

Student Employment Checklist

- Bring either your valid passport or two forms of ID (for example your driver's license and original social security card, or your driver's license and original birth certificate) to the Office of Student Financial Services (located on the 2nd floor of the Admission building)
- Fill out your **I-9** and **W-4** forms
- Pick up your **Direct Deposit** form from the Office of Student Financial Services
- Return your Direct Deposit Form to **Payroll** (2nd floor of Park Hall)
- Find a job on campus by:
 - a) Checking with employers whom you are interested in working for by emailing, calling, or visiting them
 - b) Visiting the **Annual Job Fair** on August 30, 2007 from 12:30pm - 3:00pm in the Balfour Hood Center
- c) Checking the Student Employment Website:
<http://www.wheatoncollege.edu/admin/sfs/seo/jobs>
- After you find a job return to the Office of Student Financial Services
- Pick up your **Work Authorization Form (WAF)**
- Complete the first section
- Give the form to your employer to complete the second section
- Return the Work Authorization Form** to the Office of Student Financial Services
- After all of these steps are completed, you will be able to see your electronic timesheet on your Wheaton **WINDOW** account.

Please contact SFS if you have questions about your job search. Have a great school year!