

## Required Student Employment Forms

- ✓ Form I-9, Employment Eligibility Verification
- ✓ Federal W-4 Form
- ✓ State W-4 Form
- ✓ Student Payroll Deduction Agreement
- ✓ Direct Deposit Authorization Form

In order for the Form I-9 to be completed, please present your original IDs. Copies will NOT be accepted.

- ✓ Option 1: Valid Driver's License or State ID **AND** Original Social Security Card or Original Birth Certificate
- ✓ Option 2: Valid Passport
- ✓ Option 3: Review the instructions of the Form I-9 for additional options.



Knightlink is Wartburg College's online job board. All on-campus jobs, internships, and part-/full-time jobs are posted on this website.

[www.wartburg.edu/knightlink](http://www.wartburg.edu/knightlink)



### FIRST WEEK OF JULY

Check your Wartburg e-mail for your unique Knightlink login credentials and instructions. Login to Knightlink and complete your student profile!

### TUESDAY, JULY 10<sup>TH</sup>

2018-2019 Student employment job openings will be posted on Knightlink on this date. Login to Knightlink and start applying for on-campus jobs!



## Wartburg College Student Employment

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## Join the Wartburg Workforce today!

The Wartburg College Student Employment program provides students with employment opportunities that will assist them with achieving both their academic and professional goals through hands-on learning in a challenging yet supportive environment.

Students have the opportunity to:

- Meet and develop relationships with other students, faculty, staff, and other individuals in the Wartburg-Waverly community.
- Develop and enhance work ethic, work habits, and various skill sets.
- Gain practical work experience that can be used to build a resume.
- Have flexibility in scheduling work hours.
- Earn money to fund education-related expenses.



**KNIGHTtime**

KnightTime is Wartburg College's automated time system. All student employees must utilize KnightTime to report their work hours.

Student employees are required to use their **Wartburg ID card** to punch in/out of the KnightTime timeclocks on-campus.

Student employees are able to work multiple on-campus jobs, but are only permitted to **work up to 20 hours per week** while classes are in session and up to 40 hours per week during holiday breaks and summer break.

The work week runs from Sunday to Saturday.

### Review Your Timecard Anytime!

1. Login to InfoCenter with your Wartburg credentials.
2. Select the Employment tab and then "Student Employment" from the drop-down menu.
3. Select KnightTime Timecard Application under the "Important Links" section.

### Online Paystub

1. Login to InfoCenter with your Wartburg credentials.
2. Select the Employment tab and then "Student Employment" from the drop-down menu.
3. Select Pay Stub under the "Important Links" section.

### Methods of Payment

#### Student Payroll Deduction Agreement

This agreement allows the electronic transfer of a percentage (25%, 50%, 75%, or 100%) of a student's monthly wages to be applied towards their Wartburg College tuition bill.

#### Direct Deposit

This method ensures the electronic transfer of a student's monthly wages into their checking or savings account at a banking institution of their choice.

**Payday is on the 15<sup>th</sup> of each month.**