Congratulations on your student employment at Washington College!

Student employment is a significant way that students can enhance their academic experience by applying practical learning on the job in a supportive and challenging setting.

Washington College has a 500+ student work force. Student employees greatly enhance the College’s functioning by providing invaluable support to departments and contributing energy, creativity, and enthusiasm. Washington College is committed to supporting part-time, on-campus employment to benefit both the departments and programs of the College and the students they employ.

As mentors and learners, supervisors and students can build the foundation for professional career development.
Students who do not qualify for employment through the Federal Work-Study program, but who are interested in on-campus employment should contact the Career Center located in the Center for Career Development, or apply directly to the department or program of interest for any positions that may be open for student workers (this is not the procedure for FWS assignments).

- Almost all of Washington College’s departments and programs hire in the early Fall for the academic year.

- Additional job openings occur after winter break for the second semester. Short-term employment opportunities are also available for special events.
The following areas employ a significant number of students each year:

- Admissions
- Athletics
- Barnes & Noble Bookstore
- Catering
- Central Services
- Dining Services
- Information Technology
- Intramural Sports
- Lifetime Fitness Center
- Miller Library
- Student Affairs
- Swim Center

Other employment opportunities include Peer Mentors, Resident Assistants, Voyagers, Note-Takers, Tutors and Teaching Assistants.
ARE YOU UNDER 18?

Students who have not yet reached the age of **18** are required to have a Maryland Minor Work Permit. Information on applying for a Maryland Minor Work Permit can be found on the [Minor Work Permit](#) page.
The **New Student Employee Paypack** is a packet of employment forms that Washington College requires *all student employees (including Federal Work-Study)* to complete in order to work and receive payment. All forms must be completed entirely and submitted to the Business Office *before* the student employee begins working. This presentation will review the required forms in the Paypack.

*Please note:* if you have worked on campus before you are *not* required to submit a new Paypack.
NEW STUDENT EMPLOYEE PAYPACK

The following required forms are contained in the paypack:

1. **Form I-9**

2. **State Withholding Form**

3. **Federal Withholding Form**

4. **Direct Deposit Authorization**

5. **Confidentiality Agreement**

*Please note:* New employees must also present a valid Driver’s License or Photo ID
About the Form I-9

- The Form I-9 is a document that employers must complete to verify that new employees are eligible to work in the United States.

- Federal Regulation requires that Washington College completes a Form I-9 for every person hired.

- The Form I-9 must be completed in person within 3 business days of your hire date.
FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES

Completing the Form I-9

• Page 1-6 and 9 are instructional only and do not contain any fields to be completed by the employee.

• Employees must complete page 7.

• A Washington College Business Office staff member will complete the Employer portion of page 8.
Completing the Form I-9

Step 1 Page 7: Fill in your personal information in Section 1
FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES

Completing the Form I-9

Step 1 Page 7: Fill in your personal information in Section 1

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Completing the Form I-9

Step 1 Page 7: Fill in your personal information in Section 1

Please Note: The Form I-9 requires your permanent home address, even if you are not a U.S. resident. The College’s address (300 Washington Avenue) will not be accepted as your address.
Completing the Form I-9

Step 1 Page 7: Fill in your personal information in Section 1

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

- Last Name (Family Name)
- First Name (Given Name)
- Middle Initial
- Other Names Used (If any)
- Address (Street Number and Name)
- Apt. Number
- City or Town
- State
- Zip Code
- Date of Birth (mm/dd/yyyy)
- U.S. Social Security Number
- E-mail Address
- Telephone Number
Completing the Form I-9

Step 1 Page 7: Fill in your personal information in Section 1

**Please Note:** If you do not have a SSN leave this field blank. See the next slide for instructions on applying for an SSN.
SOCIAL SECURITY NUMBERS

Do you have a Social Security number?

- The government requires anyone who works in the United States to be assigned a Social Security number.
- If you do not have a Social Security number, you will need to apply for one.
- To apply for a Social Security number, please contact the Global Education Office. They sponsor trips each semester to the Social Security Office.
- Note that new students may not apply for an SSN earlier than 10 business days after arriving in the U.S.
Do you have a Social Security number?

- Once you have applied for and received a Social Security card, bring the application letter and the Social Security card to the Business Office.

