

Congratulations and Thank you for applying for the Note taker position! In order for you to be paid in a timely manner the following must be adhered to:

- 1)** Go to Jennifer Reyes in Career and Transfer Services:
 - Fill out the W-4 Form and the I-9 Form, Employment Eligibility Verification.
 - Career and Transfer Services is located in room A-123, Pitkin Education Center.

- 2)** You are required to take an on-line training at:
 - <http://www.netac.rit.edu/onlinenotetakertraining.html>
 - You will receive a certificate after you complete this training. Please print this certificate.

- 3)** Time sheets must be dropped off in room L 116 in Jennifer Flynn's mailbox on the specified due dates.
 - **YOU MUST SUBMIT YOUR SHEETS ON TIME OR YOU WILL NOT BE PAID ON TIME**
 - The payroll schedule is located online at <http://www.bergen.edu/pages/4732.asp>

*Dates and times on your time sheets must be correct. Please follow the samples and schedules that are online.

Thank you again for being a note taker. This experience is one that can be included on your resume 😊