

STEPS TO BECOME A STUDENT EMPLOYEE

1. Complete work study paperwork.
2. Obtain required supporting documents(for I-9)
3. Return documents and paperwork to student employee coordinator.
4. Go to departments to find a job.
5. Once job is found return to student employee coordinator to issue you a work agreement.
6. Sign and have department sign agreement.
7. You can start work.

**PLEASE DO NOT START WORKING UNTIL
AN AGREEMENT IS COMPLETED.**



STUDENT EMPLOYEE APPLICATION

Complete the following information. Please Print Clearly.

Last Name	First Name	Nickname
-----------	------------	----------

Student ID #: _____

Valid E-mail address: _____

Permanent Home Address: _____
Street

City	State	Zip
------	-------	-----

Phone Number: () _____ () _____
Home Cell

U. S. Citizen? Yes _____ No _____ Eligible Non-Citizen _____

College Major: _____ Are you an athlete? Yes _____ No _____

Work Skills or Training:

Typing _____ Multi-line phone _____ Tutoring _____

Computer: Word _____ Excel _____ Other _____

Attach a copy of your class schedule, if available, at the time you submit your application.

If you have any questions about this application or the opportunity to be a student worker please feel free to contact the financial aid office at 806-291-3520.

What are your greatest attributes? (Be specific)

What areas can you improve on? (Be specific)

What type of work do you enjoy doing? (Be specific)

Have you ever been employed by Wayland Baptist University? Yes _____ No _____

If yes, when? _____ Which department? _____

Previous Work History:

Employer City Type of Work Date(s) worked

I certify that all the information provided by me in connection with this application is true and complete, and that any falsification shall be grounds for refusal to hire, or if hired, termination of employment.

I understand that as a condition of my employment I will be required to provide proof of authorization to work in the United States.

I understand that receipt of this application by WBU does not mean that I have been hired or employed by WBU. I understand that this application is not a contract of employment.

Signature: _____ Date: _____

Student Employee Orientation

Anyone who is enrolled at least half time in face-to-face classes with Wayland Baptist University in Plainview may be a student employee.

There are 2 types of student employment jobs at WBU- Federal and Institutional. Federal student employment is a need based aid where the government reimburses WBU a percentage of each student's salary. Institutional student employment funds are all paid from Wayland's budget. Most departments have both types of funds to use.

To apply for student employment, a student will need to complete the Student Employment packet. Students are required to secure their own job. When the student secures a job, they come back to Financial Aid to do a Student Employment Agreement*. At that time the student will be required to complete an I-9 form. The student will need to know how many hours a week they will be working. After receiving an employment agreement, the student will take it to the supervisor to be signed. The employment agreement should be returned to Financial Aid at which time a timesheet will be given to the student. **The student may now begin to work.**

Student Employment Agreement is a contract between the student worker and the department/ supervisor.

Timesheets are due on the 15th of the month and last day of the month. If either of these dates fall on a weekend, timesheets will be due on the Friday before that date. **Never** put more than one time period on one timesheet. Timesheets must be signed by both the student employee and the Supervisor. Timesheets turned in on the 15th will be paid on the last day of the month; turned in on the last day of the month will be paid on the 15th of the next month.

Questions regarding work-study should be directed to Clorene McDonald. You can reach her by calling (806)291-3528 or email clorenem@wbu.edu

ID# _____

Signature: _____

Date _____

Office Use Only

Received _____ Payroll _____ PowerFails _____

Date and Initials

Date and Initials

Date and Initials

Employee's Withholding Certificate

▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**
▶ **Give Form W-4 to your employer.**
▶ **Your withholding is subject to review by the IRS.**

2021

Step 1: Enter Personal Information	(a) First name and middle initial _____	Last name _____	(b) Social security number _____
	Address _____		▶ Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code _____		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying widow(er) <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, when to use the estimator at www.irs.gov/W4App, and privacy.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3–4); **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld ▶

TIP: To be accurate, submit a 2021 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$ _____ Multiply the number of other dependents by \$500 ▶ \$ _____ Add the amounts above and enter the total here 3 \$ _____	
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a) \$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b) \$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c) \$ _____

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	▶ _____ ▶		
	Employee's signature (This form is not valid unless you sign it.)	Date	

Employers Only	Employer's name and address _____	First date of employment _____	Employer identification number (EIN) _____
-----------------------	-----------------------------------	--------------------------------	--------------------------------------------

FOR OFFICE USE ONLY
Date of Activation:

Signature:



Wayland Baptist University

Authorization Agreement for

ACTIVATING Direct Deposit

I (we) authorize Wayland Baptist University, to initiate credit entries and if errors occur, I authorize correcting entries to my account indicated below.

Financial Institution Name/Location	Transit Routing No.	Account Number	Type of Account
----------------------------------------	------------------------	-------------------	--------------------

This authority is to remain in full force until I (we) terminate this authorization.

Print Name: _____

Signature: _____

Student ID: _____

Date: _____

Address where deposit notification mail to:

NOTE: Please attach a voided check with this authorization. (This will verify transit number, routing number, and account number).

