

# 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.**

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Last Name	First Name	Nickname
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Student ID #: \_\_\_\_\_

Valid E-mail address: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_  
Street

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City	State	Zip
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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)

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What areas can you improve on? (Be specific)

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

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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

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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 15<sup>th</sup> 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 15<sup>th</sup> will be paid on the last day of the month; turned in on the last day of the month will be paid on the 15<sup>th</sup> 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](mailto: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.**

**2020**

<b>Step 1: Enter Personal Information</b>	<b>(a)</b> First name and middle initial	Last name	<b>(b)</b> Social security number
	Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
	City or town, state, and ZIP code		
	<b>(c)</b> <input type="checkbox"/> <b>Single or Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er)) <input type="checkbox"/> <b>Head of household</b> (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 online estimator, 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](http://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 2020 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.)

<b>Step 3: Claim Dependents</b>	If your 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 . . . . . <b>3</b> \$ _____		
<b>Step 4 (optional): Other Adjustments</b>	<b>(a) Other income (not from jobs).</b> 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 . . . . .	<b>4(a)</b>	\$ _____
	<b>(b) Deductions.</b> 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 . . . . .	<b>4(b)</b>	\$ _____
	<b>(c) Extra withholding.</b> Enter any additional tax you want withheld each pay period . . . . .	<b>4(c)</b>	\$ _____

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

<b>Employers Only</b>	Employer's name and address	First date of employment	Employer identification number (EIN)
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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
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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.**

# STUDENT EMPLOYMENT DEPARTMENT LIST

## **Academic Achievement**

Supervisor: Sherrie King  
Phone: 1052 CMB# 1220  
Location: Van Howling

## **Admissions**

Supervisor: Lara Boone  
Phone: 3504 CMB# 1294  
Location: Gates Hall 1<sup>st</sup> floor

## **Alumni Services**

Supervisor: Teresa Young  
Phone: 3600 CMB# 1291  
Location: Trinity Building

## **Art Department**

Supervisor: Dr. Candace Keller  
Phone: 1083 CMB# 1249  
Location: Harral Arts Division

## **Athletic Department**

Supervisor: Rick Cooper  
Phone: 1137 CMB# 1269  
Location: Hutcherson Gym

## **Baptist Student Ministries**

Supervisor: Reid Burkett  
Phone: 3595 CMB# 1242  
Location: Trinity/ SMAC

## **Biology, Physical Science**

Supervisor: Amber Coleman  
Phone: 1117 CMB# 1285  
Location: Moody Science Building

## **Business Office**

Supervisor: Kathy Burton  
Phone: 3458 CMB# 1270  
Location: Gates Hall 2<sup>nd</sup> floor

## **BAS-BCM Records**

Supervisor: Brenda Gonzales  
Phone: 3564 CMB# 1267  
Location: Gates Hall Basement

## **Church Services**

Supervisor: Dr. Paul Sadler  
Phone: 3408 CMB# 1290  
Location: Mission Center

## **Registrar's Office**

Supervisor: Kristi Moore  
Phone: 3470 CMB# 1302  
Location: Gates Hall Basement

## **Copy Services**

Supervisor: Brad Henderson  
Phone: 3615 CMB# 1551  
Location: Univ. Center Bookstore

## **Enrollment Management**

Supervisor: Dr. Claude Lusk  
Phone: 3436 CMB# 1298  
Location: Gates Hall

## **Executive VP/Provost**

Supervisor: Tricia Norris  
Phone: 3410 CMB# 1275  
Location: Gates Hall

## **Financial Aid**

Supervisor: Kathy Gwyn  
Phone: 3520 CMB# 1266  
Location: Gates Hall

## **Graduate Services**

Supervisor: Amanda Stanton  
Phone: 3414 CMB# 1279  
Location: Trinity

## **Human Resources**

Supervisor: Ron Appling  
Phone: 3451 CMB# 1274  
Location: Van Howling Basement

## **Information Technology**

Supervisor: Katrina Smith  
Phone: 3557 CMB# 1282  
Location: LRC Basement

## **Institutional Advancement**

Supervisor: Mike Melcher  
Phone: 3430 CMB# 1295  
Location: Trinity Building

## **Intramurals**

Supervisor: Rick Cooper  
Phone: 1137 CMB# 1269  
Location: Laney Center

## **Switchboard**

Supervisor: Kelley Pettit  
Phone: 3546 CMB# 1282  
Location: LRC basement/ IT Dept.

## **School of Fine Arts**

Supervisor: Christy Henegar  
Phone: 1060 CMB# 1277  
Location: Harral Arts Division

## **KWLD Radio/TV**

Supervisor: Steve Long  
Phone: 1084 CMB# 1271  
Location: Harral Arts Division

## **Laney Center**

Supervisor: Paula Lusk  
Phone: 1137 CMB# 1269  
Location: Laney Center

## **Library**

Supervisor: Sean Ditmore  
Phone: 3702 CMB# 1528  
Location: LRC

## **Mass Communication**

Supervisor: Dr. Marti Runnels  
Phone: 1086 CMB# 1277  
Location: Harral Arts Division

## **Math Department**

Supervisor: Amber Coleman  
Phone: 1133 CMB #1301  
Location: Moody Science Building

