

# Orange Card Checklist for Returning Student Employee

All returning Student Employees MUST renew their 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.

Choose from the following:

I \_\_\_\_\_ am being **rehired** in \_\_\_\_\_ as a \_\_\_\_\_.  
(Print First and Last Name) (Department) (Name of position)

**OR**

I \_\_\_\_\_ have completed the Online Application to obtain a **different** position.  
(Print First and Last Name) <http://hr.indianatech.edu/students/>

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

Are you cleared with the Business Office? If not, please start by visiting them to see what you need to do to be cleared.

Do you have any changes to make to the following (see Career Center for forms):

1. *Form W4 (2013) – Federal Employee Withholding Allowance Certificate*
2. *State of Indiana Employee Withholding Exemption and County Status Certificate*
3. *Direct Deposit Authorization Form*

Turn in this checklist and any updated 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

Received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_