

Student Employee Checklist

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

- Apply to your job through Taleo**
 - Go to <https://studentemployment.tcnj.edu/> and click on “find a job”

- Accept your Offer Letter**
 - Go to <https://studentemployment.tcnj.edu/> and click on “find a job”
 - Use your login that you created when you applied to log in and accept your offer

- Verify your Birthdate and Social Security Number**
 - Go to <https://studentemployment.tcnj.edu/> and click on “find a job”
 - Use your login that you created when you applied to login and verify your information

- Fill out your I-9 form**
 - If this is your first job on campus, you will receive an email from Student Employment with instructions and a link to fill out your I-9 form
 - If you have had a previous job on campus, please reach out to stuempl@tcnj.edu to verify that we have your information on file.

- Access your Timesheet**
 - Go to <https://today.tcnj.edu/> and click on Oracle Cloud
 - Log in with your regular TCNJ credentials
 - Click on the Time and Absence module
 - Timesheet Instructions: <https://payroll.tcnj.edu/wp-content/uploads/sites/76/2021/01/Time-Card-Student-1.pdf>

- Sign up for Direct Deposit**
 - Login to Oracle Cloud using your TCNJ credentials
 - Instructions: <https://payroll.tcnj.edu/supplemental-payments/>

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