

## 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 what forms they are to acquire, complete, and return to the Human Resources Office. Please note that this checklist is for your organizational benefit.

### **Before Working:**

- Read through the Student Employment Handbook, located under Student Employment section on the Whittier College website: <http://www.whittier.edu/humanresources/handbook>
- Are you registered full-time? In order 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 <https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf> to review the instructions for the form.

### **Returning Student Employee:**

- (Optional) Complete Form W-4 Employee's Withholding Allowance Certificate **if you wish to make changes to your withholdings**, also available to complete online: [Employee's Withholding Certificate](#)

**Once all paperwork has been completed, please submit the Student Employment paperwork to Human Resources via email at [whittierhr@whittier.edu](mailto: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)
  - If you wish to apply all your paycheck towards your tuition, you must sign an agreement form with the Business Office
  - 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

**STUDENT EMPLOYMENT ACTION REQUEST (SEAR) Form**

*NOTE: SEAR Form must be completed, approved and returned to Human Resources via email at [whittierhr@whittier.edu](mailto:whittierhr@whittier.edu) 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 #: \_\_\_\_\_  
 Whittier Work Award       Department #: \_\_\_\_\_

**\*Students may work a total maximum of 18 hours per week\***

This student is a:

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

**Section II: JOB DETAILS (To be 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:** Last day worked: \_\_\_\_\_ Amount Earned: \$ \_\_\_\_\_

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

**SIGN** \_\_\_\_\_  
 Supervisor's Printed Name/ Signature      Date      Ext.

**For Human Resources use only**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Pay Rate **\$14.00/\$15.00** Jan2022

- Federal Work Award  
 Whittier Work Award  
 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:** Last day worked: \_\_\_\_\_ Amount Earned: \$ \_\_\_\_\_

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

**SIGN** \_\_\_\_\_  
 Supervisor's Printed Name/ Signature      Date      Ext.

Pay Rate **\$14.00 /\$15.00** Jan2022

- Federal Work Award  
 Whittier Work Award  
 Grant # \_\_\_\_\_  
 Dept. # \_\_\_\_\_

**STO** \_\_\_\_\_ -- \_\_\_\_\_

**Section III: Student Acknowledgment**

I acknowledge that I have read and fully understand the policies and guidelines set forth in the Student Employment Program Handbook (<http://www.whittier.edu/humanresources/handbook>). As a student employee, I agree to abide by all of the 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