## **Museum**

Supervisor: Elva Hipolito  
Phone: 3662 CMB# 1226  
Location: Museum

## **School of Music**

Supervisor: Pam Kennedy  
Phone: 1076 CMB# 1286  
Location: Harral Music Division

## **Physical Education**

Supervisor: Paul Fikes  
Phone: 1045 CMB# 1227  
Location: Van Howling

## **Property Management**

Supervisor: Trevor Morris  
Phone: 3637 CMB# 1283  
Location: 7<sup>th</sup> & Xenia Street

## **Public Relations**

Supervisor: Jonathan Petty  
Phone: 3585 CMB# 1278  
Location: Trinity Building

# STUDENT EMPLOYMENT DEPARTMENT LIST

## **School of Behavioral & Social Sci.**

Supervisor: Patricia Heinen  
Phone: 1170 CMB# 1202  
Location: 3rd floor Gates Hall

## **School of Business**

Supervisor: Debbie Lane  
Phone: 1020 CMB# 1268  
Location: Nunn Business Building

## **School of Education**

Supervisor: Casandra Holloway  
Phone: 1045 CMB# 1284  
Location: Van Howling Building

## **School of Languages & Literature**

Supervisor: Dr. Brandenburg  
Phone: 1100 CMB# 1300  
Location: 2<sup>nd</sup> floor Gates Hall

## **School of Religion & Philosophy**

Supervisor: Shelby Sower  
Phone: 1160 CMB# 1276  
Location: Flores Bible Building

## **Sports Information**

Supervisor: Kevin Lewis  
Phone: 1136 CMB# 1260  
Location: Hutcherson Gym

## **Student Accounts**

Supervisor: Shelia Wood  
Phone: 3457 CMB# 1254  
Location: Gates Hall 1<sup>st</sup> floor

## **Student Activities**

Supervisor: Tyler Moore  
Phone: 3753 CMB# 1265  
Location: Univ. Center Pete's Place

## **Student Services**

Supervisor: Lisa Kerbo  
Phone: 3750 CMB# 1303  
Location: Univ. Center 2<sup>nd</sup> floor

## **Student Housing**

Supervisor: Glynn Boydston  
Phone: 3766 CMB# 1203  
Location: Univ. Center 2nd floor

## **Health Services**

Supervisor: Coralyn Dillard  
Phone: 3763 CMB# 1243  
Location: UC Center 2nd floor

## **Theatre Department**

Supervisor: Mark Kirk  
Phone: 1081 CMB# 1277  
Location: Harral Arts

## **Trailblazer (newspaper)**

Supervisor: Steve Long  
Phone: 1084 CMB# 1271  
Location: Harral Arts Division

## **Traveler (yearbook)**

Supervisor: Jonathan Petty  
Phone: 3585 CMB# 1278  
Location: Trinity Building

## **Truck & Auto/Traffic & Parking**

Supervisor: Trevor Morris  
Phone: 3637 CMB# 1283  
Location: 7<sup>th</sup> & Xenia Street

## **Tutorial Services**

Supervisor: Vickie Hughes  
Phone: 3765 CMB# 1251  
Location: Univ. Center 2nd floor

## **University Bookstore**

Supervisor: Brad Henderson  
Phone: 3615 CMB# 1551  
Location: Univ. Center

## **University Post Office**

Supervisor: Neil Southerland  
Phone: 3619 CMB# 1551  
Location: Univ. Center

## **Virtual Campus**

Supervisor: Holley Warren  
Phone: 1720 CMB# 1259  
Location: Muncy Building

## **Women's Volleyball**

Supervisor: Jim Gizcomazzi  
Phone: 3825 CMB 1252  
Location: Hutcherson Gym

## **Writing Center**

Supervisor: Dr. Brent Lynn  
Phone: 3673 CMB# 1235  
Location: 2nd floor LRC

## **Counseling Services**

Supervisor: Teresa Moore  
Phone: 3765 CMB# 1250  
Location: UC Center 2nd floor

## **Men's Basketball**

Supervisor: Ty Harrelson  
Phone: 3810 CMB# 1205  
Location: Hutcherson Gym

## **Men's Baseball**

Supervisor: Brad Bass  
Phone: 3820 CMB# 1269  
Location: Hutcherson Gym

## **Women's Basketball**

Supervisor: Alesha Robertson-Ellis  
Phone: 3815 CMB# 1269  
Location: Hutcherson Gym

## **Men's Soccer**

Supervisor: Cristain Ospina  
Phone: 3800 CMB# 1269  
Location: Hutcherson Gym

## **Women's Soccer**

Supervisor: Shiloh Posey  
Phone: 3830 CMB# 1237  
Location:

## **Football**

Supervisor: Butch Henderson  
Phone: 3855 CMB# 1228  
Location:

## **Art Gallery**

Supervisor: Dr. Candace Keller  
Phone: 1083 CMB# 1249  
Location: Art Gallery (basement of LRC)

## **Cheer / Dance**

Supervisor: Samantha Spieler  
Phone: 3850 CMB# 1236  
Location: Hutcherson Gym

## **Wrestling**

Supervisor: Aaron Meister  
Phone: 3845 CMB# 1244  
Location:

## **Track**

Supervisor: Brian Whitlock  
Phone: 3836 CMB# 1261  
Location: