

# Orange Card Checklist

All Student Employees MUST obtain an official Indiana Tech Orange Card to work on campus. Please complete the checklist below and submit all materials to the Career Center in Andorfer 229. Once you have submitted all materials, please be patient as it may take several days to process your information.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Please Print)

Indiana Tech Email Address: \_\_\_\_\_  
(Notification will be sent to you once your Orange Card is ready)

- Check with Business Office to see if you are cleared, if NOT cleared you will NOT receive an orange card until you are
- Complete Form W4 (2010) – Federal Employee Withholding Allowance Certificate
- Complete State of Indiana Employee Withholding Exemption and County Status Certificate
- Complete the Direct Deposit Authorization Form
- Complete the Online Application Process for each position you are interested in obtaining <http://www.indianatech.edu/About/HR/Pages/StudentEmployment.aspx>
- Turn in this checklist and all completed forms to the Career Center – Andorfer 229
- Return to the Career Center to pick up your official Orange Card; you will receive an email once all paperwork has been processed and your Orange Card is ready to be picked up in the Career Center
- Once you are hired, you will need to complete the I9 form with your supervisor; you may **NOT** begin work until this is completed **AND** you receive an email from Payroll with your log-in information

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_