



Frequently Asked Questions

Where is the Office of Human Resources located and what are the hours?

The Office of Human Resources is located at St Mary's Hall, 333 City Avenue, Philadelphia PA, 19131 (Building 19 on the attached map). The office is open Monday-Friday 9:00 a.m. to 5:00 p.m. except for University holidays for which we are closed. If you need to speak to someone about a specific question it is generally best to make an appointment. A list of contact information is available here <https://www.sju.edu/offices/human-resources/about>.

How do I complete the I-9 Employment Verification?

The Office of Human Resources is open Monday-Friday 9:00am to 5:00pm. Please bring with you documentation we can use to verify your identity on or before your first day of employment. A list of acceptable documents can be found by clicking [here](#). You must either bring one item from List A or a combination of one item from List B and one item from List C. **Only original documents may be accepted** (i.e. no photocopies or scans). The Form I-9 should be completed online prior to your arrival; you do not need to bring a hard copy of the form with you.

If you are currently working remotely, please request instructions on how to have your I-9 documentation notarized. Once the document is complete, you can send it into the Office of Human Resources at St Mary Hall's 333 City Avenue, Philadelphia PA, 19131 (Building 19 on the attached map).

Where do I park?

Orientation is being conducted virtually and you will receive a zoom invite to your SJU email.

Once you have completed your HR paperwork, you may obtain a parking pass for the academic year. Parking passes should be purchased online through the Nest and can be picked in Public Safety (located in Campion Student Center (building #13 on the campus map). Campus parking requires a pass. Additional parking can be found around the perimeter of campus but is at your own risk and are subject to the rules of that governing municipality.

Where do I obtain an ID?

You can obtain an ID through the Office of Public Safety located in Campion Student Center. Public Safety also has a location in Barbelin Hall that is open 24 hours/day 7 days/week.

When will I need my ID?

Many of our buildings are equipped with swipe card access. Additionally, if you would like to use the library, campus rec building, or other on campus employee benefits you will need to have an ID.

When will I be paid? If you are a(n):



Non-exempt (hourly) employee will be paid bi-weekly. You will be required to enter hours into a timesheet located on the Nest. You will be informed of when your first pay will be on your first day.

Exempt (salaried) employee or Full-time Faculty will be paid on a semi-monthly schedule. The 15th and last day of each month will be pay dates unless they fall on a holiday or weekend. If so they will be paid on the closest weekday before. The first pay depends on your start date. You will be informed of when your first pay will be on your first day.

Adjunct Faculty will be paid on the semi-monthly schedule as above. Your first pay depends on the academic calendar as well as the signing of your contract. Beginning and end pays fall in conjunction with the academic calendar.