

Updated  
11/2025

# A Guide to Wabash College Student Employment





# Student Employment Guidelines

Overall Policy Direction

Position Descriptions

Pay Scale & Raises | General


Community Partners



## Community Partners

## Requesting New Positions

**Per Federal Work Study and NCAA guidelines, a position cannot be created for a specific student.**

## Hiring Students | General

is completed.

**A student cannot begin working before the I-9**

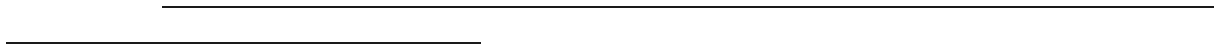
Community Partners

International Students

New international students **MUST** apply before December so there are no tax problems in the Business Office.

Multiple On-Campus Jobs

Hours & Work Schedules



ALL hours that a student works, regardless of the position(s) held, contribute to their total hours worked.

## Campus Earning Limits | General

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Working During Breaks


Timecards | General

## Wabash.

### MyBash

**MYBASH**

- COVID-19 Symptom Check-In
- COVID-19 Information
- WEBMAIL 365
- CANVAS
- BOX
- ZOOM
- WABASH SELF-SERVICE
- SCHEDULER
- LILLY LIBRARY
- CAREER RESOURCES
- VIRTUAL COMPUTER LAB
- PRINT MANAGER
- TIMECARD
- PAY YOUR BILLS



**Grit and "Monon Bell Magic" Bring Bell Home**  
Wabash fought back from a 21-point deficit to beat DePauw, 42-35, in the 127th Monon Bell Classic. [Read More](#)

**4th Quarter Plays Help Reel in a Bell Victory**

Meet the Student-Athletes: Soccer

Remembering 'The Catch' 20 Years Later

What Was It Like Being a First-Generation College Student?

Campus FYI - 'Don't miss out on a big opportunity'

[More News](#)

