Student Employee and Student Supervisor Resources

Business Office
DeRicci 217, 8:30 am – 4:30 pm M-F, (608) 663-2229

The Business Office processes payroll and handles the Direct Deposit. Edgewood strongly encourages Direct Deposit for the convenience of the student. Students should then go to Edgewood Central to pick up their pay stub. The Business Office prepares year end W-2 forms for tax purposes.

Career Counseling Services
DeRicci 206, 8:30 a.m – 4:30 pm M-F, (608) 663-2281

Career Services assist students in exploring and deciding upon college majors and careers through individual career counseling, workshops and class presentations. Assistance is given in locating internships, part-time, summer and full-time jobs upon graduation. Off campus jobs can be found by using Career Connect, the Edgewood College on-line job posting system. This site can be found at: www.myinterface.com/edgewood/student/ - Username: your Edgewood ID number, Password: Edgewood. Many resources, including job and internship postings and a personality/career assessment are available on our website.

Center for Global Education
PRD 340, 8:30 am – 4:30 pm M-F, (608) 663-2277

The Center for Global Education provides services for international students. If you were admitted to Edgewood College as an international student, you will want to check there for information regarding employment. You will also need to visit this office to complete employment verification forms to take to Social Security Administration to apply for a Social Security Card. You will need a Social Security Number to work and be paid at the College.

Edgewood Central
DeRicci 210, 8:30 am – 4:30 pm M-F, (608) 663-4300

Edgewood Central provides information on Federal Work Study and Edgewood Employment as well as financial assistance and counseling to students who would otherwise be unable to attend the college. Edgewood Central awards are based on need which is determined by completing the Free Application for Federal Student Aid (FAFSA). Awarding is done on a first come first serve basis. All students are eligible to work at the College and those who do not qualify for Federal Work Study are eligible for Edgewood Employment.

This office collects the new hire paperwork and forwards the paperwork to HR.

Human Resource Services
DeRicci 215, 8:00 am – 4:30 pm M-F, (608) 663-3317

This office provides information about job openings, hiring forms, and KO Software (time entry/timesheet processing). This office also provides New Hire Paperwork which includes; W4, WT4, I-
Authorization for Direct Deposit, the Sexual Misconduct Policy and the Annual Confidentiality Statement. **All New Hire Paperwork must be completed before you are set up in the KO Software and payroll.** You would refer questions regarding grievances to this office.

Supervisor and student employment orientation and training are conducted mainly at the beginning of the academic year.

Hiring paperwork processing for permanent and temporary (LTE) employment is also completed in this office.