Student Employment Checklist!

Congratulations on your selection to the University of Wyoming. A few things must be completed in order to help you find a job. The following checklist explains those steps for employment, followed by some helpful "options" that may be useful to you. A few “mandatory” steps must be completed in order for you to be issued a paycheck.

________ JobX

The Human Resources Department utilizes JobX to post all on-campus and off-campus student job opportunities. The site is https://uwyo.studentemployment.ngwebsolutions.com/ The student will apply to most jobs electronically. Job notices will list the skills required, hours needed, and rate of pay. Opportunities often exist in libraries, physical plant, food service, campus recreation, athletics, information technology, Student Union, and other campus departments. If you have questions or need further information please call (307) 766-2215 or stop by Human Resources at Wyoming Hall, Room 139.

________ Federal Work-Study Employment Opportunities

Work-study opportunities can be found by visiting a financial aid professional at the Office of Student Financial Aid in Knight Hall, Room 174. For more information about the Work-Study program, who qualifies, and how to apply, please visit the Financial Aid website.

________ Campus Map

If you would like to take a virtual tour of the campus you may visit http://www.uwyo.edu/tour/. To print off a copy of the campus map visit http://www.uwyo.edu/tour/campusmap.pdf.
Mandatory!

______ I-9 Due no later than your first working day or your reporting date.

The Immigration Reform and Control Act of 1986 makes it unlawful for the University of Wyoming to hire any individual who has not complied with the law's verification requirement. Both students and other international employees MUST go to International Student Services (ISS), Knight Hall, Room 241, first before completing their I-9. To complete an I-9 form, international employees must submit original documents that establish employment authorization (i.e. passport and I-94). For more information or questions contact the Human Resources Department at (307) 766-2215 or jobapps@uwyo.edu. You may download an I-9 form and complete it with Human Resources Department, Wyoming Hall, Room 139.

__________Social Security Number ASAP

All potential UW employees must have a valid U.S. Social Security Number. Applications for a Social Security Number can be obtained from International Student Services (Knight Hall, Room 241). On-line applications are also acceptable, and can be found at http://www.ssa.gov. To get an original number and card, you'll need to complete an Application for a Social Security Card (Form SS-5), and show documents that prove your age, identity, U.S. citizenship or lawful alien status.

The process of receiving your permanent number and card can take anywhere from six to eight weeks. In the meantime, you will be assigned a temporary Social Security number by Human Resources, Admissions, or the Campus Express office. It is imperative that you bring your permanent number to Human Resources or Payroll Office as soon as you receive it.

__________International Student Services (ISS) Check
All non U.S. citizens and/or permanent residents must first confirm their immigration status and/or employment eligibility with International Student Services (Knight Hall, Room 241) prior to beginning any employment at the University of Wyoming. These potential employees must bring relevant original travel/employment documents (i.e., valid passport, I-94, I-20/DS-2019, Resident Alien Card (Green Card), or I-797 (Approval Notice) to ISS for review prior to initiating the I-9 process.

Visa Applications/Fees

Non-immigrants that have questions regarding a change to their current visa status are urged to check with International Student Services (Knight Hall, Room 241) prior to making arrangements for any change in employment. Please Note: Visa fees and immigration petition fees are the responsibility of the individual and not the University of Wyoming.

Tax Information

All International Employees must contact the Payroll Office, Room 202, Ivinson Bldg, prior to receiving their first paycheck to determine their status regarding United States taxes. The United States has tax treaties with several countries that reduce tax rates on certain types of income. Tax treaty information is available. Exemption from taxes is not automatic. Make an appointment with Megan Hanneman (307) 766-2821 to review your tax situation and fill out any required paperwork to claim tax treaty benefits you may be entitled to.

Optional!

Campus Express Card

The Campus Express Card is your University identification card. It allows you to write checks on campus, use library services, apply for a parking permit, access
recreational facilities (purchased separately), and to receive a discount on athletic tickets (restrictions apply). It can also be used as a debit card for on-campus purchases. Spouses and dependent children are eligible for a card. Please contact the Campus Express Office in Knight Hall, Room 28 or (307) 766-5267 with questions. You may also visit http://uwyo.edu/idoffice/

________ Direct Deposit

Direct Deposit is available for all UW employees. Contact the Payroll Office, 202 Ivinson Bldg, (307) 766-2217 or the Human Resources Department, 139 Wyoming Hall, (307) 766-2215. You may also print off the form from http://www.uwyo.edu/payrollsupport/Direct%20Deposit%20Form%202010-09.doc

________ Parking Permits

Vehicle and motorcycle parking permits are available to employees. Contact Transit and Parking Services @ 462 N 10th St, (307) 766-9800 or obtain a form for permits online at http://uwyo.edu/tap.