Steps to Becoming a Student Employee

After being hired in the department you applied in, these are the steps to be completed before you can start working.

- The following background checks must be completed prior to starting work:
  - ACT 34 - Criminal Record Check
  - ACT 151 - Child Abuse History Clearance
  - ACT 114 - FBI Federal Criminal History - Fingerprinting

Refer to this path for instructions:
MU home page > Human Resources > Payroll Services > Student Payroll Services > Background Clearance Instructions

- After background checks have been completed, come to the Payroll Office located at 106 Dilworth Building with the following documents:
  - Request to Hire form from the department you will be working in
  - Photo ID (MU ID, driver’s license, military ID)
  - Original Social Security card
    - If you do not have the original SS card and only a photocopy, a birth certificate or a passport can be used as original documentation along with the copy for the I-9 form
  - Proof of completed background checks
  - Blank check, bank issued direct deposit form, or a letter from your bank with account information for Direct Deposit of your paycheck

- After the above documentation is collected and verified by one of the payroll staff, new hire paperwork must be completed. Give yourself at least 15 minutes to complete the packet.

YOU ARE NOW OFFICIAL TO START WORKING!

Please see other side for more information!
IMPORTANT! PLEASE READ....

HERE ARE SOME RULES AND GUIDELINES STUDENT EMPLOYEES NEED TO FOLLOW.

- YOU MUST BE A REGISTERED STUDENT IN ORDER TO WORK ON CAMPUS AS A STUDENT EMPLOYEE

- STUDENT EMPLOYEES CAN WORK A MAXIMUM OF 20 HOURS PER WEEK DURING FALL & SPRING SEMESTERS. THIS INCLUDES HOURS WORKED IN ONE DEPARTMENT OR MULTIPLE DEPARTMENTS ON CAMPUS

- INTERNATIONAL STUDENTS CAN WORK A MAXIMUM OF 20 HOURS PER WEEK DURING FALL & SPRING SEMESTERS. THIS INCLUDES HOURS WORKED IN ONE DEPARTMENT OR MULTIPLE DEPARTMENTS ON CAMPUS

- DURING SUMMER AND WEEK LONG SEMESTER BREAKS, STUDENT EMPLOYEES CAN WORK UP TO 40 HOURS PER WEEK. THIS INCLUDES HOURS WORKED IN ONE DEPARTMENT OR MULTIPLE DEPARTMENTS ON CAMPUS

- IF A STUDENT EMPLOYEE'S GPA FALLS BELOW 2.0, THE STUDENT WILL BE ON HOURS RESTRICTION FOR THE REST OF THE SEMESTER AND MAY WORK UP TO 20 HOURS PER WEEK

- EXTRA IMPORTANT! – THE 2 WEEK PAY PERIOD BEGINS ON SATURDAY AND ENDS ON FRIDAY

NOW YOU ARE IN THE KNOW OF THE RULES AND GUIDELINES, GO MAKE SOME MONEY!

Please see other side for more information!