WASHINGTON COLLEGE

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 the Office of Human Resources prior to your being paid.

- Employment Eligibility Verification, Federal Form I-9
- Federal and State Withholding Certificate
- Authorization for Automatic Direct Deposit
- Confidentiality Agreement / Drug, Alcohol & Firearms Policy / Use of Property Agreement

Form I-9, Employment Eligibility Verification

Federal Regulation requires that we complete Form I-9 for every person we hire, therefore you will be asked to complete this form when you meet with Human Resources. Please review the form and be prepared to provide acceptable forms of identity and employment eligibility within 3 business days of your hire date. If you are unable to provide acceptable forms of identity and employment eligibility within 3 business days of your hire date, contact Human Resources for further details. Please review the reverse side of the attached form I-9 for the List of Acceptable Documents. **Photocopies are not acceptable**.

Acceptable forms of identity and employment eligibility will include:

One document from List A

OR

A combination of one document from List B **and** one document from List C

You will also need a voided check or letter from your bank 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**.

A Student payroll schedule is enclosed listing the bi-weekly pay dates. To ensure you are paid, you must complete a timesheet and submit according to the Student Payroll Schedule. Timesheets must be submitted to the Payroll Department located in the Business Office according to the dates on this schedule.
Congratulations on your new assignment. Please call or email Office of Human Resources if you have any questions regarding the Student Employment Process at **http://hr.washcoll.edu/studentemployment.php.**