**MUST HAVE
VOIDED CHECK HERE
Or something from the bank with the
routing # and account # on it.**

WORK STUDY DEPARTMENT LIST

Academic Achievement

Supervisor: Amy Miles
Phone: 1052
Location: Trinity Building

Admissions

Supervisor: Debbie Stennett
Phone: 3504
Location: Gates Hall 1st floor

Alumni Services

Supervisor: Teresa Young
Phone: 3600
Location: Trinity Building

Art Department

Supervisor: Dr. Candace Keller
Phone: 1083
Location: Art Gallery

Athletic Department

Supervisor: Rick Cooper
Phone: 1137
Location: Hutcherson Gym

Baptist Student Ministries

Supervisor:
Phone: 3595
Location: Moody Science Building

Biology, Physical Science

Supervisor: Dr. Adam Rienhardt
Phone: 1117
Location: Moody Science Building

Business Office

Supervisor: Kathy Burton
Phone: 3458
Location: Gates Hall 2nd floor

BSOE-BCM Records

Supervisor: Brenda Gonzalez
Phone: 3560
Location: Gates Hall Basement

Church Services

Supervisor: Donnie Brown
Phone: 1165
Location: Mission Center

Copy Services

Supervisor: Brad Henderson
Phone: 3615
Location: Univ. Bookstore

Enrollment Management

Supervisor: Dr. Daniel Brown
Phone: 3436
Location: 100 Gates Hall

Executive VP/Provost

Supervisor: Tricia Norris
Phone: 3410
Location: Gates Hall

Financial Aid

Supervisor: Christy Miller
Phone: 3520
Location: Gates Hall

Graduate Services

Supervisor: Amanda Stanton
Phone: 3414
Location: Gates Hall 1st floor

Human Resources

Supervisor: Tanya Circle
Phone: 3451
Location: Van Howeling

Information Technology

Supervisor: Katrina Smith
Phone: 3540
Location: LRC Basement

Institutional Advancement

Supervisor: Teresa Young
Phone: 3430
Location: Trinity Building

Institutional Research

Supervisor:
Phone: 3406
Location: Gates Hall Basement

Intramurals

Supervisor: Rick Cooper
Phone: 1137
Location: Hutcherson

KWLD Radio/TV

Supervisor: Steve Long
Phone: 1084
Location: Harral Arts Division

Laney Center

Supervisor: Paula Lusk
Phone: 1137
Location: Laney Center

Library

Supervisor: Dr. Polly Lackey
Phone: 3702
Location: LRC

Mass Communication

Supervisor: Steve Long
Phone: 1086
Location: Harral Arts Division

Math Department

Supervisor: Kelly Pettit
Phone: 1133
Location: Moody Science Building

Museum

Supervisor: Melissa Gonzalez
Phone: 3662
Location: 8th Street

Music Department

Supervisor: Dr. Ann Stutes
Phone: 1065
Location: Harral Art Division

Physical Education

Supervisor:
Phone: 1045
Location: Van Howeling

Property Management

Supervisor: Trevor Morris
Phone: 3635
Location: 7th & Xenia Street

Public Relations

Supervisor: Teresa Young
Phone: 3585
Location: Trinity Building

Registrar's Office

Supervisor: Kristi Moore
Phone: 3470
Location: Gates Hall Basement

School of Behavioral & Social Sci.

Supervisor: Pat Heinen
Phone: 1170
Location: 3rd floor Gates Hall

School of Business

Supervisor: Debbie Lane
Phone: 1022
Location: Nunn Business Building

School of Education

Supervisor: Casandra Holloway
Phone: 1045
Location: Van Howling Building

School of Languages & Literature

Supervisor: Taryn Hackett
Phone: 1100
Location: 2nd floor Gates Hall

School of Religion & Philosophy

Supervisor: Shelby Harbison
Phone: 1160
Location: Flores Bible Building

Sports Information

Supervisor: Kevin Lewis
Phone: 1136
Location: Hutcherson Gym

Student Accounts

Supervisor: Shelia Wood
Phone: 3457
Location: Gates Hall 1st floor

Student Activities

Supervisor: Nicole Adams
Phone: 3753
Location: Univ. Center 2nd floor

Student Development

Supervisor: Lisa Kerbo
Phone: 3750
Location: Univ. Center 2nd floor

Student Housing

Supervisor: Glynn Boydston
Phone: 3766
Location: Univ. Center 2nd floor

Switchboard

Supervisor: Katrina Smith
Phone: 3555
Location: LRC basement

Theatre Department

Supervisor: Mark Kirk
Phone: 1081
Location: Harral Art Division

Trailblazer (newspaper)

Supervisor: Steve Long
Phone: 1084
Location: Harral Arts Division

Traveler (yearbook)

Supervisor:
Phone: 3585
Location: Trinity Building

Truck & Auto/Traffic & Parking

Supervisor: Trevor Morris
Phone: 3635
Location: 7th & Xenia Street

Tutorial Services

Supervisor: Dr. Brent Lynn
Phone: 3765
Location: Univ. Center 2nd floor

University Bookstore

Supervisor: Brad Henderson
Phone: 3615
Location: Univ. Center 1st floor

University Post Office

Supervisor: Mark Raddt
Phone: 3619
Location: Univ. Center 1st floor

Virtual Campus

Supervisor: Trish Trifilo
Phone: 1720
Location: Muncy Building

Weight Room

Supervisor:
Phone: 1137
Location: Hutcherson Gym

Writing Center

Supervisor: Brent Lynn
Phone: 3672
Location: 2nd floor LRC