CHECKLIST FOR STUDENT EMPLOYMENT
New Hires and Rehires

The Process for US Citizens and Permanent Residents
If you have never had a job at The New School, or if your last job at The New School ended before September 1, 2018:

☐ You CANNOT BEGIN work until you have completed your new hire paperwork with Human Resources
☐ Once you receive an on-campus job offer (On-Campus Student Employment or Federal Work Study), you should come to the Human Resources office as soon as possible to complete new hire paperwork
  o The Human Resources office is at 80 Fifth Avenue, 8th floor. Office hours are from 9am-5pm, Monday - Friday.
  o You will need to bring original, unexpired documents that establish both identity and employment authorization (see I-9 list of acceptable documents) https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf
  o Note that photocopies or scanned images of documents are NOT acceptable for this purpose, and that expired documents (passports, driver’s licenses, etc.) cannot be used
  o We highly recommend that you bring a copy of a voided check or direct deposit letter from your bank if you wish to be paid via direct deposit
☐ Once your paperwork has been processed and you are set up in the university’s MyDay system, Human Resources will contact your department to set up your hourly position or your stipend payment. You CANNOT BEGIN working until this process has been completed.

If you have worked and been paid via Payroll at The New School at any time since September 1, 2018 and are set up in MyDay:

☐ You do not need to visit the Human Resources office unless you have questions about taxation or other employment issues
☐ You CANNOT BEGIN working until your department has set up your hourly position or stipend payment

Office of Human Resources
80 Fifth Avenue, 8th Floor
New York, NY 10011
212.229.5671
hroperations@newschool.edu

Global Engagement and International Support Services
72 Fifth Avenue, 3rd Floor
New York, NY 10011
212.229.5892
iss@newschool.edu

Social Security Card Center
Manhattan Office
123 William Street, 3rd Floor
New York, NY 10038
(2,3,4,5,A,C to Fulton Street)
M – F 7 am – 4pm