

Student Employment Orientation Session

Welcome!

Types of student employment

On-Campus:

Limited number, usually pay minimum wage (though some roles are higher), various roles/tasks

Off Campus:

Transportation required, more diversity of roles, higher pay options (e.g. babysitting, tutoring, retail, etc.)

Internship:

Can be paid or unpaid and/or for credit, develops career interests

Financial aid & on-campus employment

- **All students** are eligible to seek work on campus.
- Students with **federal work-study aid have priority** for on-campus jobs (all other qualifications being equal).
- You are **not GUARANTEED** an on-campus job if you have federal work-study aid.
- See the Student Employment Handbook for all policies and procedures: www.southwestern.edu/live/files/1519-student-employment-handbook

How much can I work on campus?

- Maximum of **884 hours** on campus per calendar year (January-December)
- Maximum of **17 hours per** week during the long session (fewer recommended for first-year students)
- Weekly hours can be split among multiple departments

How do I find a job?

- **PirateLink** is SU's free, online job board available through the Career Services website.
- On-campus and off-campus opportunities are posted on PirateLink.
- **Networking** with other students and **directly reaching out** to departments to let them know of your interest can help you secure a job even after applying on PirateLink.

about southwestern admission financial aid academics athletics student life calendar
the paideia program marofim school of fine arts giving to southwestern visit campus newsroom

GATEWAYS: STUDENTS FACULTY & STAFF ALUMNI PARENTS

MOBILE LIBRARY DIRECTORY HOME



Student Gateway

Is something missing? [Contact us](#) and let us know.

Life

- [mySouthwestern](#)
- [WebMail](#)
- [Pirate Card](#)
- [Student Activities](#)
- [Student Organizations](#)
- [Residence Life](#)
- [Student Handbook](#)
- [SIRA](#)
- [Campus Notices](#)

Support

- [Academic Success](#)
- [Career Services](#)
- [Complaint Form](#)
- [Diversity Education](#)
- [Health Services](#)
- [Counseling Services](#)
- [Information Technology](#)
- [Internet Access](#)
- [Email & Passwords](#)

Student Notables

Senior **Sarah Johnson** won the Psi Chi Student Research Award for her paper on "The Effects of Gender and Self-Presentation on Perceptions of Student-Professor Interactions." Johnson will be presenting the paper with Traci Giuliano, professor of psychology, at the Southwestern Psychological Association meeting being held in Oklahoma City April 12-14.

Quick Access

Just start typing what you're looking for.

Feedback

How can we make this page work better for you? [Contact us](#) with questions, link suggestions, or any other ideas you have.

Campus Photo by
Carlos Barron Jr '10

Office of **CAREER SERVICES**

[Explore Careers](#) [Internships](#) [Job Search](#) [Graduate School](#) [Resources](#) [Employers](#) [Alumni](#) [Parents](#) [About](#)



Career Services is here to help you get ahead!

You're smart - that's how you got here - so you *can* do many things.

And you probably chose a liberal education because you have a wide array of interests - so you *want* to do many things.

That combination creates the "perfect storm" of career possibilities to sort through, and Career Services is here to help.

We teach career-management skills you'll need your whole life (e.g. **resume** writing, **interviewing**, **job search** strategies). We provide opportunities to **explore** a variety of occupations and **gain experience**. And we help you make connections to **employers**, **grad schools** and other



What do you want to
do?

Log onto PirateLink
Explore majors/careers
Write your resume
Prepare for Interviews
Find an internship
Find a job
Apply to graduate school
Meet with a career advisor
Give advice to current students

Office of CAREER SERVICES

[Explore Careers](#) [Internships](#) [Job Search](#) [Graduate School](#) [Resources](#) [Employers](#) [Alumni](#) [Parents](#) [About](#)

SU PirateLink

Career Services provides online job search services to SU students and alumni FREE OF CHARGE through SU PirateLink, part of the NACELink Network, affiliated with the National Association of Colleges and Employers.

- **Student/Alumni Login** to SU PirateLink (for job seekers)
- **Employer Login** to SU PirateLink (for recruiters seeking to hire)
- **Read** the SU PirateLink Privacy Policy.

PirateLink is part of the NACELink Network, a national, web-based system for recruiting college students and graduates for full-time and part-time employment as well as internships. You can search for jobs and internships, store resumes and other supporting documents in the PirateLink database and submit resumes directly to employers.

Resumes, cover letters, and other documents must be created before they can be uploaded to PirateLink. Students can have up to 10 other documents sitting in the system at any time. You can store writing samples, portfolios, transcripts, or any other document you need to send to an employer when applying for a job.

Established in 1956, the National Association of Colleges and Employers (NACE) is a nonprofit association that links college career services professionals and employers of new college graduates. Its membership includes more than 1,900 colleges and universities and more than 1,000 employer organizations nationwide. NACE is the leading source of information about the employment of new college graduates.

If you have a question about navigating the system, call Career Services at 512-863-1346 for more information or email career.services@southwestern.edu.

What is PirateLink?

Resources

[Resource Center](#)

[Handouts](#)

SU PirateLink

- [Privacy Policy](#)
- [FAQ](#)

[Internet Links](#)

Events

Wednesday, August 29th, 2012

First-Year 411

Prothro Center (5:00pm - 6:30pm)

Wednesday, September 12th, 2012

Getting into Graduate School

register

Sign in

Forgot my password

Register



Please enter your username and registration password to continue.

Username

Your SU email address

Password:

Go

Reset

NOT your SU password! Contact Career Services for a password.

NACElink
CAREER SERVICES MANAGER

NACElink Network is a collaboration between NACE, Symplicity, Di

[NACElink](#)

You will be emailed a temporary password. Once you log on with this new password you will be able to create your own unique password for subsequent logins.

register

[Sign in](#)

[Forgot my password](#)

[Register](#)

Student Registration

First*:

MI:

Last*:

Email*:

Phone*:

School Address:

Address

Please provide as much information as possible

Street Address

Enter the Street Address, using multiple lines if necessary

You must fill out the profile as part of the registration process.

**Now that you have
completed your profile,
you are registered and
you can search for jobs!**

home profile documents Resources jobs and internships employers events calendar

Jobs for SU

JobCentral (job postings through DirectEmployers)



My Account



Log Out



Password has been updated

1

FAVORITE EMPLOYERS



Your feedback is welcome.

NEWS FEED

Show Me



EMPTY

There are currently no announcements or notifications to display.

GETTING STARTED



[Account Created](#)



[Personal Profile](#)



[Academic Profile](#)



^

FIND A POSITION



[Positions I Qualify For](#)

MORE



[Activity Summary](#)



[Career Explorer](#)



[View Document Library](#)

PirateLink search features

You can customize your search by criteria including:

- **Position type** (e.g. Part-Time, On-Campus, etc.)
- **Keywords** (e.g. “event planning”)
- **Job Function and Industry**
- **Job Located Within** (e.g. distance from SU)

position postings



Jobs Favorites **Advanced Search** Search Agents Applications Job Leads

Advanced Search Options

Search Agents

[select existing] ▼

☐ save as:

Show Me

All Position Listings ▼

Posting Date (last # days)

Keywords

Searches job title, ID, description, and employer name.

Majors/Concentrations

☐ Check this box to search for records with no major selected

[select]

Ignores jobs with 'All Majors' selected

☐ yes ☐ no

Position Type

[no selection]

Full Time

Internship

On-Campus

Part Time

Civic Engagement

Temporary/Seasonal

Job Function

[no selection]

Child care

Tutoring

ADVANCED SEARCH

Please note that to search for whole words by c

To get partial ma
your search term

To exclude result
words, prepend
-weather

To search for spe
quotes: "store n

Search terms sho
ignored, except i
some (but not all,

position postings

Create a Search Agent

Jobs

Favorites

Advanced Search

Search Agents

Applications

Job Leads

Advanced Search Options

Search Agent

[select existing]

☒ save as: On Campus Jobs

Show Me

All Position Listings

Posting Date (last # days)

Keywords

Searches job title, ID, description, and employer name.

Majors/Concentrations

☐ Check this box to search for records with no major selected

[select]

Ignores jobs with 'All Majors' selected

☐ yes ☐ no

Position Type

[no selection]

Full Time

Internship

On-Campus

Part Time

Civic Engagement

Temporary/Seasonal

Job Function

[no selection]

Child care

Tutoring

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To exclude result
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To search for spe
quotes: "store n

Search terms sho
ignored, except i
some (but not all,



position postings

Jobs Favorites Advanced Search **Search Agents** Applications Job Leads Search Results



Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Items 1-2 of 2

On Campus Jobs

Student Position Search

Schedule: None

Schedule

Edit

Run

Delete

Next Scheduled Run:

-

Last Run On:

-

Tutor jobs

Student Position Search

Schedule: 1 Day

Schedule

Edit

Run

✕ Delete

Next Scheduled Run:

July 13, 2012

Last Run On:

-

position postings

NACElink NETWORK software by simplicity™

Jobs Favorites Advanced Search Search Agents Applications Job Leads **Search Results**

[hide status]

View Printable Position List

SORT BY: Position Type SHOW 20 per page

1. Library- Coffee bar position

The library is soliciting qualified candidates for a Coffee Bar position. Hours are 8:15 AM to 11:45 AM Monday and Wednesday. Applicants MUST be available for these hours. Additional shifts may be available as other ... [More](#)

Application Deadline: Aug 29, 2012

Posted: Aug 01, 2012

EMPLOYER [Southwestern University - Library](#)

POSITION TYPE On-Campus

LOCATION Georgetown, Texas

ID 4185

STATUS ☒ Qualify - Check Dates

2. Librarian in acquisition department

Work study assistant in the library. This is an office environment. The position will remain focused on task.

Application Deadline: Sep 10, 2012

Posted: Aug 01, 2012

EMPLOYER [Southwestern University - Library](#)

POSITION TYPE On-Campus

LOCATION Georgetown, Texas

ID 4186

STATUS ☒ Qualify - Check Dates

3. Proctor

Office Proctors are expected to greet visitors, hang banners, make copies for authorized organizations, answer the x1345 line, straighten the office, monitor the supply levels, and provide basic information and forms to guests. Cove proctors' ... [More](#)

Application Deadline: Aug 27, 2012

Posted: Jul 27, 2012

EMPLOYER [Southwestern University - Student Activities](#)

POSITION TYPE On-Campus, Part Time

LOCATION Georgetown, Texas

ID 3987

STATUS ☒ Qualify - Check Dates

4. Student Computing Consultant (SCC) and Lab Proctor (copy)

An "SCC" is a student worker who works with ITS staff providing

Application Deadline: Aug 01, 2012

Posted: Aug 07, 2012

This looks interesting! I think I will check it out.

How do I apply? Every job is different. This job is asking you to complete their application and email it to them with your availability.

★ Proctor

Southwestern University – Student Activities

Posted: Jul 27, 2012

DIVISION	N/A	JOB FUNCTION	Other
POSTING DATE	July 27, 2012	EXPIRATION DATE	August 27, 2012
DESIRED START DATE	August 27, 2012		

DESCRIPTION

Office Proctors are expected to greet visitors, hang banners, make copies for authorized organizations, answer the x1345 line, straighten the office, monitor the supply levels, and provide basic information and forms to guests.

Cove proctors' duties include checking out equipment, filling out the Cove log every hour, reporting any broken or improper use of equipment and monitoring the Cove and Media Room.

Proctors are crucial to the Office of Student Activities. They are the first to greet guests and help create a welcoming environment for everyone. Our office is looking for students that are motivated, driven, and helpful!

POSITION TYPE

On-Campus, Part Time

LOCATION

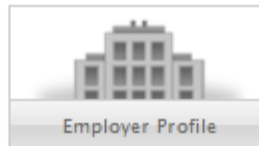
City

Georgetown

State/Province

Texas

Country



Employer Profile

HOW TO APPLY

Please e-mail your application and availability to lulei@southwestern.edu

Don't forget to include your availability for the Fall when submitting your application.

If you have any questions, please do not hesitate to ask! Best of luck!

APPLICATION STATUS

You do not have any Resumes available to submit. Please upload your Resumes and try again.

ATTACHMENT(S)



[2012 Student Activities Application](#)

IMPORTANT DATES

Posted On:

Jul 27, 2012

Applications Accepted Until:

Aug 27, 2012

RELATED RESOURCE

NACE Salary Calculator

NACE JOB CHOICE Free Digital Magazine

HELP & SUPPORT

Question or Comment

★ Library- Coffee bar position

Southwestern University - Library

Posted: Aug 01, 2012

DIVISION	N/A	POSITION TYPE	On-Campus
JOB FUNCTION	Other	POSTING DATE	August 1, 2012
EXPIRATION DATE	August 29, 2012	DESIRED CLASS LEVEL(S)	Sophomore, Junior
SALARY LEVEL	7.25	DESIRED START DATE	May 9, 2012
DURATION	Fall	APPROXIMATE HOURS PER WEEK	7 hrs minimum
TRAVEL PERCENTAGE	No Travel	ADDITIONAL DOCUMENTS	Other Documents

DESCRIPTION

The library is soliciting qualified candidates for a Coffee Bar position.

Hours are 8:15 AM to 11:45 AM Monday and Wednesday. Applicants MUST be available for these hours.

Additional shifts may be available as other student workers need coverage.

Food handlers certificate or ability to take class at Wilco Health Dept. upon hiring.

Preference given to those applicants available during FYS week for class tours.

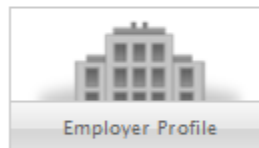
LOCATION

City

Georgetown

State/Province

Texas



Employer Profile

APPLICATION STATUS

You do not have any Resumes available to submit. Please upload your Resumes and try again.

ATTACHMENT(S)



Fall/Spring Application

IMPORTANT DATES

Posted On:
Aug 01, 2012

Applications Accepted Until:
Aug 29, 2012

RELATED RESOURCES

NACE Salary Calculator

NACE JOB CHOICES Free Digital Magazine

HELP & SUPPORT

Send a Question or Comment

Some jobs ask for your resume. Without a resume, you cannot apply for this position.

★ Social Media & Website Intern

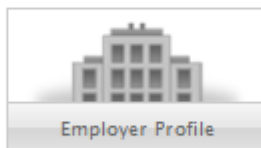
Faith in Action Caregivers-Georgetown

Posted: Aug 08, 2012

DIVISION	N/A	JOB FUNCTION	Communication
POSTING DATE	August 8, 2011	EXPIRATION DATE	October 15, 2011
REQUISITION #	1	DESIRED START DATE	September 30, 2011
DURATION	semester	APPROXIMATE HOURS PER WEEK	8-10
TRAVEL PERCENTAGE	No Travel	ADDITIONAL DOCUMENTS	Cover Letter

DESCRIPTION

Establish and maintain Facebook page; update website; help w/ publicity for special events and fundraisers, including developing promotional materials.



Employer Profile

POSITION TYPE

Internship, Part Time

LOCATION

City

Georgetown

State/Province

Texas

Country

United States

WANT THIS JOB?

1 Apply

ATTACHMENT(S)



IMPORTANT DATES

Posted On:

Aug 08, 2012

Applications Accepted Until:

Oct 15, 2012

RELATED RESOURCES

NACE Salary Calculator

NACE JOB CHOICES
Free Digital Magazine

HELP & SUPPORT

Send a Question or Comment

Once you have a resume uploaded, click on the Apply button to send your resume to the employer

Resumes

Q: Can I use my high school resume?

A: You have the best chance with a
professional resume. Let us help you!

Resume Guide and Template available from:

- Career Services website > Write your resume
- PirateLink website > Resources > Document Library

Resume Writing



Career Services

Southwestern University at Georgetown, Texas
Prothro Center 1st Floor, 512.863.1344, 512.863.1270
www.southwestern.edu/careers
www.southwestern.edu/careers

Here to help you get ahead.

Bob Business

SU Box 1234 Georgetown, TX 78626-6144 businessb@southwestern.edu 281-555-1234

OBJECTIVE

To secure a consulting position with Navigant Consulting

EDUCATION

Bachelor of Arts in Business and Communication Studies
Southwestern University
GPA: 3.35

May 20__
Georgetown, TX

RELEVANT COURSEWORK

Leadership Perspectives
Conflict Resolution

Consumer Behavior
Electronic Commerce

COMPUTER SKILLS

Microsoft Office (Word, Excel, PowerPoint, Internet Explorer), Adobe Photoshop, Macromedia Dreamweaver

RELEVANT EXPERIENCE

Operations Manager: Strategic Marketing Management Simulation

January – May 20__
Georgetown, TX

- Senior Business Capstone, Southwestern University
- Worked in a team to compete with classmates in a simulated factory management project
- Managed factory simulations and produced high quality products at lowest cost
- Maximized factory performance and efficiency
- Assisted and led decision-making process for the company
- Earned third place in worldwide competition

Financial Analyst: Financial Analysis of Local Brew Pub

January – May 20__
Georgetown, TX

- Finance Class, Southwestern University
- Investigated and researched possible success of a local brew club
- Forecasted demand and related it to probable costs
- Determined a Georgetown sports bar would be successful
- Earned highest grade in class

Decision-Making Research: How Companies Manage Decision-Making Processes

January – May 20__
Georgetown, TX

- Foundations of Business II Class, Southwestern University
- Analyzed decision support systems versus asset liability management systems
- Compared and contrasted DSS and asset liability management
- Wrote and presented a 20-page paper on the subject

OTHER EXPERIENCE

Head Resident Advisor

August 20__ – present
August 20__ – May 20__

Resident Advisor

Georgetown, TX

Residence Life, Southwestern University

- Earned promotion from Resident Advisor to Head Resident Advisor, paraprofessional peer supervisor role
- Helped select and train resident assistants, including interviewing candidates
- Supervise eight resident assistants
- Manage first ever, highly successful co-educational first-year residence hall at university
- Communicate effectively with staff and students, including facilitating meetings, mediating conflicts and advising students on personal and academic problems
- Performed administrative duties, including check-in/out procedures, rosters, weekly reports and duty logs
- Planned and organized educational and social events for residents each semester

HONORS/ACTIVITIES

Men's Intercollegiate Soccer Team, Southwestern University

20__ – present

Captain

20__ – present

SCAC Athletic Committee Representative

20__ – present

Student Congress Representative

20__ – present

Your Name

yourname@southwestern.edu

Your phone #

Current Address	Permanent Address
SU Box	Street address
Georgetown, Texas 78626	City, State

OBJECTIVE

To obtain a position utilizing _____ and _____ skills

EDUCATION

Bachelor of ??????	May 20??
Southwestern University	Georgetown, Texas

EXPERIENCE

Title	May 2000 - present
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

Title	January 2000 - present
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

Title	December 2000 - January 2001
Employer	City, State

- Describe your experience in bulleted statements beginning with action verbs...(e.g. Created and entered file information into computer database)

.

HONORS/ACTIVITIES

Dean's List (# semesters)

Southwestern Scholars 1999-present

Intercollegiate Men's Baseball Team, Southwestern University 2000-present

SKILLS

Computer: PC and Macintosh; Windows; Microsoft Word, PowerPoint, Internet Explorer

Languages: Spanish (____ proficiency) [choose from beginning, intermediate, advanced, fluent]


This template
is easy to use.

Just highlight
and start
typing.

Save it as an
**MS Word
Document.**

position postings

Visit Document Library

 Because job options such as Major Recruited, Geographic Region etc. change from time to time, please review/update your job search agents periodically.

Items 1-2 of 2

SHOW 20 per page

On Campus Jobs

Student Position Search

Schedule: None

Schedule

Edit

Run

X Delete

Next Scheduled Run:

-

Last Run On:

-

Tutor jobs

Student Position Search

Schedule: 1 Day

Schedule

Edit

Run

X Delete

Next Scheduled Run:

July 13, 2012

Last Run On:

-



Type

Youtube Video



yes



no

Tags

Keywords

Searches document name and description.

Apply Search

Items 1-6 of 6

SHOW 20 per page

Name	Type	Size	Description
Job Choices		-	External URL
NACE Salary Calculator	External URL	-	NACE Salary Calculator
Business Attire Resource Guide	Manual	636.9k	Resource for students and alumni who need suggestions about what to wear for interviews and job/internship fairs. This guide provides deta...
Resume Template - Single Address Format	Manual	14.1k	Resume template using only a single address. (Best for graduating seniors, students who live off-campus and don't use their SU Box, or alu...
Resume Template - Two Address Format	Manual	14.7k	Resume template for use by a student who lives on-campus during the academic year/summer. When you open the document, you will notice some infor...
Resume Writing Guide	Manual	341.4k	Southwestern University's Resume Writing Guide provides information and examples to students on how to craft a targeted resume.

Items 1-6 of 6

Now that your resume is created, you need to upload in it into PirateLink.

Remember to save it as an MS Word doc so it can be edited.

[home](#)[profile](#)[documents](#)**First**[ships](#)[employers](#)[events](#)[calendar](#)[Home](#) > [Documents](#) > [Approved Documents](#) >[My Account](#)[Log Out](#)**Names****NACElink**
NETWORK

software by simplicity™

Now**W**view PDF files, you may need [Adobe Acrobat Reader](#).[Submit](#)[Cancel](#)

* indicates a required field

Student Document

Label***Label your resume****Second****Document Type**

A



Cover Letter



Unofficial Transcript



Writing Sample



Other Documents

Maximum file size: 200kb

File*

Please select your document to upload.

[Browse...](#)**Third**[Submit](#)[Cancel](#)

Now what?

- Your resume is being held for approval. Career Services will review and edit your resume then approve it.
- You will receive an email informing you that your resume has been approved. Now you can apply for jobs.

Forms, forms, forms

For on-campus employment you need:

- I-9 (Employment Eligibility Verification)
- W-4 (Employee Withholding Allowance Certificate, IRS)
- Direct Deposit Form

Forms available at:

[http://www.southwestern.edu/businessoffice/studentpayroll
.php](http://www.southwestern.edu/businessoffice/studentpayroll.php)

use permanent home address

OMB No. 1615-0047; Expires 08/31/12

Department of Homeland Security
U.S. Citizenship and Immigration Services

**Form I-9, Employment
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Smith	First John	Middle Initial L	Maiden Name
Address (Street Name and Number) 321 Main St		Apt. #	Date of Birth (month/day/year) 08-25-83
City Georgetown, TX	State	Zip Code 78626	Social Security # 123-45-6789

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):


- ☒ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien #) _____
☐ An alien authorized to work (Alien # or Admission #) _____
until (expiration date, if applicable - month/day/year)

Employee's Signature **John L. Smith** Date (month/day/year) **Current date**

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____				
Expiration Date (if any): _____				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name Diana Taylor	Title Accounting Clerk
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**I-9
Employment
Eligibility
Verification**

One from
List A

or

one from List B
and
one from List C

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR

AND

If you have a
U.S. Passport
then this is all
you need.

Otherwise, you will need
your Driver's License,
Military ID or school ID.
Your Pirate Card will work!

AND

Your Social Security
Card or Birth Certificate

1. U.S. Passport Card

2. Card or Alien
Card (Form

3. Document that contains a
stamp or temporary
I-551 printed notation on a machine-
readable immigrant visa

1. Driver's license or ID card issued by
a State or outlying possession of the
United States provided it contains a
photograph or information such as
name, date of birth, gender, height,
eye color and address

2. ID card issued by federal, state or
local government agencies or
entities, provided it contains a
photograph or information such as
name, date of birth, gender, height,
address

3. Card with a photograph

4. Identification card

5. Card

6. Military dependent's ID card

7. U.S. Coast Guard Merchant Mariner
Card

1. Social Security Account Number
card other than one that specifies
on the face that the issuance of the
card does not authorize
employment in the United States

2. Certification of Birth Abroad
issued by the Department of State
(Form FS-545)

3. Certification of Report of Birth
issued by the Department of State
(Form DS-1350)

4.

5. Card bearing an official seal

5. Native American tribal document

W-4

Employee Withholding Allowance Certificate (IRS)

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Current year

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u>1</u>
B	Enter "1" if: • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.	B	<u>1</u>
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit	F	_____
(Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)			
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children	G	_____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) For accuracy, complete all worksheets that apply. • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.	H	<u>2</u>

Cut here and give Form W-4 to your employer. Keep the top part for your records.

W-4 Form Department of the Treasury Internal Revenue Service		Employee's Withholding Allowance Certificate ▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		OMB No. 1545-2159 2011
1 Type or print your first name and middle initial.		Last name		2 Your social security number
John L		Smith		123-45-6789
Home address (number and street or rural route)		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withheld at higher Single rate.		
321 Main St		Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.		
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>		
Georgetown, TX 78626				
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶	5	6
			2	\$
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.				
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶		
John L Smith		08/24/11		
6 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)		10 Employer identification number (EIN)

Direct Deposit Form

All students will only be paid by direct deposit –
no paper checks!

Southwestern University Direct Deposit Form

Printed Name: _____ SU ID#: _____

I hereby authorize Southwestern University to initiate credit entries and debit entries or adjustments only if necessary to the extent any prior credit entries may have been incorrect to the following financial institutions and accounts listed below.

Choose Reason: S = Set-up/Add account C = Change account E = End/Cancel account	Bank Name	9 Digit Bank Routing Number	Bank Account Number	Choose Acct Type: C = Checking S = Savings	Select One Option for each account/line below:
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount
S or C or E				C or S	<input type="checkbox"/> Total Amount <input type="checkbox"/> \$ _____ <input type="checkbox"/> Remain. Amount

This authority is to remain in full force and effect until Southwestern University has received written notification from me of its termination or change in such time and in such manner as to afford the University a reasonable opportunity to act on it. I further understand that if changes occur in my account, such as switching the type of account, changing account numbers, closing accounts, changing banks, it is my responsibility to notify the Payroll Office immediately. (Due to the electronic payment file deadlines, changes received less than 5 days prior to the payroll date may not be made.)

Signature: _____ Date: _____

Please return this form to Student Payroll in the Business Office. Due to timing differences, it may take one or more payroll cycles for the new or changed direct deposit account information to go in to effect. DO NOT CLOSE YOUR ACCOUNT WITHOUT GIVING NOTICE OF THE CHANGE TO THE PAYROLL OFFICE.

TO BE COMPLETED BY PAYROLL – Effective Date of Direct Deposit _____ Processor Initials _____

Signing up for Direct Deposit

- If you have a current bank account, sign up using that account.
- Don't have a bank account? No problem! You can sign up for a free Pirate Account from First Texas Bank!



"Pirate Account"

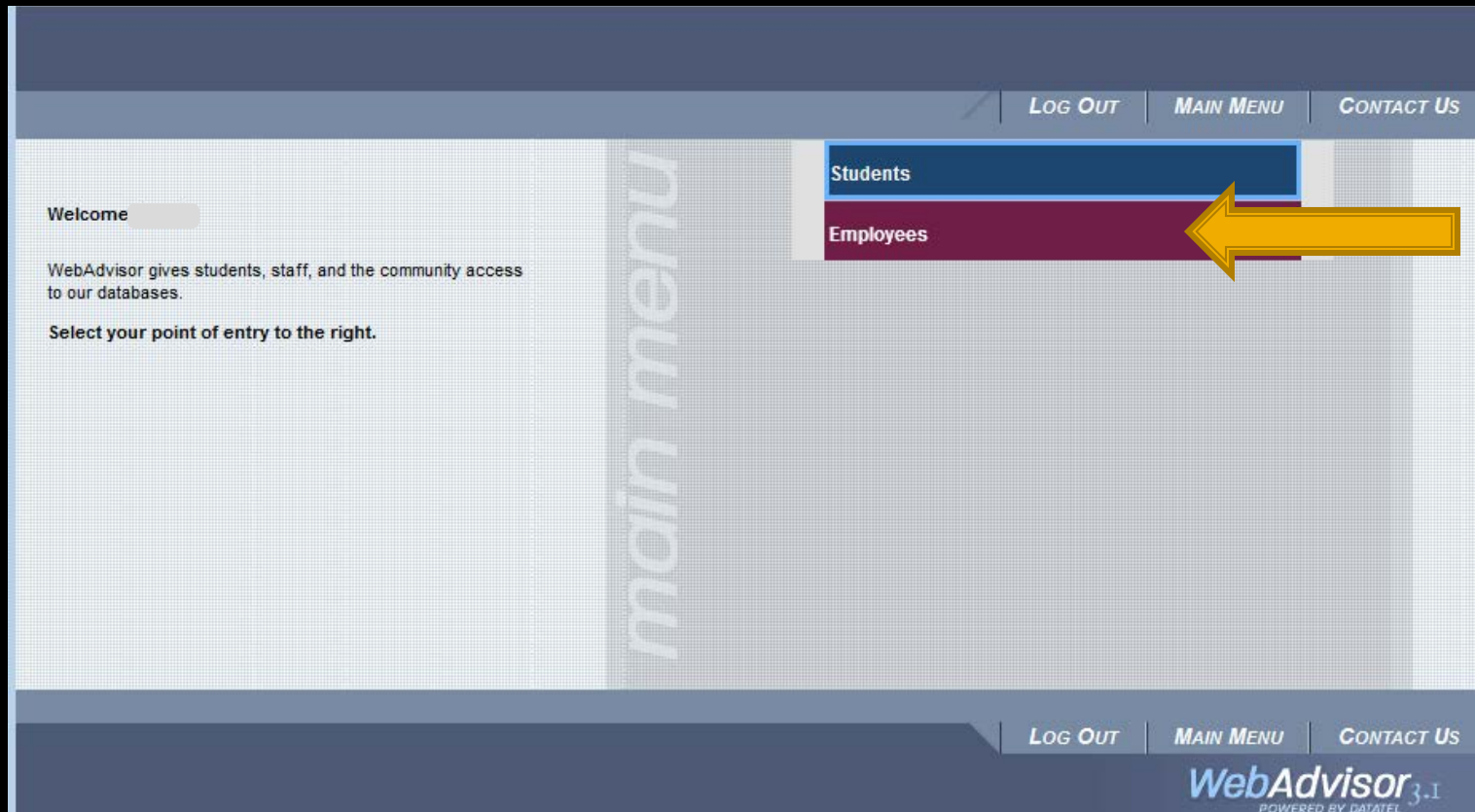
- **Direct Deposit Account** at First Texas Bank in Georgetown is a great resource for SU students:
 - The minimum \$100 opening deposit is waived
 - No monthly fees
 - Free SU debit card
 - No fees to use the ATM at McCombs
 - Free on-line banking
 - Free e-statements
- **Sign up:**
 - August 28, 11:30-1:30, Bishops Lounge
 - In person anytime at the bank

**Timesheets are due
every two weeks.
Everything is ONLINE!**

You will receive reminders on Campus Notices.

Complete directions are at:
www.southwestern.edu/businessoffice/studentpayroll.php

Log onto *mysouthwestern.edu*.
Click on "Web Advisor."
Click on "Employees."



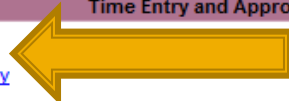
Click on “Time entry” to get your online timesheet.

EMPLOYEES - WEBADVISOR FOR EMPLOYEES MENU Welcome Cruz!

The following links may display confidential information.

User Account Contact Information	Time Entry and Approval Time entry Time history
Employee Profile Position Summary Pay Advices W-2 Electronic Consent W-2 Statements	

[LOG OUT](#) | [MAIN MENU](#) | **[EMPLOYEES MENU](#)** | [CONTACT Us](#)



Enter your time daily on your timesheet.

EMPLOYEES

Welcome

Time Entry

Note: Enter Time In and Time Out with either an 'AM' or 'PM'.

Position Title	Pay Period End Date	Pay Cycle	Department	Location	Supervisor	Complete Entry By
Student - Summer:Care of Grounds	07/07/13	Student - Non-Financial Aid	Physical Plant		Mr. William L. Schwartz, Jr.	07/08/13 10:00AM

Leave Type	Leave Balance
Not Applicable	

Date	Day	Time In	Time Out	Annual Leave Hours	Sick Hours	Other Time Hours	Other Time Types	Insert Line
06/24/13	Monday							
06/24/13	Monday							
06/25/13	Tuesday							
06/25/13	Tuesday							
06/26/13	Wednesday							
06/26/13	Wednesday							
06/27/13	Thursday							

Questions? Contact us...

- **Student Payroll:** Business Office/Cullen Bldg.
 - **New Hire Set-Up (W-4, I-9):** Lori McBee, 512-863-1929
 - **Processing Payroll & Corrections:** Janie Litton, 512-863-1932

- **Financial Aid:** Logan Parker
Admission Center, 512.863.1259
parkerl@southwestern.edu

- **Career Services:** Dana Luna, Alexandra Anderson
Prothro Center, Ste. 140, 512.863.1346
career.services@southwestern.edu