

JOIN US!

New Student Workers Paperwork Processing

Where: Human Resources (Gateway Building, 4th Floor - Room 402)

When: Dates for the fall semester are always announced in advance. Please sign up for a time slot. Outside of this, stop in to our front desk M-F any time from 8am - 4:30pm (8am-4pm during the summer)

What you'll need to have ready to go:

- ☒ Completed student worker authorization signed by hiring supervisor
- ☒ Section 1 (front side) of the Form I-9 completed, signed and dated, and one item from List A or a combination of items from Lists B and C
- ☒ Direct Deposit form completed (optional, but highly encouraged) along with a voided check or a letter from your bank on their letterhead with your account information
- ☒ W-4 for tax withholdings completed

Paper paychecks are no longer being held in HR for pickup. They will be mailed to you at the most current address on file. If you move, please be sure to notify us in person ASAP!

Pay is once per month on the last business day of the month. Want your money a day early?

Sign up for direct deposit!

Casper College

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