

# How to become a TA or RA in CIERP

## Getting started

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- Make sure you're eligible for the position. If you are *not* a current Tufts student, please contact Jillian at [Jillian.DeStone@tufts.edu](mailto:Jillian.DeStone@tufts.edu).
- Once you have been selected for a position, send the following information to CIERP staff, Jillian at [Jillian.DeStone@tufts.edu](mailto:Jillian.DeStone@tufts.edu) and Sara at [Sara.Rosales@tufts.edu](mailto:Sara.Rosales@tufts.edu):
  1. Tufts student ID number
  2. Brief project description and pay rate (discuss this with your supervisor or refer to the job ad)
  3. The location where you will be working (i.e., the state or country if working remotely)
  4. Your degree program and graduation date
  5. Whether or not you have had a job at Tufts before
  6. If not, whether you have a social security number (yes or no will suffice)
- CIERP staff will submit an ePAF request to Fletcher's payroll coordinator, Lupita Ervin. Please note that the ePAF is required for **every new job** at Tufts, even within the same Center, so you should always contact CIERP staff when starting a new job.
- You will receive an email from Lupita or TSS confirming you are eligible to begin working or with instructions to complete onboarding (if you have not recently had another job at Tufts). Contact [Lupita.Ervin@tufts.edu](mailto:Lupita.Ervin@tufts.edu) and copy CIERP staff if you have any questions or do not receive this confirmation.
- If required according to the email you receive, complete the onboarding steps outlined by TSS.

## Submitting hours and getting paid

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- CIERP staff will let you know your **DeptID** for the position. You will need this number each time you submit hours.
- Review the process for submitting hours here: <https://myfletcher.tufts.edu/fletcherconnect/hour-submission-form>
- Also track the hours you submit by a separate means. Your supervisor may ask you to email them each time you submit hours, or to keep track of your hours on a spreadsheet, or they may submit hours for you. **Follow the process established by your supervisor.**
- Submit hours one week at a time, not in bulk. If you need to submit hours for multiple weeks, first contact [Lupita.Ervin@tufts.edu](mailto:Lupita.Ervin@tufts.edu) and copy CIERP staff.
- Pay periods run from Sunday to Saturday. Hours for the previous week are to be submitted by **12 pm noon on Mondays**. Weekly employees will receive payment that Friday.
- The first payment when you are put on payroll will be via paper check. Ensure that your local address is up to date in SIS.
- To view your paycheck, visit <https://access.tufts.edu/eserve>