



STUDENT EMPLOYMENT OFFICE OF HUMAN RESOURCES



Student Employment Program: Hiring Checklist & Information

Welcome to Student Employment at Whittier College! Before you start working, make sure you meet eligibility requirements and complete the steps below based on your hiring status.

Eligibility

- ☐ Enrolled **full-time (12+ credits)** for current and/or upcoming semester (for summer positions)
- ☐ Confirm funding source (Financial Aid awards vs. alternative non-work funding)
 - Review the [Student Employment Program Handbook](#) for more details

Required Forms

New Hires (first time working on campus):

- ☐ [Student Employment Action Request \(SEAR\) Form](#)
- ☐ [Hourly Wage Acknowledgement](#)
- ☐ [Form W-4](#) (Federal)
- ☐ [Form DE4](#) (State)
- ☐ [Form I-9](#) (Section 1 + in-person document verification with HR)

Rehires (prior on-campus work history):

- ☐ [Student Employment Action Request \(SEAR\) Form](#)
- ☐ [Hourly Wage Acknowledgement](#)

Submission

- ☐ Submit all required documents to Human Resources at **least 3 - 5 business days prior to your first day of work**
 - New hires → in person
 - Rehires → via email: whittierhr@whittier.edu

Important Guidelines

- Max allowance of **2 positions / 18 hours per week** total/combined total, year-round
- Cannot work until paperwork is complete + HR confirmation email is received
- Timesheets are due **every other Monday @ 12pm**, unless otherwise noted on the Payroll Schedule
- Late submissions = manual timesheet required

Payroll Information

- Paychecks are mailed to permanent address
- To apply earnings toward tuition → submit a [Check Release Form](#) via the Business Office
- To enroll in direct deposit → submit a [Direct Deposit Action Form](#)

International Students

International Students:

- **Social Security Number (SSN)** is required for payroll and tax forms
- Must apply through the **Social Security Administration (SSA)**
- All international students, regardless of job type, new hire vs. rehire classification, or time during the year, must have an **employment authorization letter** issued by the Office of International Programs (OIP)
- This letter must be obtained **before** start date



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Student Employment Action Request (SEAR) Form

SEAR form must be complete and submitted to Human Resources in person or via email to whittierhr@whittier.edu at least 3 to 5 business days prior to start date.

PERSONAL INFORMATION

Last Name _____ First Name _____ Student ID _____
POET Email _____ Cell Phone _____
Are you at least 18 years of age? * ☐ Yes ☐ No **If no, a work permit may be required at time of hire.**
Have you worked on campus before? * ☐ Yes ☐ No, it is my first time working on campus
If you are close or related to anyone employed by Whittier College, please provide the following:
Name _____ Relationship _____ Department _____

Clear Selection

SECTION I: FUND TYPE

If using more than 1 fund type for 2 jobs, please specify fund type for each position. Please provide budget #s when applicable.

☐ Federal Work Award ☐ Whittier Works Award ☐ STEMPL
Grant (please specify) _____ Other (please specify) _____

SECTION II: JOB DETAILS

For Human Resources Use Only

Department _____ Department # _____
Job Title _____
Start Date _____ Allocation \$ _____
CHANGE #1 ☐ Increase or ☐ Decrease to \$ _____
Eff. Date _____ Supervisor Initials _____
CHANGE #2 ☐ Increase or ☐ Decrease to \$ _____
Eff. Date _____ Supervisor Initials _____
TERMINATE Reason _____ Earnings \$ _____
Eff. Date _____ Supervisor Initials _____

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 _____ Date _____ Ext _____

\$ _____

\$ _____

\$ _____

Pay Rate \$16.90 / \$17.40 (eff. 1/1/2027)

☐ Federal Work Award
☐ Whittier Works Award
☐ STEMPL
☐ Grant _____
☐ Other _____

ST0 _____ -- _____

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CHANGE #1 ☐ Increase or ☐ Decrease to \$ _____
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Pay Rate \$16.90 / \$17.40 (eff. 1/1/2027)

☐ Federal Work Award
☐ Whittier Works Award
☐ STEMPL
☐ Grant _____
☐ Other _____

ST0 _____ -- _____

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