

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



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 10TH

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 15th of each month.