

Student Employment

STUDENT EMPLOYEE CHECKLIST



PRESBYTERIAN COLLEGE
OFFICE OF FINANCIAL AID

REQUIRED OF ALL STUDENT EMPLOYEES

Complete JobX Application

All student employees must complete their application on JobX each new academic year for any positions on campus. This applies to students who are RETURNING to work again and for each job you are working.

SUGGESTED OF ALL STUDENT EMPLOYEES

Set up your direct deposit information

Direct deposit is recommended for all PC student employees. You can have your pay direct deposited into your bank account. You can setup direct deposit on the dashboard in BannerWeb:

<https://banprod.presby.edu/BannerGeneralSsb/ssb/directDeposit>

REQUIRED OF NEW STUDENT EMPLOYEES

1 Complete JobX Application

2 Complete Form I-9

I-9 is a federally required form to verify the identity and legal authorization to work for all paid employees in the United States. It applies to everyone U.S. citizens and citizens of other countries.

- You will complete Section 1 of the I-9 Form. Watch for "New Student Checklist" on the Dashboard.
- Before you begin work, bring original documents to verify your identification and employment eligibility. Bring these to the Financial Aid Office. [Here are examples of acceptable documents](#)

3 Complete and submit W-4 forms

There are two required forms: the federal W-4 and the South Carolina SC W-4. You will complete both on the JobX Dashboard. These forms tell your employer how much federal and state taxes to withhold from each paycheck.

4 Complete the Student Employment Agreement

REQUIRED OF RETURNING STUDENT EMPLOYEES

Complete JobX Application

Complete job application on JobX for any positions on campus.

Please take time to carefully read the handbook and familiarize yourself with its contents. Reviewing the handbook will help you better understand your role, workplace expectations, and the resources available to you as a student employee.

If you have questions about any information contained in the handbook, please contact your supervisor or the Financial Aid Office for clarification.