



## STUDENT EMPLOYMENT INSTRUCTIONS

Dear Washington College Student Employee:

Congratulations on your student employment at Washington College. We need your help to ensure we pay you on time.

The following documents must be submitted to Human Resources within three days after you begin working and must be submitted at least one week before your first schedule pay date.

- Employment Eligibility Verification, Federal Form I-9
- Federal and State Withholding Certificate
- Authorization for Automatic Direct Deposit

Note: Form I-9 will require you to show proof of identity and eligibility to work in the U.S. – typically (1) a US driver's license and Social Security Card, or (2) a U.S. Passport, or (3) a Foreign Passport and Entry Visa that includes employment authorization. Any College employee may complete the Employer's Certification at the bottom of the Form I-9, after examining your documents.

You will also need a void check or savings deposit form for automatic payroll deposit. The direct deposit authorization also includes an acknowledgement of College Student Employment policies and other information regarding student employment which is available to you on line at <http://hr.washcoll.edu/studentemployment.php>.

Students are paid every two weeks on the 2<sup>nd</sup> Friday after each biweekly pay period. A payroll schedule is enclosed listing pay period ending dates, the dates you must submit timesheets to the payroll office, and payroll dates for each student pay period.

Thanks for your help and congratulations on your new assignment. Feel free to call or email me if you have any questions.

With all best wishes,

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