



MARTIN LUTHER COLLEGE

OFFICE OF HUMAN RESOURCES

1995 LUTHER COURT • NEW ULM, MINNESOTA 56073
HR@MLC-WELS.EDU • PH: 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.

The list of acceptable **original** documents is found on the last page of the [Federal I-9 Document](#).
(photo copies, scans, emails, etc. are not acceptable)