

Student Employment Program Student Responsibilities

Welcome to the Student Employment Program at Whittier College. As a student employee, you are responsible for following and abiding by the policies, procedures, and guidelines set forth in the Student Employment Handbook (located on the Whittier College website under Student Employment). Students participating in the Student Employment Program are responsible for the following highlighted policies and procedures:

1. Carefully read the Student Employment Handbook (located under student employment section on Whittier College website: <http://www.whittier.edu/humanresources/handbook>)
2. Completing the forms I-9 and W-4 and return to Human Resources (HR) before beginning work
 - Proper documentation must be presented to HR to verify identity and authorization to work in the U.S. as required by the Immigration and Reform Act. **Original documents must be provided; copies or faxes will not be accepted.** (See back of I-9 for accepted forms of documentation). Visit <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf> to review the entire Form I-9, including all instruction pages.
3. Personally submitting your completed Student Employment Action Request (SEAR) form to Human Resources
TIP: All hiring paperwork must be submitted at once to the HR office prior to beginning work. Students will not have access to timesheets and will not receive paychecks until all paperwork has been submitted and processed.
4. Keeping track of your remaining balance (through your my.whittier) and must notify your supervisor once you are near exhausting your funds
5. Students may not work more than 18 hours a week, for 36 hours per pay period total year-round
6. Students must always be registered as full- time (12 credits) undergraduate students to participate in the Student Employment Program
7. Students may have a total of two (2) student employment jobs at once.
8. Timesheets are due online on a biweekly basis, every other Monday (see web time entry guide), unless noted otherwise on the payroll schedule.
 - Submitting timesheet(s) on the designated due date each pay period by 12:00 pm (see payroll schedule).
FYI: Student Payroll sends out an email at the end of each pay period to the entire student body reminding student workers to submit their timesheets. **No exceptions will be made for late timesheets.**
9. Hours should be entered on the timesheet each day they are worked. Do not wait until the last minute to enter and submit hours.
TIP: If you encounter any problems accessing your timesheet, contact the Payroll office at (562) 907-5137 or Human Resources office at (562) 907-4208 for assistance. Do not wait until timesheets are due.
10. Paychecks are available for pick-up in the Business Office. Direct Deposit is not available. ID may be required.
 - Paychecks will be available the Friday following the end of the pay period (see payroll schedule). No paycheck will be available prior to the pay date.
 - Paychecks will not automatically be deposited into student accounts. If you wish to apply your paycheck towards your tuition, you must sign over your check to the Business Office every time you pick up your paycheck.

Questions regarding the Student Employment Program, please contact the Human Resources and/or Payroll Office:

Stephanie Lopez '10, PHR, SHRM-CP
HR Office & Student Employment
Manager
shernan4@whittier.edu
Phone: 562.907.4208
Mendenhall- Lower Level

Jessica Rangel '16
HR & Payroll Assistant
Jalvare5@whittier.edu
Phone: 562-907-5182
Mendenhall- Lower Level

Ivette Alcaraz, M.S.
Payroll Manager
ialcaraz@whittier.edu
Phone: 562.907.5137
Mendenhall- Lower Level