



# MARTIN LUTHER COLLEGE

## OFFICE OF HUMAN RESOURCES

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## 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 complete hiring paperwork prior to beginning employment.

1. The student needs to provide identification verifying eligibility to work in the United States (Federal USCIS Form I-9)
  - a. You may choose:  
one item from list A, or one item from list B and one item from list C.
  - b. *List of Acceptable Documents on reverse and in link*
  - c. *Please bring unexpired, original document(s)*
2. MLC's method of payment is Direct Deposit.
  - a. Please bring account verification (examples include: a voided check, bank statement, savings deposit slip or some other proof that shows your bank name, your name, account type (savings or checking), routing number and account number.
3. If you need parental or tax professional assistance with your tax documents, please complete them in advance and bring them to the HR office upon hire. (both forms are required)
  - a. 2021 Federal W-4 Withholding Form  
<https://www.irs.gov/pub/irs-pdf/fw4.pdf>
  - b. 2021 W-4MN Withholding Form:  
<https://www.revenue.state.mn.us/sites/default/files/2021-01/w-4mn.pdf>

On the [MLC Portal](#):

- Employees can access the [Employee Handbook](#) at any time
- Pay statements and W-2's can be accessed through [Employee Self Service: ADP](#)
- Record your hours as an hourly employee, or view your time sheets, through [Web Punch: Kronos](#)
- Employees are required to complete their online safety training through [SafeColleges](#)

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)