

## Student Employment/Payroll

Visit the Student Financial Aid website for employment opportunities and related information.  
[go.carleton.edu/studentemployment](https://go.carleton.edu/studentemployment).

Complete employment and payroll onboarding steps with Workday employee self service. Students assigned to a student position will receive the following items in their Workday inbox requiring action.

- ◆ Complete Form I-9, Employment Eligibility Verification (original identification documents required. See page three of I-9)
- ◆ Complete Federal Withholding Elections
- ◆ Complete State Withholding Elections
- ◆ Payment Election Enrollment
- ◆ Edit Government ID

View Workday training materials at <https://www.carleton.edu/seams/training/for-students/> for instructions for downloading the mobile app, entering time, viewing pay slips and payroll tax forms.

Instructions for completing time entry, the payroll calendar and other related information is available on the Business Office website [apps.carleton.edu/campus/business/payroll](https://apps.carleton.edu/campus/business/payroll). This website will be updated as changes occur during the Workday implementation.

### Student Payroll Contact Information:

Jennifer Paulson	Shari Mayer
Leighton Hall 117	Leighton Hall 116
(507) 222-4283	(507) 222-4022
<a href="mailto:jpaulson@carleton.edu">jpaulson@carleton.edu</a>	<a href="mailto:smayer@carleton.edu">smayer@carleton.edu</a>

## International Students

For questions regarding U.S. tax requirements and Glacier software support, please contact

Shari Mayer  
Leighton Hall 116  
(507) 222-4022  
[smayer@carleton.edu](mailto:smayer@carleton.edu)

## Student Health Insurance

### Health Insurance is Required for all Students

Students must either opt-in or waive (decline) the Carleton sponsored student health insurance every year.

To opt-in or waive (decline); visit the student insurance website between June 1, 2023 and August 15, 2023 at <https://www.wellfleetstudent.com>.

**Premium \$2,888.00 Coverage Period 8/15/23 - 8/14/24**

### For plan inquiries contact:

[cs@wellfleetinsurance.com](mailto:cs@wellfleetinsurance.com) or 1-877-657-5030

## Refund Policy

The complete Tuition Refund policy can be found in Carleton's Student Handbook located at [carleton.edu/handbook/financial](https://carleton.edu/handbook/financial).

## Payment Elections - Bank Account Info

Students are required to enter a US-based bank account in Workday to support their Payment Elections. Payment Elections support student account refunds, student employment earnings, prizes, and other disbursements. All payments to students are made electronically to the US-based bank account on record.

Payment Elections offer the opportunity to elect to apply a portion of your student employment earnings to your Student Account.

To authorize direct deposit information, log on to Workday. Enter Payment Elections in the Search Bar and select the task, Add Payment Elections. Add your bank account information and then complete your Student Account, Payroll and Expense Reimbursement selections. Click "OK".



# Carleton



## Student and Family Guide to Student Accounts and Tuition Information 2023-2024

[apps.carleton.edu/campus/business/students](https://apps.carleton.edu/campus/business/students)

## Student Accounts Online thehub.carleton.edu

Student Account information is accessible on **The Hub** 24 hours a day; 7 days a week. **The Hub** is Carleton's secure administrative portal.

Throughout the 2023-24 school year Carleton students and families will experience significant changes to **The Hub**. Carleton has partnered with Workday to replace our current technology platform. Changes will be rolled out during the year with additional instructions provided during each phase of the project which will continue for several years as all human resource, payroll, and student systems migrate to Workday. Workday is a part of the larger technology evolution at Carleton branded the SEAMS project.

Please note that some processes included in this brochure may change over the course of the Workday implementation.

## Hub Proxy Access

New Students will have Hub access by July 1st and can request Hub Proxy Access for parents/guests at that time. Student controlled Proxy Access allows a parent/guest the ability to access their student's Carleton account, including **Make a Payment**.

### How Students grant Hub Proxy Access

1. Log onto thehub.carleton.edu with your student login credentials.
2. Click on View/Add Proxy Access.
3. Complete the Required Information and submit.
4. Proxies receive a series of three emails from:  
businessoffice@carleton.edu  
fimservice@carleton.edu  
noreply@carleton.edu

**NOTE:** Proxies should check SPAM for the above emails. Follow the instructions in each email for your username and to create your password.

More information can be found at [apps.carleton.edu/campus/business/students/proxy-access/](https://apps.carleton.edu/campus/business/students/proxy-access/)

**For Student or Proxy technical support contact  
helpdesk@carleton.edu or (507) 222-5999**

## Comprehensive Fee 2023-2024

Students and parents/guests do not receive paper statements. The billing process is entirely electronic. It is important for parents/guests who are making payments on behalf of their students, to obtain proxy access to **The Hub** (see Hub Proxy Access) to view statements and make payments.

Students receive an email notice 3 to 4 weeks prior to the term due dates informing them that their student account statement is available on **The Hub**.

### Standard Payment Plan

#### Fall Term: Due August 15th, 2023

Tuition	\$21,681
Room	\$ 2,940
20 Meal Plan (full board)	\$ 2,630
CSA Activity Fee	\$ 138
<b>Total Due</b>	<b>\$27,389</b>

#### Winter Term: Due December 15th, 2023

Tuition	\$21,681
Room	\$ 2,940
20 Meal Plan (full board)	\$ 2,630
CSA Activity Fee	\$ 138
<b>Total Due</b>	<b>\$27,389</b>

#### Spring Term: Due March 15th, 2024

Tuition	\$21,681
Room	\$ 2,940
20 Meal Plan (full board)	\$ 2,630
CSA Activity Fee	\$ 138
<b>Total Due</b>	<b>\$27,389</b>

**Total Fees 2023-2024** **\$82,167**

## Financial Literacy

Carleton students have access to CashCourse, a free online resource guide geared to students, helping them learn to make smart financial decisions. Students go to <https://www.cashcourse.org> to create an account using their Carleton email.

## Student Account Payment Options

Include Student ID and full name on all payments.

### Online: Electronic check payment on the Hub

1. Log on to The Hub at [thehub.carleton.edu](https://thehub.carleton.edu)
2. Main Page—Click on Student Finance
3. 2nd page—Click Student Finance for drop down menu—Click "Make a Payment"
4. Locate **Amount to Pay** box—Enter amount being paid
5. Choose Payment Method—Electronic Payment
6. Click on Proceed to Payment
7. Payment Review—Verify amount being paid
8. Complete Electronic Check Entry Form—Submit

**Mail:** Carleton College, Business Office, One North College Street, Northfield, MN 55057

### 529 Savings Plan Payments:

- ♦ **Mail:** Carleton College, Business Office, One North College Street, Northfield, MN 55057
- ♦ **Electronic:** Select Flywire or ACH payment options when available.

### Wire Transfer Payments:

Please contact Student Accounts for bank information.

### Scholarship Checks:

Mail: Carleton College, Student Financial Aid Office, One North College Street, Northfield, MN 55057

**Carleton does not accept credit/debit cards for payment on student accounts.**

## International Student Payments

Families without US domestic bank accounts may make international payments using Flywire at [www.flywire.com](https://www.flywire.com), or by international wire transfer.

## Student Account Contact Information

**Email** **studentaccounts@carleton.edu**

Candace Koen Student Accounting Manager  
ckoen@carleton.edu (507) 222-4165

MiKayla Christopher Business Office Specialist  
mchristopher@carleton.edu (507) 222-4843

Debra Fawcett Accounts Receivable Manager  
dfawcett@carleton.edu (507) 222-4179