

# Wittenberg University

## Scheduling an Appointment in Handshake

**Attention Student Employees!** Congratulations on accepting your Student Employment job at Wittenberg University! In order to complete the hiring and onboarding process and **before** you begin working, you must schedule an appointment with Student Employment staff to complete employment verification and tax forms. Please see instructions below. Pay close attention to page 3 of the I-9 document that details the IDs you need to bring to your meeting.

In the meantime, please do not sign up to work any shifts until this has been completed and you can see your timecard. If you have any questions, please don't hesitate to contact Student Employment!

To schedule an appointment, you should:

1. Log into Handshake using <https://app.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.
  - a. [USCIS Employment Eligibility Verification \(I-9\)](#). **Original documents are required by Federal Law.** Currently not a fillable form.
  - b. [Federal Employee's Withholding Certificate \(W-4\)](#). Form is fillable.
  - c. [State of Ohio Employee's Withholding Exemption Certificate \(IT-4\)](#). Form is fillable.
  - d. **Optional:** [Student Pay Allocation Form](#). Currently not a fillable form. Pay is automatically deposited into student's selected payroll preference through BankMobile Disbursements, a technology solution, powered by BMTX, Inc. 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)