



## WHITMAN COLLEGE

### INSTRUCTIONS FOR AUTHORIZATION TO WORK

**Before you can begin working, you must complete these steps.**

1. Complete hiring documents.
2. Complete required training.
3. Complete a telework agreement (if working remotely).

#### **STEP 1: HIRING DOCUMENTS**

If at all possible, complete your hiring documents prior to the first day of employment. There are three forms you need to complete, which can be located on the Human Resources website at <https://www.whitman.edu/human-resources/forms>.

**Once you have completed your forms, please contact Human Resources at [hr@whitman.edu](mailto:hr@whitman.edu) to make an appointment to submit your forms and have your Form I-9 inspected.**

#### **1. FORM I-9**

**If you are working on campus:**

In addition to completing the Form I-9, you must present in person **original** documents to prove your identity and authorization to work in the United States. Ideally, this form should be completed and documents presented to Human Resources **prior to** your first day of work, but you have three business days from the first day of work to have this form completed and documents to accompany it. Note that you only complete the first page of this form.

Most commonly used documents can be found on the US Citizenship and Immigration Services website at <https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>. Please contact Human Resources at [hr@whitman.edu](mailto:hr@whitman.edu).

**If you will be working remotely:**

If you will be working away from campus, Whitman College will assign the role of authorized representative to an outside individual which allows them to complete Section 2 of the Form I-9 on behalf of Whitman College. You can ask an adult household member, personnel officer, foremen, agent, or notary public to be an authorized representative. The authorized representative would complete section 2, review original documents, and sign section 2 on behalf of Whitman.



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A member of Human Resources will have a video conference with you and the authorized representative to walk the authorized representative through the process and review the documentation via video conference to make sure that the documents are appropriate, original, and not expired.

You will then return copies of your original document and your form I-9 (along with your W-4 and Direct Deposit Form) to Human Resources; Human Resources will instruct you on how to return these forms using secure file sharing.

### **2. FORM W-4**

The [Form W-4 helps](#) you determine the correct amount of federal taxes you should have withheld from your paycheck. The IRS offers a [tax withholding estimator](#) if you need assistance completing your Form W-4.

### **3. Direct Deposit Form**

Complete the [Direct Deposit Form](#) to allow Whitman College to electronically deposit your paycheck into your banking account on payday. To complete this form, you will need your banking account number and routing number.

## **STEP 2: COMPLETE TRAINING**

### **1. COVID-19 Safety Training**

All College employees are required to complete safety training while in the COVID-19 pandemic. You will receive an email from Human Resources with instructions on how to complete the training. This training should be completed within three days.

### **2. Harassment Prevention Training**

All College employees are required to do harassment prevention training. You will receive an email for the required online training from “@everfi.net” with the subject heading “Whitman College has assigned you training.” Please complete the training within 30 days and email a copy of your completion certificate to [hr@whitman.edu](mailto:hr@whitman.edu). This training generally takes two hours to complete; log the time it takes you to complete the training on your timesheet.

## **STEP 3: COMPLETE TELEWORK AGREEMENT (IF WORKING REMOTELY)**

If you will be working away from campus, you should also complete a COVID-19 Telework Agreement. This document is intended to ensure that both the supervisor and employee have a clear, shared understanding of the employee’s work during the COVID-19 outbreak. This form can be found on the [forms section](#) of the Human Resources website. Please complete the form



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with your supervisor, obtain your supervisor's signature, and return the form to [hr@whitman.edu](mailto:hr@whitman.edu).