- A copy will be made for your file and your SSN will be added to your Form I-9.

- Once you have applied for a SSN, you may begin working, even if you have not received your card yet.

- More information can be found at: http://iss.washington.edu/employment/ssn.
Please Note: This can be your Washington College email address or your personal email address.
**FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES**

**Completing the Form I-9**

**Step 1 Page 7:** Fill in your personal information in Section 1

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (If any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address (Street Number and Name)</td>
<td>City or Town</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
<td>U.S. Social Security Number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please Note: This can be your personal cell phone number or your home phone number.
FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES

Completing the Form I-9

Step 2 Page 7: Select your citizenship status in Section 1

U.S. Citizens

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (See instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number): __________________________
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _________________. Some aliens may write "N/A" in this field.

(See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: __________________________

OR

2. Form I-94 Admission Number: __________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: __________________________
Country of Issuance: __________________________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)
Completing the Form I-9

Step 2 Page 7: Select your citizenship status in Section 1

Non-Citizens

Please Note: See page 2 of the Form I-9 for instructions.
Completing the Form I-9

Step 2 Page 7: Select your citizenship status in Section 1

Lawful Permanent Residents

Please Note: Lawful Permanent Residents must provide the AR/USCIS number and supporting documents such as a Permanent Resident Card, Form I-94, F-1 Visa or Foreign Passport.
Completing the Form I-9

Step 2 Page 7: Select your citizenship status in Section 1

Aliens
authorized
to Work

Please Note: Aliens authorized to work must provide the AR/USCIS number and supporting documents such as a Form I-94, F-1 Visa or Foreign Passport. For the expiration date, Aliens should indicate their duration of stay (D.S. mm/dd/yyyy).
FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES

Completing the Form I-9

Step 3 Page 7: Sign and Date Section 1

Your Signature and Date
Completing the Form I-9

Step 4 Page 8: The Employer Page

A Washington College Business Office staff member will complete this page with submitted identification.
Completing the Form I-9

Acceptable Identification

- The government requires employees to submit identification to the Employer to verify citizenship and eligibility to work.

- A list of the acceptable identification is listed on page 9 of the Form I-9.

- **Originals** of the identification must be presented.

- **Please note:** photocopies, faxes and scans will not be accepted.

- If student employees do not have one or more of the required identification with on campus, we recommend that parents mail them the required identification.
FORM I-9: VERIFICATION OF ELIGIBILITY TO WORK IN THE UNITED STATES

Completing the Form I-9

Acceptable Identification

You must submit one original form of identification from List A OR
Completing the Form I-9

Acceptable Identification

You must submit **TWO** original forms of identification, one (1) from **List B** AND one (1) from **List C**.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card (Fees for alien or civilian)</td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Card (If you are a permanent resident or alien)</td>
<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
</tr>
<tr>
<td>a. Foreign passport; and</td>
<td></td>
</tr>
<tr>
<td>b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in violation with any conditions or restrictions.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Driver’s license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
<td></td>
</tr>
<tr>
<td>3. School ID card with a photograph</td>
<td></td>
</tr>
<tr>
<td>4. Voter’s registration card</td>
<td></td>
</tr>
<tr>
<td>5. U.S. Military card or draft record</td>
<td></td>
</tr>
<tr>
<td>6. Military dependent’s ID card</td>
<td></td>
</tr>
<tr>
<td>7. U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
</tr>
<tr>
<td>8. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>9. Driver’s license issued by a Canadian government authority</td>
<td></td>
</tr>
<tr>
<td>10. For persons under age 18 who are Native American tribal members:</td>
<td></td>
</tr>
<tr>
<td>a. Native American tribal ID card</td>
<td></td>
</tr>
<tr>
<td>b. Native American tribal card</td>
<td></td>
</tr>
<tr>
<td>c. American Indian tribal document</td>
<td></td>
</tr>
<tr>
<td>d. Tribal identification card for use of a member of the United American Indian tribe in that tribe’s jurisdiction</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. A Social Security Account Number Card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
</tr>
<tr>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
<td></td>
</tr>
<tr>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
<td></td>
</tr>
<tr>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
<td></td>
</tr>
<tr>
<td>5. Native American tribal document</td>
<td></td>
</tr>
<tr>
<td>6. U.S. Citizen ID Card (Form I-191)</td>
<td></td>
</tr>
<tr>
<td>7. Identification Card for Use of a Resident Citizen in the United States (Form I-1315)</td>
<td></td>
</tr>
</tbody>
</table>
The Federal and State governments withhold taxes from all employees.

