

New Student Employee Paperwork Processing

Where: Human Resources (Gateway Building, 4th Floor - Room 402, ext. 2728)

When: Stop by our front desk M-F any time from 8am - 4:30pm (8am-4pm during the summer)

What you'll need:

- ☒ Completed student employee authorization form, signed by hiring supervisor and student.
- ☒ For the Form I-9, which establishes employment eligibility, provide an **original document** from List A or a combination of **original documents** from Lists B and C. Photocopies or pictures of documents are not accepted.
- ☒ Direct Deposit form (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 withholding form; may be completed in HR.

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

Sign up for direct deposit or a branch pay card!
If you move, please notify HR, in person, ASAP!
(307) 268-2728.

Casper College

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