



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.