid?**

HAVE YOU

- Completed a Temporary Hire Form?
- Completed tax forms?
- Completed a direct deposit form?
- Completed an I-9 form (with appropriate documentation for review)?
- If not a U.S. Citizen, completed GLACIER?
- Completed the on-line work-study referral card, if eligible?

The above paperwork **must** be completed and submitted to the hiring department within 3 days of the start of work in order to comply with federal and state law.

TO RECEIVE A PAYCHECK YOU NEED TO

- Submit timesheets on a weekly basis.

Your departmental payroll coordinator will inform you when timesheets are due for payment the following Friday. Holidays may require timesheets be submitted earlier.

All of these forms can be found at:

<http://www.gsd.harvard.edu/resources/payroll/>