

Checklist for New NWS Student Workers

Application

- Apply to open on-campus positions through jobs.wcu.edu via the link on jobcat.wcu.edu
- Use student credentials only to create your profile on jobs.wcu.edu to view and apply for student positions.
- Wait for hiring departments to contact you directly for interviews and hiring decisions.

Hiring Paperwork

- If hired into an Educational Stipend position, an email will be sent from the application portal for you to electronically sign an 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.