**TODAY @BASH**

12:00 PM: Humanities Colloquium

**CLASSIFIEDS**

Ride to Indianapolis Airport

# Wabash.

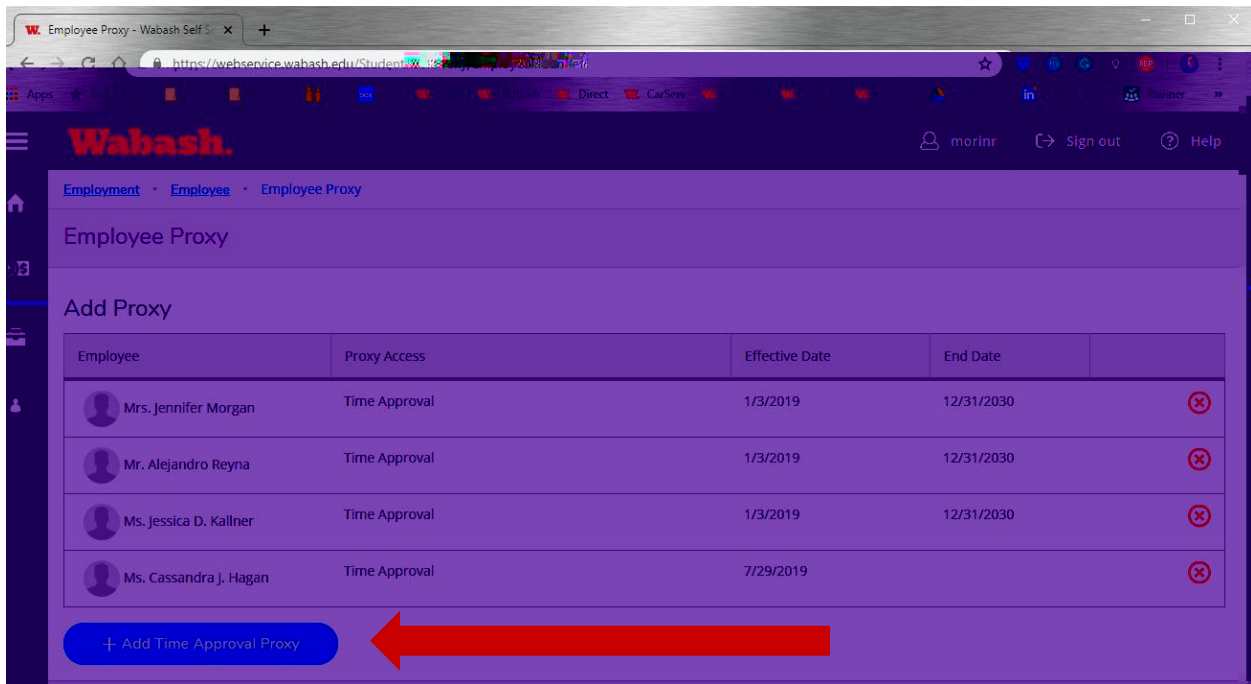
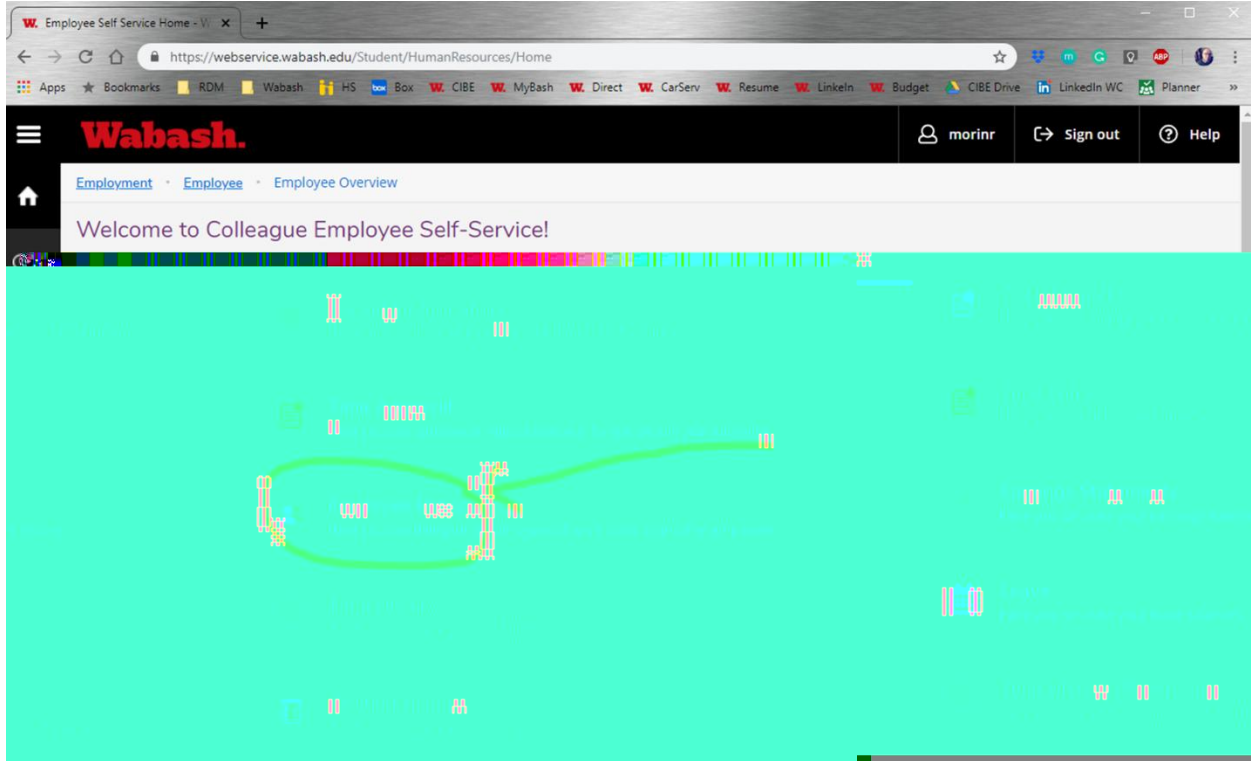
halle Sign out

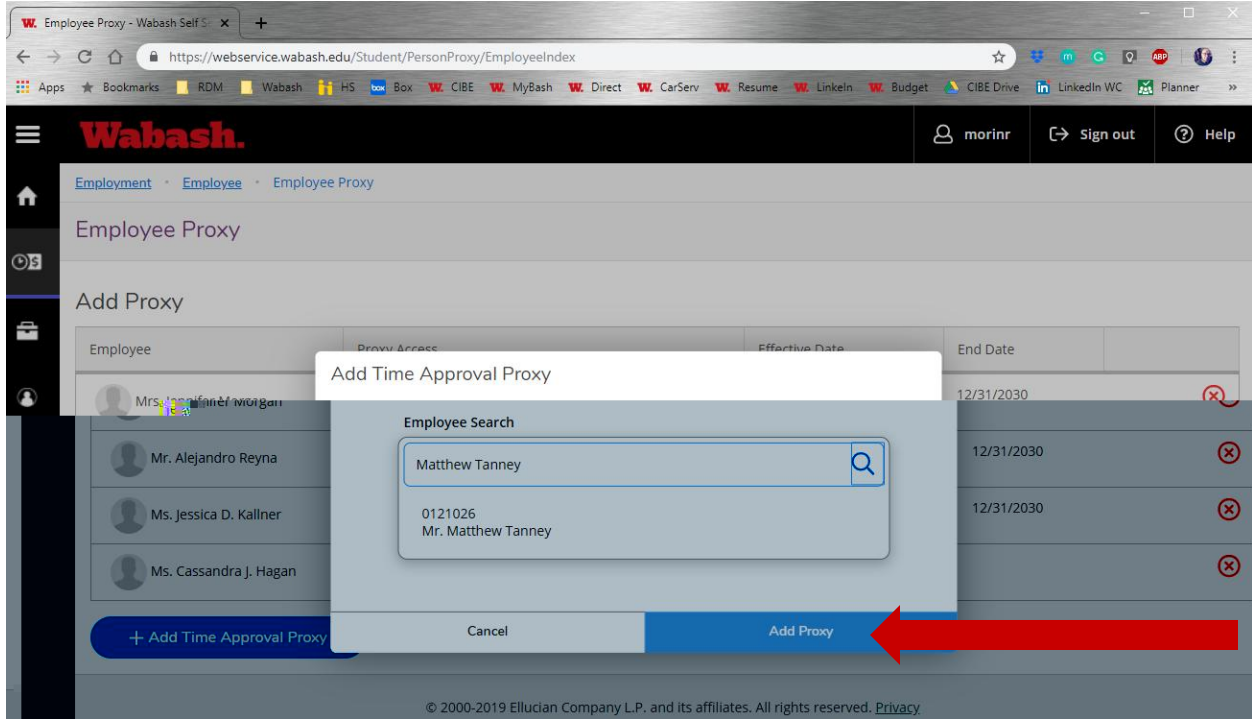
Welcome to Colleague Employee Self-Service!

- Banking Information**  
Here you can view and update your banking information.
- Time Approval**  
Here you can approve or reject timecards for the people you supervise.
- Employee Proxy**  
Here you can delegate certain types of work tasks to another employee.
- Time History**  
Here you can view your paid timecards.
- Tax Information**  
Here you can change your consent for e-delivery of tax information.
- Time Entry**  
Here you can fill out your timecards.
- Earnings Statements**  
Here you can view your earnings statement history.
- Leave**  
Here you can view your leave balances.

Community Partners

Timecard Proxy





## Payroll

**A student cannot begin working before the I-9 is completed and provided to the Business Office.**

## Position Evaluations | General

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Voluntary Departure

Position Title		
Proposed Pay Rate Per Hour	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Start Date		
End Date		
Work Days & Hours		
Semester (FA/SP or both)	<input type="checkbox"/>	<input type="checkbox"/>
# of hours needed per semester for position		
Estimated # of students needed		
Department / Office		
<p align="center"><b>Job Description / Duties</b> NOTE: Higher levels of responsibility warrant a higher Pay Rate. Please be specific.</p>		
<p align="center"><b>Qualifications</b></p>		
Application Due Date		
Supervisor		
Email		
Phone		
Alternate Supervisor		
E-mail		
Phone		
Cover Letter? Select	<input type="checkbox"/>	<input type="checkbox"/>
(NOTE: An approved resume and Schedule are always required for WISE positions)		







# Attachment D

**To: The U.S. Social Security Administration**

The following student is in F-1 non-immigrant status at Wabash College. This student has been offered on-campus employment (see details below) and is authorized for this employment under the regulations governing F-1 status found at 8 CFR 214.2(f)(9)(i).

**STUDENT INFORMATION—TO BE COMPLETED BY STUDENT**

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_  
Last Name \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month Day Year

**EMPLOYMENT INFORMATION—TO BE COMPLETED BY HIRING DEPARTMENT/ SUPERVISOR**

Name of hiring department/office: \_\_\_\_\_  
Address of employment: \_\_\_\_\_  
Position/job title: \_\_\_\_\_  
Brief description of job duties: \_\_\_\_\_  
\_\_\_\_\_

Employer Identification Number (EIN): 35-0868202

(Anticipated or actual) employment start date: \_\_\_\_\_

(Anticipated) hours per week: \_\_\_\_\_

Sincerely,

Sincerely,

\_\_\_\_\_  
Hiring Department/Supervisor (Signature)

\_\_\_\_\_  
International Center Staff (DSO)

\_\_\_\_\_  
Hiring Department/Supervisor (Printed Name)

\_\_\_\_\_  
Staff (Printed Name)

\_\_\_\_\_  
Title of Supervisor

Designated School Official  
Telephone: 765-361-6078

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date