

Payroll

If you choose to work at NECI, you will be required, as any NECI employee, to complete all payroll forms required by law.

- W-4 Form - Employee's Withholding Allowance Certificate. This form is simple yet necessary! This must be completed before you may work for New England Culinary Institute.
- I-9 Form - Employment Eligibility Verification. This form will be completed only if you have acceptable documents as described on the reverse of the form. You will need to have two forms of identification that establish identity and employment eligibility. This must be completed before you may work for New England Culinary Institute.

Time and Attendance Record Keeping - When working at NECI you are required to punch in on the ADP System. All students must clock in and clock out in order to account for their hours. Students that don't clock in and out with ADP will not be paid for their time. If you don't know your login information, please contact payroll@neci.edu. Any additional questions may be directed as follows:

Location of Outlet & Contact People

- NECI on Main Restaurant, Chris Malone Chris.Malone@neci.edu
- NECI on Main Kitchen, Chef Andre Burnier Andre.Burnier@neci.edu
- La Brioche Kitchen - Chef Kat Kessler Kathleen.Kessler@neci.edu
- La Brioche Counter Service – Tyler Curran Tyler.Curran@neci.edu
- VC Dewey Cafeteria - Chef Martha Franklin Martha.Franklin@neci.edu
- National Life Kitchen - Chef Emma Cutler Emma.Cutler@neci.edu
- National Life Catering Events - Fawn Wells Fawn.Wells@neci.edu

Thank you for your cooperation. If all procedures are followed, there will be no problems getting your paycheck correct and on time! A great experience for all!

Remember - you cannot work at NECI until you have completed your W-4 and I-9 forms!