Wittenberg University

Scheduling an Appointment in Handshake

Due to Covid-19, many staff will be working remotely and will not be available on campus. In an effort to account for remote schedules and to adhere to covid community guidelines, we must schedule appointments.

To schedule an appointment, you should:

1. Log into Handshake using [https://wittenberg.joinhandshake.com/](https://wittenberg.joinhandshake.com/)
2. Click “Career Center”
3. Under Contact Information, click “Schedule Appointment”
4. Under Choose a Category, click “On-Campus Student Employment”
5. Under Appointment Type, click “Student Employment Tax Paperwork”
6. Choose the appointment time that best fits your schedule
7. Bring the following forms to your appointment and/or be prepared to complete the following forms at your appointment to turn in. All documents can be found on the Student Employment website:
   c. [State of Ohio Employee’s Withholding Exemption Certificate (IT-4)](https://www.state.oh.us). Form is fillable.
   d. Optional: [Student Pay Allocation Form](https://www.bankmobile.com). Currently not a fillable form. Pay is automatically deposited into student's BankMobile. If students wish to have their pay go directly to their student account, this form must be completed.
   e. Other tax forms (International Students only)