**Summer Temporary Employment Procedures - 2010**

HR Contacts:
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For other questions      Deb Stawarz, HRIS Asst                       x2682  Debra.A.Stawarz@williams.edu

Students should come to HR between 8:30 am and 4:00 pm to allow time to complete paperwork.
Time reports for hourly-paid employees are created the Thursday prior to the start of a pay period.

A Student Summer Temporary Employment Authorization Form must be completed for each student employee working this summer and submitted to Human Resources (HR) prior to their start date.

Williams Current First Years, Sophomores and Juniors
Summer Payroll Dates: May 31st – September 3rd
- if they previously worked on campus: do not need to come to HR to complete forms.
  - if they have not previously worked on campus: need to come to HR to complete an I-9 and tax forms prior to working; if working out of the area these forms must be completed before leaving campus. They need to bring a driver’s license and social security card, a driver’s license and birth certificate or a passport. Documents must be the original. Photocopies or faxes cannot be accepted.
- to set up direct deposit, students need to bring verification of their account number via a voided check, bank statement or deposit slip. If they previously worked at Williams and had direct deposit, it will continue as before.
- checks or direct deposit advices are mailed to their SU Boxes.
- need to go to the Paresky Mail Room and request SU Boxes remain open for the summer.
- provide forwarding addresses for paychecks or direct deposit advices to the Registrar’s Office.

Incoming First Year student employees
- need to come to HR to sign the appropriate forms prior to working. They need to bring a driver’s license and social security card, a driver’s license and birth certificate or a passport. Documents must be the original. Photocopies or faxes cannot be accepted.
- students need to bring verification of their account number via a voided check, bank statement or deposit slip to set up direct deposit.
- checks or direct deposit advices will be mailed to their home mailing address.

Employees must be at least 16 years old. If under age 18, a work permit must be obtained from their school and brought to HR prior to the start of work. Some schools do not issue work permits. In this case, a work permit may be obtained at the Mount Greylock Regional High School in Williamstown.

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