DID YOU KNOW? . . .

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

Payday is on the 15th of each month. Students are paid once a month.

Student employees may work **multiple on-campus jobs**.

The **work week** runs from Sunday to Saturday.

Students can **review their work hours** by logging into InfoCenter using their Wartburg credentials and selecting "KnightTime Timecard" under the Employment tab.

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

All students are responsible for applying and securing their own **on-campus job** with the help of the SEO.

The **Student Payroll Deduction 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. A convenient way to decrease the balance on your tuition bill!

All full-time students are **eligible** to work on-campus regardless if they are eligible for Federal Work-Study or not.

Federal Work-Study (FWS) awards are not automatically applied to students' tuition bills. Students must work the hours to earn their FWS awards and may elect the Student Payroll Deduction Agreement to have their monthly wages applied directly to their tuition bill, if desired.

Student employees are 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.

Direct Deposit is the electronic transfer of a student's monthly wages into their checking or savings account at a banking institution of their choice. A great option for a student on the go!

Students can access their current and past pay stubs online by logging into Info Center using their Wartburg credentials and selecting "**Pay Stub**" under the Application tab.

Wartburg College
Student Employment

Join the Wartburg Workforce today!

Abbie Raum '10, Student Employment Coordinator
Student Employment Office (SEO) - Luther Hall 212
Phone: (319) 352-8350
E-mail: studentemployment@wartburg.edu
Website: www.wartburg.edu/jobs

SAVE THE DATE!

Monday, July 10th

2017-2018 student employment job openings will be posted on Knightlink and students can start applying for them on this date.

Find us on
Facebook   **Wartburg College Student Employment**

3 Easy Steps to Student Employment!

1. Complete and Submit Required Forms:
• Form I-9, Employment Eligibility Verification
• Federal W-4 Form
• State W-4 Form
• Student Payroll Deduction Agreement
• Direct Deposit Authorization Form

2. Present 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**.**

3. Apply for Jobs via Knightlink:
Knightlink is Wartburg College's online job board. All on-campus jobs, internships, and part/full-time jobs are posted on this website.
Check your Wartburg e-mail at the beginning of July for your unique Knightlink login credentials and login instructions.