

# Checklist for New NWS Student Workers

## Application

- Apply to open on-campus positions through [jobs.wcu.edu](http://jobs.wcu.edu) via the link on [jobcat.wcu.edu](http://jobcat.wcu.edu)
- Use student credentials only to create your profile on [jobs.wcu.edu](http://jobs.wcu.edu) to view and apply for student positions.
- Wait for hiring department to sign WAD offer letter. The offer letter (contract) is stored on the applicant portal and the email is just the notification.
  
- Once either your hourly or educational stipend hiring action has been submitted to HR by the department, look for an email about the Onboarding Portal to complete a checklist of items.
- Check your catamount email for a notice from HR to schedule an intake appointment.

## Intake Appointment

- Have all checklist items completed in Onboarding Portal prior to arrival for appointment.
- Be sure to have required, original documentation to verify identity and eligibility for employment on the Federal Form I-9. See Acceptable Documents List in onboarding portal.
- Bring direct deposit form- it is required to be enrolled in direct deposit.
  - To complete the direct deposit form, you will need either a voided check, letter from bank with account and routing number or official bank form (available from your bank).
- Complete W-4 and NC-4 tax forms during appointment.
- You will not be able to begin working until this intake appointment is complete.

## Begin Working

- Review the list of expectations for your job with your supervisor, which include guidelines on communicating, submitting timesheets, and maintaining your schedule.
- If Hourly, submit your first timesheet by 5:00 p.m. on the Monday it is due. You will need to keep a record of all relevant training and work time on your myWCU timesheet.
  - If the deadline is missed, a paper timesheet is required. Do NOT use the current electronic timesheet to make up for previously missed timesheets, or to adjust from previous pay periods.
  - Time sheet completion should reflect actual hours worked, when they are worked.