

## Summer Temporary Employment Guidelines - 2008

HR Contacts: For pay rate information Bob Wright, Associate Director x4075 Robert.F.Wright@williams.edu  
For other questions Deb Stawarz, HRIS Assistant x2682 Debra.A.Stawarz@williams.edu

Note: Students should come to HR between 8:30 am and 3:30 pm to complete paperwork.

Time reports for hourly-paid employees are created the Thursday prior to the start of a pay period.

**A Student Summer Temporary Employment Authorization Form must be completed for each student employee working this summer and submitted to Human Resources (HR) prior to their start date.**

**Summer Payroll Dates: May 23<sup>rd</sup> – August 29th**

### **Williams First Years, Sophomores and Juniors**

#### **Williams Class of '08 who have not previously worked on campus**

- if they have not previously worked on campus: must come to HR to complete an I-9 form and tax forms prior to working; if working out of the area these forms must be completed before leaving campus. They must bring a driver's license and social security card, or a driver's license and birth certificate, or a passport. Documents must be the original. Photocopies or faxes cannot be accepted.  
who have previously worked on campus: do not need to come to HR to complete forms.
- to set up direct deposit, students need to bring verification of their account number via a voided check, bank statement or deposit slip. If they previously worked at Williams and had direct deposit, it will continue as before.
- checks or direct deposit advices are mailed to their SU Boxes.
- must go to the Paresky Mail Room and request their SU Boxes remain open for the summer.
- forwarding addresses for paychecks or direct deposit advices must be provided to the Registrar's Office.
- Graduating seniors' e-mail accounts will be retained for their summer job as long as a Student Summer Temporary Authorization Form has been submitted to HR. Authorization forms must be submitted to HR well in advance of their start date..

#### **Williams Class of '08 students who previously worked on campus**

- must come to HR prior to working to update their tax forms as they are no longer students; if working out of the area these forms must be completed before leaving campus.
- checks or direct deposit advices are mailed to their SU Boxes.
- must go to the Paresky Mail Room and request their SU Boxes remain open for the summer.
- forwarding addresses for paychecks or direct deposit advices must be provided to the Registrar's Office.
- Graduating seniors' e-mail accounts will be retained for their summer job as long as a Student Summer Temporary Authorization Form has been submitted to HR. Authorization forms must be submitted to HR well in advance of their start date.

#### **Non-Williams student employees who did not work at Williams last year**

- must come to HR to sign the appropriate forms prior to working. They need to bring a driver's license and social security card, a driver's license and birth certificate or a passport. Documents must be the original. Photocopies or faxes cannot be accepted.
- To set up direct deposit, students need to bring verification of their account number via a voided check, bank statement or deposit slip.
- Paychecks or direct deposit advices will be mailed to their home mailing address.

#### **Non-Williams student employees who worked at Williams last year**

- do not have to come to HR to fill out paperwork. However, those who need to update their mail address or emergency contact information must complete a "New Hire Form" and return it to HR on or before their start date.
- Paychecks or direct deposit advices will be mailed to their home mailing address.
- Direct deposit will continue if they had it set up previously.

**Employees must be at least 17 years old. If under age 18, a work permit must be obtained from their school and brought to HR prior to the start of work. Some schools do not issue work permits. In this case, a work permit may be obtained at the Mount Greylock Regional High School in Williamstown.**

**Williams College**  
**Office of Human Resources**  
**Student Summer Temporary Employee Authorization Form**

Employee Name: \_\_\_\_\_  
Last First MI

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Wms Student ID# \_\_\_\_\_ Wms Student graduating 2008 ID# \_\_\_\_\_ Non-Wms Student [] \_\_\_\_\_

First day of work: \_\_\_\_/\_\_\_\_/\_\_\_\_ Last day of work: \_\_\_\_/\_\_\_\_/\_\_\_\_

**PS Account #:** \_\_\_\_\_ . \_\_\_\_\_  
**PS Fund(3)** **PS Department ID #(7)**

**OR:** \_\_\_\_\_ . \_\_\_\_\_  
**PS Fund(3)** **PS Project #(6)**

PS Account Description: \_\_\_\_\_ % of distribution

If % of distribution is charged to more than one account, complete additional account information below. If benefits are to be charged to a different account, please contact the Controller's Office to be sure the account is set up properly.

**PS Account #:** \_\_\_\_\_ . \_\_\_\_\_  
**PS Fund(3)** **PS Department ID #(7)**

**OR:** \_\_\_\_\_ . \_\_\_\_\_  
**PS Fund(3)** **PS Project #(6)**

PS Account Description: \_\_\_\_\_ % of distribution

Pay rate: \$ \_\_\_\_\_ per hour Hours per week: \_\_\_\_\_

**OR** \$ \_\_\_\_\_ x \_\_\_\_\_ = \_\_\_\_\_ [stipends are for 40 hour/wk positions only]  
weekly amount # of weeks total stipend

\_\_\_\_\_-\_\_\_\_\_-2008  
Signature of Department Chair/Head/Supervisor Date

\_\_\_\_\_-\_\_\_\_\_-2008  
Human Resources Authorization Date

**If questions, please call x2682.**

**Return completed form to: Office of Human Resources,  
B&L Bldg, 100 Spring St, Ste 201**

For HR Use Only		
Action	Reason	Empl ID:
1	1	Empl Rcd #
2	2	Pos #:
		Entered by:
		Date: