

## Hourly Paid Student Instructions

Welcome to RLE!

Here are the steps to follow in order to get paid...

1. Go to RLE Headquarters (36-413) to sign-in.
2. You must complete your I-9 form within 3 business days from your start date. **This must be completed in order to get paid.**

### MIT STUDENTS:

Please go to <http://hrweb.mit.edu/I-9> and complete Section 1 of the I-9 form.

### VISITING STUDENTS (non-MIT):

Please go to <https://atlas.mit.edu>, scroll down to I-9 Administration under the Administer Employee Information section. Complete Section 1 of the I-9.

3. Set up your direct deposit:
  - Go to: <https://atlas.mit.edu>
  - Click on **About Me** (top menu) > **Direct Deposit Preferences** (left menu)

**International Visiting Students – follow directions below to obtain a social security number\***

4. Submit your timesheet *on a weekly basis*:
  - Go to <https://atlas.mit.edu>
  - Click on **Time and Vacation Entry** (left menu) > **Time Sheet Entry** (center menu)
  - Enter your hours then click **Save**
  - Click on **Print this Page** and print your timesheet. You and your supervisor must sign it.
  - Bring your signed timesheet to RLE Headquarters and leave it in the timecard slot of office 36-429 (Maxine Samuels). Timecards are due before 5pm on Fridays.

**If you don't submit your signed timesheet, you will not be paid.**

### THE FINE PRINT

- Failure to submit your hours and drop off your signed timesheets on a weekly basis, could result in your funding source being terminated by the UROP office. RLE is not responsible for finding another source of funding for you if this should occur.
- If you work and don't get paid, find out why! Come to RLE headquarters to speak with Maxine Samuels (36-429).
- Students cannot work more than 20 hours per week during the Fall and Spring semesters. During IAP and Summer, you may work up to 40 hours, dependent on your faculty's approval.

### \*INTERNATIONAL VISTING STUDENTS

If you are an international visiting student, you will need to obtain and record your Social Security number:

- For information on how to obtain a SSN, go to: <http://web.mit.edu/iso/students/ssn.shtml>
- To record your number go to WebSIS: <http://student.mit.edu/>  
Click on **For Students** > **Biographic and Emergency Records** > **Names, Last School Attended, Birthdate, SSN, Citizenship**

**QUESTIONS?**

- If you have questions about submitting your timesheet, contact Maxine Samuels at (617) 253-5281 or [msamuels@mit.edu](mailto:msamuels@mit.edu)
- If you have direct deposit or tax questions, please contact Payroll at (617) 253-4255 or [payroll@mit.edu](mailto:payroll@mit.edu)
- If you have questions as an international student, please contact the International Student Office at (617) 253-3795 or [iso-help@mit.edu](mailto:iso-help@mit.edu)