OFFICE OF HUMAN RESOURCES
STUDENT EMPLOYMENT PROGRAM
whittierhr@whittier.edu// 562.907.4208

WHITTIER
1887
COLLEGE

Academic Year 2023-2024

STUDENT EMPLOYMENT HIRING PAPERWORK CHECKLIST

Welcome to the Student Employment Program at Whittier College! Whether you are a new or returning student employee, there is a process all students need to go through before they can begin working. The following checklist informs new student employees of forms they are to acquire, complete, and return to the Human Resources Office. Please note this checklist is for your organizational benefit and not required for processing.

Before Working:

❑ Read through the Student Employment Handbook, located under Student Employment section on the Whittier College website

❑ Are you registered full-time? To participate in the Student Employment Program, students must be registered for a minimum of 12 credits, which is considered full-time status.

❑ Complete the Student Employment Action Request (SEAR) Form by inputting your information and contacting your supervisor to fill out their required portions.

New Student Employee:

❑ Complete Form W-4 Employee's Withholding Allowance Certificate (Federal), also available to complete online: Employee's Withholding Certificate

❑ Complete Form DE4 Employee's Withholding Allowance Certificate (State) Employee's Withholding Allowance Certificate

❑ Complete Form I-9 Employment Eligibility Verification by filling out required information and by providing original and proper documentation; please refer to page 3 of Form I-9 for accepted forms of documentation. Visit this link to review the instructions for the form.

Returning Student Employee:

❑ (Optional) Complete Form W-4/DE4 **if you wish to make changes to your federal and/or state withholdings**, also available to complete online:
Employee's Withholding Certificate (Federal), Employee's Withholding Allowance Certificate (State)

Once all paperwork has been completed, please submit the Student Employment paperwork to Human Resources in-person or via email at whittierhr@whittier.edu, prior to your first day of work.

Please note:

- Students will not have access to timesheets and will not receive paychecks **until all paperwork has been completed, submitted, and processed**.
- Timesheets are due online (my.whittier) on a biweekly basis, every other Monday by 12:00 pm unless otherwise noted in the Payroll Schedule. **No exceptions will be made for late timesheets**.
- Paychecks will be mailed to a student's permanent address on the scheduled pay date (please refer to payroll schedule).
  - o If you wish to apply your paycheck towards your tuition, you must sign an agreement form with the Business Office.
  - o If you wish to enroll in Direct Deposit, please complete the Direct Deposit Form available in your my.whittier under the Payroll Resource Channel or contact the Payroll Office to obtain the form.

If you have questions regarding the Student Employment Program, please contact our office at (562) 907- 4208 or by email at whittierhr@whittier.edu.

STUDENT EMPLOYMENT ACTION REQUEST (SEAR) Form

NOTE: SEAR Form must be completed, approved, and returned to Human Resources via email at <u>whittierhr@whittier.edu</u> for processing before beginning work.

Name: _____ Student ID #_____
             (Last)   (First)   (Middle)

Poet email: _____Cell # _____

Section I: Award Type

This student is funded by the below option in the amount of: $_____

☐ Federal Work Award   ☐ Grant #: _____
                                  ☐ Department #: _____

Students may work a total maximum of 18 hours per week

This student is a:

☐ Returning Student (Rehire)
☐ New Student (New Hire)
    o I-9 Documentation
    o W-4 Form
    o DE4 Form

Section II: JOB DETAILS (To be completed by Hiring Supervisor)

For Human Resources use only

JOB # 1: Department:_____ Department #:_____
    Job Title: _____
    First day of work:_____ Allocation: _____

$_____

CHG #1: Increase Allocation To:_____ Decrease Allocation To:_____
    Effective Date: _____ Supervisor Initial: _____

$_____

CHG #2: Increase Allocation To:_____ Decrease Allocation To:_____
    Effective Date: _____ Supervisor Initial: _____

$_____

Terminate Position: Term Date:_____ Amount Earned: $_____Sup. Initial:_____

Pay Rate **$15.50/$16.00 (eff. 1/1/24)**
☐ Federal Work Award
☐ Grant # _____
☐ Dept. # _____

I have read and discussed the Student Employment Policies & Procedures with my student:

SIGN _____ _____ _____
    Supervisor's Printed Name/ Signature   Date   Ext.

ST0_____--_____

JOB # 2: Department:_____ Department #:_____
    Job Title: _____
    First day of work:_____ Allocation: _____

$_____

CHG #1: Increase Allocation To:_____ Decrease Allocation To:_____
    Effective Date: _____ Supervisor Initial: _____

$_____

CHG #2: Increase Allocation To:_____ Decrease Allocation To:_____
    Effective Date: _____ Supervisor Initial: _____

$_____

Terminate Position: Term Date:_____ Amount Earned: $_____Sup. Initial:_____

Pay Rate **$15.50/$16.00 (eff. 1/1/24)**
☐ Federal Work Award
☐ Grant # _____
☐ Dept. # __

I have read and discussed the Student Employment Policies & Procedures with my student:

SIGN _____ _____ _____
    Supervisor's Printed Name/ Signature   Date   Ext.

ST0_____--_____

Section III: Student Acknowledgment

I acknowledge that I have read and fully understand the policies and guidelines set forth in the <u>Student Employment Handbook</u>. As a student employee, I agree to abide by all policies and guidelines set forth by the Student Employment Program and those set by my department. I understand I may be disciplined, up to and including termination, for violating the terms and conditions of student employment set by the College and my department.

_____   _____
Student Signature   Date