Employees have the right to determine what exemptions they would like to claim from taxes.

A W-4 (Federal) and MW507 (State) must be completed by all employees to indicate desired withholding.

Tax withholding and exemptions can be changed at any time by completing a new form.

Business Office staff cannot advise employees on what to claim for their taxes. Students unsure of what to claim should ask their parents or family tax advisor.
Completing the Federal Withholding Certificate

Step 2: Fill in the W-4 Federal Withholding Section

Check Your Marital Status
Completing the Federal Withholding Certificate

Step 2: Fill in the W-4 Federal Withholding Section

Please Note: Exemptions correspond to a number such as 0, 1, 2, etc. You may either claim a number OR Exempt.
Write the word EXEMPT if you do not want taxes taken from your paycheck.

Please Note: Exemptions correspond to a number such as 0, 1, 2, etc. You may either claim a number OR Exempt. Exempt takes no taxes out of your paycheck.
Completing the Federal Withholding Certificate

Step 4: Sign and Date the Withholding Certificate

Your Signature and Date
Completing the State Withholding Certificate

Step 3: Fill in the MW507 Maryland Withholding Section

Check your Marital Status.
Completing the State Withholding Certificate

Step 3: Fill in the MW507 Maryland Withholding Section

<table>
<thead>
<tr>
<th>Form MW507</th>
<th>Employee’s Maryland Withholding Exemption Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print full name</td>
<td>Social Security Number</td>
</tr>
<tr>
<td>Street Address, City, State, ZIP</td>
<td>County of residence (Nonresidents enter Maryland county or (or Baltimore City) where you are employed)</td>
</tr>
<tr>
<td>□ Single</td>
<td>□ Married (surviving spouse or unmarried Head of Household) Rate</td>
</tr>
<tr>
<td>□ Additional withholding per pay period under agreement with employer</td>
<td></td>
</tr>
<tr>
<td>1. Total number of exemptions you are claiming not to exceed line f in Personal Exemption Worksheet on page 2.</td>
<td>1.</td>
</tr>
<tr>
<td>2. Additional withholding per pay period under agreement with employer.</td>
<td>2.</td>
</tr>
<tr>
<td>3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions above and check boxes that apply.</td>
<td></td>
</tr>
<tr>
<td>□ a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld.</td>
<td></td>
</tr>
<tr>
<td>□ b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld. (This includes seasonal and student employees whose annual income will be below the minimum filing requirements).</td>
<td></td>
</tr>
<tr>
<td>4. I claim exemption from withholding because I am domiciled in one of the following states. Check state that applies.</td>
<td></td>
</tr>
<tr>
<td>□ District of Columbia □ Virginia □ West Virginia</td>
<td></td>
</tr>
<tr>
<td>I further certify that I do not maintain a place of abode in Maryland as described in the instructions above. Enter &quot;EXEMPT&quot; here.</td>
<td>4.</td>
</tr>
<tr>
<td>5. I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the Instructions on Form MW507. Enter &quot;EXEMPT&quot; here.</td>
<td>5.</td>
</tr>
<tr>
<td>6. I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction within York or Adams counties. Enter &quot;EXEMPT&quot; here and on line 4 of Form MW507.</td>
<td>6.</td>
</tr>
<tr>
<td>7. I claim exemption from Maryland local tax because I live in a local Pennsylvania jurisdiction that does not impose an earnings or income tax on Maryland residents. Enter &quot;EXEMPT&quot; here and on line 4 of Form MW507.</td>
<td>7.</td>
</tr>
<tr>
<td>8. I certify that I am a legal resident of the state of and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Act. Enter &quot;EXEMPT&quot; here...</td>
<td>8.</td>
</tr>
<tr>
<td>Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.</td>
<td></td>
</tr>
<tr>
<td>Employee’s signature</td>
<td>Date</td>
</tr>
<tr>
<td>Employer’s name and address including ZIP code (For employer use only)</td>
<td>Federal Employer Identification Number</td>
</tr>
</tbody>
</table>

