

Student Employment Checklist

- To find a job on campus:
 - a) Check with employers whom you are interested in working for by emailing, calling, or visiting them
 - b) Check the Student Employment Website: <http://www.wheatoncollege.edu/admin/sfs/seo/jobs>
- See your employer to complete your Request for Hire/Work Authorization Form (RWAf)
- If this is your first job on campus, bring the RWAf and acceptable IDs for verifying employment eligibility to the Office of Student Financial Services (located on the 2nd floor of the Admission building). For a list of acceptable documents, visit: <http://www.wheatoncollege.edu/seo/images/pdf/i9.pdf>.
- 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)
- After all of these steps are completed, you will be able to see your electronic timesheet on your **Inside Wheaton** account.

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