

Mohawk Valley Community College Hiring Guide for Student Employees

We realize that holding a job while attending Mohawk Valley Community College may be necessary for you to finance your education and advance toward your career goals. The Career Development Center advertises on-campus jobs for both College departments/offices as well as off-campus jobs for area employers. Follow these steps to navigate the student employment hiring process:

1. Jobs are available for students with or without Federal Work-Study aid. You may view your financial aid package to determine if you have been awarded Federal Work-Study by signing on to Student Information and Registration System (SIRS) at banner.mvcc.edu/. If you have not been awarded Federal Work-Study, you are eligible to apply for Student Assistant jobs on campus.
2. All on-campus jobs are advertised through Handshake (<https://app.joinhandshake.com/login>). You can search positions and apply online if you're interested. All students will be able to see student assistant positions. Only students with work study eligibility will see work study positions.
3. If selected for an interview, the hiring supervisor will contact you. Be sure your voicemail is setup and regularly check your student email for messages.
4. To work on campus, all student employees who have not worked at MVCC before must complete the student employment orientation. At this orientation, work expectations will be reviewed to help you succeed in your job. Advance registration is required and you can find the schedule under events on Handshake (<https://mvcc.joinhandshake.com/login>). You cannot start your on-campus position until you attend an orientation.
5. To work on campus, all student employees must also complete hiring paperwork with the Human Resources office. This includes providing the college with original documents (see next page) that establish your personal identity and eligibility to work in the United States. These documents are required to complete the I-9 and tax forms required by federal and state law. These documents must be original. We cannot accept photocopies or faxes and the documents cannot be expired. Your student payroll forms, including the I-9, tax forms and required documents, must be completed BEFORE you begin work.
5. Once you are authorized to work, establish a work schedule with your supervisor and begin working. We encourage you to print a payroll calendar for a schedule of pay periods, timesheet due dates and paydays. You may obtain a part-time employee payroll calendar online at www.mvcc.edu/human-resources/pdfs/payroll/parttime1.pdf.
6. Student employees must enter hours worked through your SIRS account using web-time entry. Instructions are available at www.mvcc.edu/human-resources/pdfs/hr-forms/employee-web-time-entry4.pdf

Let us know if you have any questions or concerns. We are always here to assist you.

Career Services, Alumni College Center room 102, 315-731-5847

LIST OF ACCEPTABLE DOCUMENTS

To work on campus you must provide Mohawk Valley Community College with **original** documents that establish your personal identity and eligibility to work in the United States. Documents will be used to complete the I-9 form as required by federal law. All I-9s, tax forms and required documents are to be completed in the Student Employment Orientation or in Human Resources (AB113) **BEFORE** students begin working.

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	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Authorization		Documents that Establish Identity		Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. US Passport or US Passport Code 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"> i. The same name as the passport; and ii. 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. US Military card or draft record 6. Military dependent's ID card 7. US Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 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"> a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350) 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. US 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

**ALL DOCUMENTS MUST BE ORIGINAL AND UNEXPIRED.
PHOTOCOPIES AND FAXED COPIES CANNOT BE ACCEPTED.**