The following will help you manage your Williams employment information online. College employment or “work” is any task you perform for a College office, department, program, or student organization and for which you receive compensation via the Williams Payroll Office. A "job" can be for an academic year, one semester, one month, or one hour.

**PEOPLESOFT NAVIGATION**

Sign into your PeopleSoft account and navigate to:  https://sarah.williams.edu/psp/csprd/?cmd=login
Self Service > Williams Employment

Click: **MY EMPLOYMENT** and then each tab for the following information:

- **“My Guidelines” tab**
  Click each hyperlink: **Guidelines**, **Pay Rate**, and **Pay Schedule** to read about the Williams College student employment 2009-10 academic year policies and procedures. You will be expected to have an understanding of these so you are prepared to handle the job commitments you make. If you have questions, contact Danielle Gonzalez, Employment Manager at Danielle.Gonzalez@williams.edu.

- **“My HR Status” tab**
  You may begin working in your position AFTER you have completed three required payroll forms: the Federal I-9 form for employment eligibility and verification, the IRS Federal W-4 and the Massachusetts M-4 tax forms. This page records the completion status of your forms. If this page shows you have completed your payroll forms, no further action is required.

  If you have not completed the forms, read the instructions so you know what original documents to take to the Office of Human Resources on the 2nd floor of the B&L Building at the end of Spring St. If you have questions, contact the Payroll Manager in Human Resources.

- **“My Non-Wms Work” tab**
  Enter any non-Williams employment for hiring supervisors to consider when interviewing you for a campus job.

- **“My Profile” tab**
  This page summarizes information relevant to your employment eligibility and authorization. Authorized Williams supervisors will have access to this information before hiring or rehiring you. Visit this page throughout the academic year to track your campus earnings.

  Click: **STUDENT DIRECT DEPOSIT and VIEWING YOUR PAYCHECK ONLINE**
  This displays the details of your direct deposit information controlling where your paycheck is deposited. To sign up for direct deposit or make a change to existing direct deposit information, go to the Office of Human Resources.

  To stop receiving a printed paycheck or advice slip:
  Click the hyperlink: **Pay Statement Print Option**  Then click the radio button next to: “Don’t send the direct deposit statement to my mail address. I’ll use View Paycheck to view or print it.”

  Click: **STUDENT W-4 INFORMATION**
  This displays the status and details of your W-4 tax withholding information. To make changes to your tax information, go to the Office of Human Resources.

  Click: **VIEW STUDENT PAYCHECK**
  This displays your latest paycheck and paycheck history.