

STUDENT EMPLOYMENT

WHITTIER COLLEGE
OFFICE OF HUMAN RESOURCES

Academic Year 2025-2026

STUDENT EMPLOYMENT HIRING PAPERWORK GENERAL INFORMATION

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 table informs new student employees of steps and forms they are required to complete and return to the Human Resources Office based on their status as a new hire or rehire student. Please note this table is for your informational benefit; no action is required here for processing.

Required Steps & Documentation – New vs. Rehire Student

	New Student	Rehire Student
Be registered full-time (at least 12 credits).	✓	✓
Determine whether you have a Financial Aid Award (Federal or Whittier Works Award) or will be hired using non-work award funding (Student Employment Funds, grants, or department funding).	✓	✓
Read through Student Employment Handbook, located under the Student Employment section on the Whittier College website .	✓	✓
Complete Student Employment Action Request (SEAR) Form.	✓	✓
Complete Hourly Wage Acknowledgement Form.	✓	✓
Complete Form W-4 Employee's Withholding Allowance Certificate (Federal) .	✓	
Complete Form DE4 Employee's Withholding Allowance Certificate (State) .	✓	
Complete Form I-9 Employment Verification by filling out Section I & providing identity and work authorization documents in-person for HR review; refer to page 2 for acceptable documents.	✓	

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 submitted online on a biweekly basis, every other Monday by 12:00 pm unless otherwise noted in the Payroll Schedule. **No exceptions will be made;** instead, a manual timesheet must be completed.
- Paychecks will be mailed to the permanent address on file on the scheduled pay date (please refer to payroll schedule).
 - To apply your paycheck towards your tuition, you must sign the [Student Employment Check Release Form](#) issued by the Business Office. For more details, please contact the Business Office at businessoffice@whittier.edu or call at (562) 907 – 4207.
 - To enroll in Direct Deposit, please complete the [Direct Deposit Action Form](#). Questions about the enrollment process can be directed to the Payroll Office at payroll@whittier.edu or by calling (562) 464 – 4546.

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STUDENT EMPLOYMENT ACTION REQUEST (SEAR) Form

Name: _____ Student ID # _____
(Last) (First) (Middle)
Poet email: _____ Cell # _____

SECTION I: FUND TYPE

If using more than 1 fund type for 2 jobs, please specify fund type for each position.

☐ Federal Work Award ☐ STEMPL Funds ☐ Dept. #: _____
☐ Whittier Works Awards ☐ Grant #: _____

***Students may work a total/combined total maximum of 18 hours per week. ***

***Students must be registered full-time (≥12 credits) for the entirety of their employment. ***

This student is a:

- ☐ Rehire (on-campus work history)
☐ New Hire (no prior work history)
 ☐ W4 & DE4 Tax Forms
 ☐ I-9 Form

SECTION II: JOB DETAILS (completed by Hiring Supervisor)

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: _____
By signing, I attest that I have read and discussed the Student Employment Policies & Procedures with my student and agree to fulfill all Student Employment supervisory duties expected of me:

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

For Human Resources Use Only

\$ _____
\$ _____
\$ _____

Pay Rate **\$16.50/\$17.00 (1/1/26)**

- ☐ Federal Work Award
☐ Whittier Works Award
☐ STEMPL Funds
☐ Grant # _____
☐ Dept. # _____

STO _____ -- _____

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: _____
By signing, I attest that I have read and discussed the Student Employment Policies & Procedures with my student and agree to fulfill all Student Employment supervisory duties expected of me:

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

\$ _____
\$ _____
\$ _____

Pay Rate **\$16.50/\$17.00 (1/1/26)**

- ☐ Federal Work Award
☐ Whittier Works Award
☐ STEMPL Funds (1419)
☐ Grant # _____
☐ Dept. # _____

STO _____ -- _____

SECTION III: STUDENT ACKNOWLEDGEMENT

I acknowledge that I have read and fully understand the policies and guidelines set forth in the [Student Employment Handbook](#). 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