Indicate the number of Exemptions you are claiming OR
Write the word EXEMPT if you do not want state taxes taken from your paycheck.
Completing the State Withholding Certificate

Step 4: Sign and Date the Withholding Certificate

**Employee’s Maryland Withholding Exemption Certificate**

- **Print full name**
- **Social Security Number**

**Street Address, City, State, ZIP**

- **County of residence (Nonresidents enter Maryland county (or Baltimore City) where you are employed.)**

**Single**  
**Married (surviving spouse or unmarried Head of Household) Rate**  
**Married, but withhold at Single rate**

1. Total number of exemptions you are claiming not to exceed line I in Personal Exemption Worksheet on page 2.
2. Additional withholding per pay period under agreement with employer.
3. I claim exemption from withholding because I do not expect to owe Maryland tax. See instructions above and check boxes that apply.
   - a. Last year I did not owe any Maryland income tax and had a right to a full refund of all income tax withheld and
   - b. This year I do not expect to owe any Maryland income tax and expect to have the right to a full refund of all income tax withheld.
   - (This includes seasonal and student employees whose annual income will be below the minimum filing requirements. If both a and b apply, enter year applicable __________ (year effective) Enter “EXEMPT” here.
4. I claim exemption from withholding because I am domiciled in one of the following states. Check state that applies.
   - District of Columbia  
   - Virginia  
   - West Virginia
5. I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described above. Enter “EXEMPT” here.
6. I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter “EXEMPT” here.
7. I claim exemption from Maryland state withholding because I am domiciled in the Commonwealth of Pennsylvania and I do not maintain a place of abode in Maryland as described in the instructions on Form MW507. Enter “EXEMPT” here.
8. I certify that I am a legal resident of the state of _________ and am not subject to Maryland withholding because I meet the requirements set forth under the Servicemembers Civil Relief Act, as amended by the Military Spouses Residency Relief Act. Enter “EXEMPT” here...

**Under the penalty of perjury, I further certify that I am entitled to the number of withholding allowances claimed on line 1 above, or if claiming exemption from withholding, that I am entitled to claim the exempt status on whichever line(s) I completed.**

- **Employee’s signature**
- **Date**

**Employer’s name and address including ZIP code (For employer use only)**

**Federal Employer Identification Number**

**COM/RAD-036 16-49**

Your Signature and Date
Completing the Direct Deposit Form

- Washington College offers Direct Deposit as an easy and convenient way for employees to receive their paycheck.

- All employees are paid via Direct Deposit.

- Paychecks are direct deposited every 2 weeks according to the pay schedule in the last page of your Paypack.

- To establish Direct Deposit employees must have an open checking or savings account.

- If a student does not have an existing bank account, there are several banks in the Chestertown area such as Peoples Bank, PNC, BB&T, and CNB. All ATMs on campus are PNC.
Completing the Direct Deposit Form

Step 1: Fill in your personal information

Please Note: Leave this blank if you do not have one yet.
Completing the Direct Deposit Form

Step 1: Fill in your personal information

Please Note: This number can be found on your Student ID card.
DIRECT DEPOSIT

Completing the Direct Deposit Form

Step 1: Fill in your personal information

Your Full Name
Completing the Direct Deposit Form

Step 2: Read, Sign and Date the agreements

I hereby authorize my employer, Washington College, and the depository institution(s) named, to initiate credit entries and to initiate, if necessary, debit and adjustments for any credit entries in error to the account(s) indicated below. I understand that this authorization of direct deposit is to remain in effect until the Human Resources Department has received written notification from me of termination or change of the account(s) listed in such time and in such manner as to enable both the Human Resources Department and the Bank(s) to act on the notification.

Additionally, I hereby acknowledge constructive receipt of and agree to comply with College policies, as may be revised from time to time, published in:
- Or the Staff Handbook at [http://hr.washcoll.edu/newemployees_staffhandbook.php](http://hr.washcoll.edu/newemployees_staffhandbook.php)
- Or the Student Employment Handbook at [http://hr.washcoll.edu/studentemployment.php](http://hr.washcoll.edu/studentemployment.php)

Employee Signature: ___________________________  Date: ___________________________
DIRECT DEPOSIT

Completing the Direct Deposit Form

Account Verification

REQUIRED ACCOUNT VERIFICATION
For all accounts, please attach a blank voided check or official letter from your bank verifying account holder information. 
Note: Deposit slips and/or documents with hand-written information will not be accepted.

