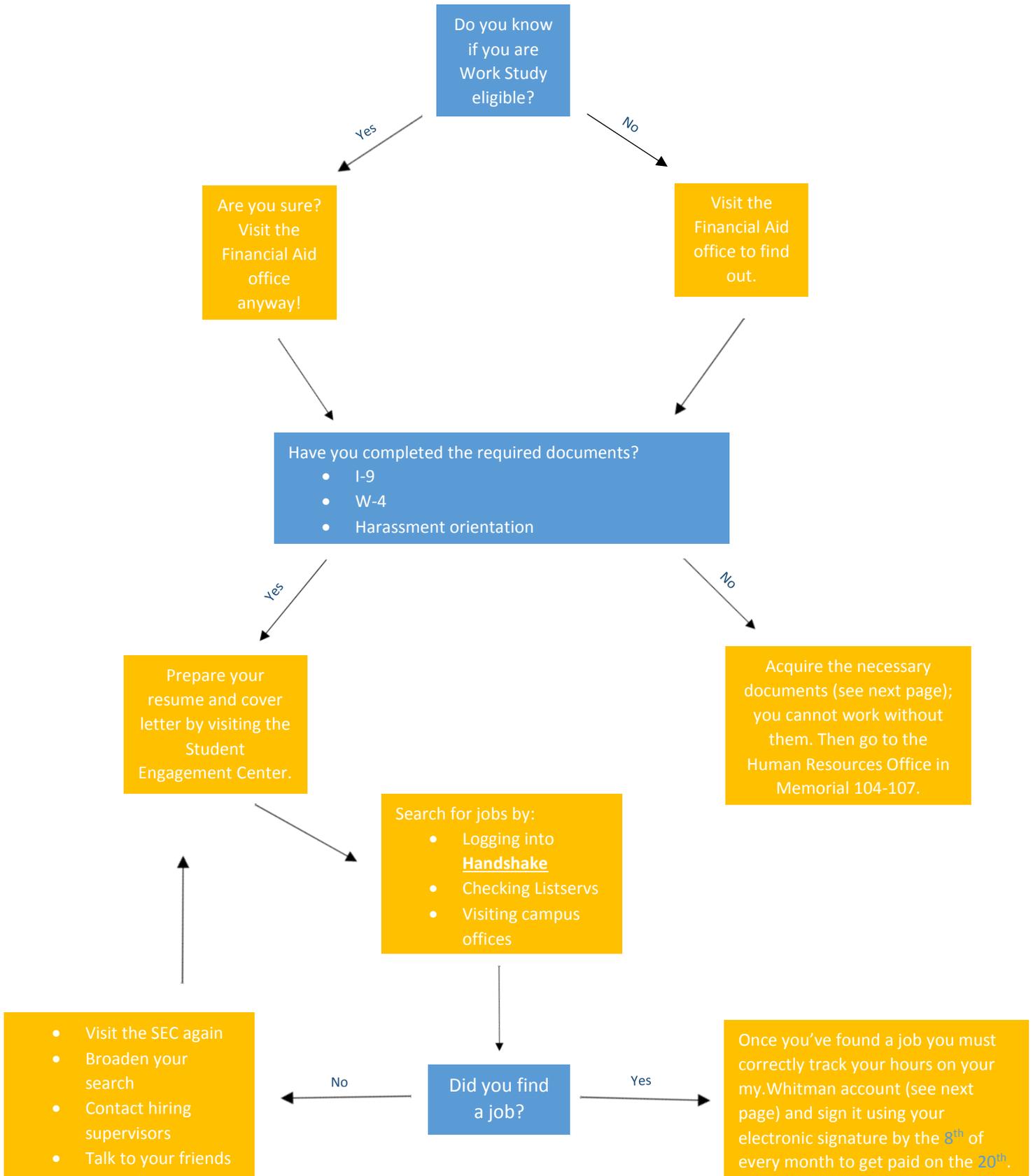


The On-Campus Job Search



Required Documents

1. Before beginning any paid work at Whitman College, all student employees MUST complete a Federal Employment Eligibility form (Form I-9) and an Employee Withholding Allowance form for Federal Taxes (W-4 Form). Both of these forms MUST be completed prior to the first day of work. Any additional instructions for student employment procedures will be available from the Human Resources and Financial Aid websites. If you are an international student, see the Student Employment Handbook or contact the International Student Advisor for more information.

Below is the list of ORIGINAL documents required in order to complete these two forms. Please refer to the Whitman Human Resources website for other options and more information:

Choose one of the following options:

- US Passport or Passport Card
 - Birth Certificate + Photo ID or Photo ID + Social Security
2. Whitman College has instituted mandatory direct deposit for all students. You will need to complete a direct deposit form and attach a voided check or bring a statement or letter from your bank that includes both the routing number and account number for your account. You will find the direct deposit form on the Human Resources website.
 3. Additionally, you must complete Online Harassment Prevention Training on the Human Resources website.

Time Reporting

Student employees are required to report monthly actual time worked in quarter-hour increments (quarter-hour = .25 hour = 15 minutes) on an electronic timesheet, approved by their respective supervisor. To access the timesheet go to my.whitman.edu. Each employee is expected to maintain an accurate daily record of his or her hours worked. For questions, contact the Payroll Coordinator (509) 527-5985; Memorial 110. Overtime is defined as hours worked by a student nonexempt employee in excess of 40 hours for all college jobs in a workweek (Sunday through Saturday) and is paid at the rate of time and one half. Overtime must be approved in advance by the supervisor(s) to whom the employee reports.

Payment of Wages

Wages are paid monthly and payday is the 20th of every month or the business day closest to the 20th. Student employees are paid through direct deposit of funds to either a savings or checking account at the financial institution of their choice. Payment of wages requires a completed timesheet. Timesheets must be signed/authorized by both the student and supervisor to be considered complete.

Contact the Student Engagement Center in Reid 219 or the Financial Aid Office in Memorial 123 with additional questions.