



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 assigned a **Employment Verification Checklist** via Paycom to confirm any changes to mailing address, tax withholding, or direct deposit.

If the student has any changes to these, the student will make the changes online with Paycom.

A **newly hired student** will complete their hiring documents with the **Paycom self-onboarding process**.

1. MLC's method of payment is Direct Deposit.
2. If you need assistance with your tax documents, please speak to a tax professional.
3. 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)*

Once fully completed, the student will be activated in Paycom and may begin working.

On the [MLC Portal](#):

- Employees can access the [Employee Handbook](#) at any time
- Locate important documents and instructions at [HR Vibe](#) (*Vibe credentials = MLC Portal credentials*)
- [Paycom](#) (timekeeping and payroll)
 - Pay statements and W-2's
 - Record your hours as an hourly employee and view your time sheets
- Employees are required to complete their online safety training through [SafeColleges](#)

If you are planning to work on campus, be sure to bring these items to campus in the fall!



Documents that Establish Both Identity and Employment Authorization

or



Documents that Establish Identity

+



Documents that Establish Employment Authorization

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

Visit our student employment site for current openings and more information:
<https://mlc-wels.edu/student-employment/on-campus/>

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

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	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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

Refer to the instructions for more information about acceptable receipts.