For all Direct Deposit accounts, Washington College requires verification of the account information from your bank. Acceptable forms of verification include:
• Blank voided check
• Letter from the bank
Washington College cannot accept the following as verification of your account:
• Deposit slips
• Hand-written information
• Banking cards
• Account statements
Completing the Direct Deposit Form

Step 3: Fill in your Primary Account information

Check the Account Type (Checking or Savings)
Completing the Direct Deposit Form

Step 3: Fill in your Primary Account information

Fill in your Bank’s name
Completing the Direct Deposit Form

Step 3: Fill in your Primary Account information

Fill in the Bank Transit/Routing Number

Please Note: This is a 9-digit number that can be found on the bottom of your check.
Completing the Direct Deposit Form

Step 3: Fill in your Primary Account information

Please Note: This can be found on the bottom of your check.
Completing the Direct Deposit Form

Step 4: Fill in your Additional Account information

If you would like additional money be direct deposited into an additional account, provide the bank and account information.

**ADDITIONAL ACCOUNTS**

Your net pay, less any additional direct deposit amount(s) authorized below, will be deposited to this account.

- **Account Type:**
  - [ ] Checking
  - [ ] Savings

- **Depository (Bank) Name:**

- **Transit/ABA number (9 digits):** __________ Account Number: __________

- **Name on Account:**

- **Dollar amount to be deposited into this account (must be fixed dollar amount):** $ __________

- **Account Type:**
  - [ ] Checking
  - [ ] Savings

- **Depository (Bank) Name:**

- **Transit/ABA number (9 digits):** __________ Account Number: __________

- **Name on Account:**

- **Dollar amount to be deposited into this account (must be fixed dollar amount):** $ __________
Completing the Direct Deposit Form

Step 4: Fill in your Additional Account information

For each additional account you must provide verification and specify the dollar amount to be Direct Deposited.
Confidentiality, Drugs & Alcohol, Property and Health Agreements

Step 1: Read each agreement listed on the form and initial in the corresponding spaces

Confidentiality Agreement

By being employed with Washington College, I may have access to educational, financial, and employment records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Right and Privacy Act of 1974 (FERPA). I further understand that I may have access to other records and information that the College or my employing office considers privileged.

Because of the information that students may view, Washington College is requiring all student workers to sign a confidentiality agreement. This means I am aware that I may view and work only with information that pertains to my job. Information on individuals, other than published information, is not to be shared with individuals anywhere outside of the office.

I further understand that accessing, releasing, or using information without authorization that Washington College considers privileged or confidential violates College policy and is a violation of the Honor Code.

I acknowledge that if I abuse my responsibilities as an employee by improperly altering confidential information or assisting others in doing so, or if I violate another's right to privacy by communicating confidential information to unauthorized persons, my status as an employee will be terminated, and I may be brought up on Honor Code charges.
Confidentiality, Drugs & Alcohol, Property and Health Agreements

Step 2: Print your Name, Sign and Date

Print Employee Name

Employee Signature

Human Resources Representative Signature

Date
AGREEMENTS

Confidentiality, Drugs & Alcohol, Property and Health Agreements

Step 3: Business Office Verification

A Business Office Staff Member will complete the form when you turn in your Paypack.
In addition to your identification for the Form I-9, please bring your Driver’s License or official state/government issued Photo ID. The Business Office will copy your ID for our records.
SUBMITTING YOUR PAYPACK

When you have completed your Paypack you may submit the documents to the Business Office.

- Paypacks must be submitted in person at our office (located at 309 Washington Avenue). The Business Office is open Monday-Friday from 8:30am until 4:30pm.

- Paypack submission takes 5-15 minutes, depending on the number of employees waiting to be served. Appointments are not necessary.

- The Business Office cannot accept incomplete Paypacks. Your Paypack will not be considered complete until all forms and additional documents have been received.

- The Paypack must be submitted within 3 days of your start date. If you are unable to submit the Paypack within this timeframe, you must stop working.