

New Student Employee Paperwork Processing

Where: Human Resources (Gateway Building, 4th Floor - Room 402, ext. 2727)

When: Stop by our front desk M-F any time from 8am - 4:30pm (8am-3:30pm during the summer)

What you'll need:

- ☒ A completed student employment authorization form in Etrieve Softdocs that has been e-signed by your supervisor and you. You will be notified when HR has the completed form.
- ☒ 10-15 minutes to complete your W-4 and I9 forms, and to review your pay options.
- ☒ 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.
- ☒ 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

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Linda Toohey, associate vice president for student services, at 125 College Dr., Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu; or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

