

MEMORANDUM

FROM: Courant HR

TO: Cole Smith Copy To: Dennis Shasha

DATE: June 27, 2016

RE: Student employment – Your responsibilities

You have been selected to start student employment at the Courant Institute. **Before you can actually start** to work, you must take the following steps:

1. **Register** with the Wasserman Student Center
2. **Obtain an “On-Campus Student Employee Application Form” (Wasserman Form)**
3. **Delivered** the form to Courant HR by emailing the form (your **social security number cannot appear on the form if emailed**) to Stephanie Lo at lo@cims.nyu.edu, or bringing it to room 804, or placing the form in the metal lock box located outside room 804 (and emailing Ms. Lo that you left it there.)
4. **Receive an email notification to begin work from Courant HR**

Your obligations as a student employee:

Once Courant HR receives the Wasserman form and **notifies you that you can start work**, your student employment information is entered on the payroll system prompting your access to the **myTime system**.

MyTime is the University mandated payroll recording system. You must log in from your NYUHome page and enter your work hours. **Payment cannot proceed until your time is recorded on myTime.**

Important Notes:

- You are not permitted to **work** more than the agreed upon **scheduled hours**.
- You cannot work more **than 20 hours per week during Fall and Spring semesters** per University policy. Please read student employment guidelines found here: <http://www.nyu.edu/life/resources-and-services/career-development/find-a-job-or-internship/on-campus-employment.html>
- You must take a break of **30 minutes** (minimum) as required by law if you **work 6 hours or more** in a given day. **You must log out and back in on myTime during these breaks.**

Recording Your Work Hours using the myTime WebClock method:

REMEMBER: You need to clock in and out of WebClock each time you leave your work location to take a break or leave work at the end of the workday.

Steps to follow:

1. Log in to NYU Home at <http://home.nyu.edu>.
2. From the Work tab click on the NYU myTime Login button.
3. Select **Go to WebClock** from the dashboard.
4. If you have more than one job, select the appropriate assignment. This is **very important**.
5. To clock in, click the **In button**. To clock out, click the **Out button**.
6. Click Logout. NYU myTime will automatically record your time on your time sheet.

NOTE: If you experience any problems clocking in or out, please contact Peoplelink at askpeoplelink@nyu.edu or 212-992-5465. If the problem persists, please contact Courant HR.