

Student Employment Checklist

- Find a job on campus by:
 - a) Checking with employers whom you are interested in working for by emailing, calling, or visiting them
 - b) Checking the Student Employment Website:
<http://www.wheatoncollege.edu/admin/sfs/se/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 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)
- 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!