

Dear New Student,

RE: STUDENT EMPLOYMENT AT WHEATON

It is a pleasure to welcome you to Wheaton College and to explain the Student Employment Program. Wheaton's Student Employment Program provides students the opportunity to work to help defray college expenses and the chance to gain skills which will prove invaluable during your years at the College and beyond.

Student employment at Wheaton is funded through two programs, **Federal Work-Study (FWS) and Wheaton Work (WW)**. Federal Work-Study is awarded to students who apply for and receive need-based financial assistance. Students with this type of funding may be employed by any department that has a student employment budget. We do not hold a set number of jobs, or specific jobs, for students with FWS funding.

Students who do not qualify for need-based assistance may seek employment through the **Wheaton Work program**. Students receive Wheaton Work awards from the College once they have secured employment in a department that has available Wheaton Work funds. Please note that Wheaton Work funding is much more limited than FWS funding. The College does not guarantee the availability of on-campus employment for all students.

A work award (FWS or WW) represents the maximum earnings the College has authorized. Earnings under the student employment program are paid through Wheaton's biweekly payroll based on the position, pay rate and the number of hours worked.

We recommend that students who wish to work start their job search early in the term. It is the student's responsibility to contact departments directly to apply for a position, to interview and to arrange a work schedule. The Office of Student Financial Services is available as a resource for students seeking employment. We publish an on-line job listing which shows on-campus job openings and department contacts.

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Documentation Required To Work On Campus

In order to work on campus, students must demonstrate that they are eligible to work in the United States. You will need to complete a W-4 Tax Withholding Form and an I-9 Employment Eligibility Form before we can authorize you to work and enter you on the payroll system. You will need to have the following documents with you when applying for employment on campus:

I. One item from the list below:

- A. U. S. Passport
- B. Certificate of U. S. Citizenship
- C. Certificate of U. S. Naturalization
- D. Alien registration card with photo

OR

II. A combination of one document from **each** of the following lists:

- A. State issued driver's license
- B. State issue ID card with photo, name, sex, and birth date
- C. U. S. Military card

AND

- A. **Original** social security card
- B. Certified birth certificate (**original**) issued by state, county or municipal authority
- C. Current INS employment authorization form

Off-campus employment is another option for Wheaton students seeking work. The Filene Center for Work and Learning provides current listings of off-campus, non-Work-study, part-time and summer jobs. Lisa Gavigan, located at the Kollett Center, is available to answer your questions about these programs.

I look forward to meeting all of you and hope that you will begin the job search early in order to take advantage of the valuable resources available to you. Best wishes for a successful school year!

Sincerely,

Claudette C. Newport
Manager of Student Employment
Student Financial Services
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