



# MARTIN LUTHER COLLEGE

OFFICE OF HUMAN RESOURCES

1995 LUTHER COURT • NEW ULM, MINNESOTA 56073

PHONE: 507-354-8221 • HR FAX: 507-233-9119

## STUDENT EMPLOYMENT QUICK GUIDE

If the student has been rehired or newly hired, the supervisor will submit an [authorization for hire form](#) and **Human Resources will contact the student** regarding next steps.

Any rehired student will be **contacted by Human Resources** via email to confirm any changes to mailing address, tax withholding, or direct deposit.

If the student has any changes to these, Human Resources will provide information regarding next steps.

Once fully completed, the student will be activated.

A newly hired student **will be contacted by Human Resources** to set up a paperwork session prior to beginning employment.

1. Paperwork takes about 60 minutes
2. The student would need to provide forms of identification verifying eligibility to work in the United States.
  - a. [See last page of Federal I-9 Document](#)
  - b. You may choose:
    - i. one item from list A, or
    - ii. one item from list B and one item from list C.
  - c. *List of Acceptable Documents on reverse and in link*
  - d. Please bring the unexpired, original document as photo copies are not acceptable.
3. We also set up direct deposit as method of payment.
  - a. Please bring along a voided check, bank statement, savings deposit slip or some other proof that verifies your bank name, your name, routing number and account number.

The student will be activated upon fully completing these steps.

On the [MLC Portal](#):

- Employees can access the [Employee Handbook](#) at any time
- Pay statements can be accessed through [Employee Self Service: ADP](#)
- Record your hours as an hourly employee, or view your time sheets, through [Web Punch: Kronos](#)

Need more assistance with ADP and Kronos? This [ADP and Kronos handout](#) can be useful. Any password resets, locked account, changes or questions for ADP and Kronos should be directed to Human Resources.

*Further Questions?* Call, email, or stop in the Human Resource Office, WCC 158.



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This List of Acceptable Documents is found in the [Federal I-9 Document on the last page.](#)

### LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.