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 background clearance instructions:

MU home page>Human Resources>Background Clearance Instructions (located under Announcement)>Student Employee Instructions on Obtaining Clearances

- After background checks have been completed, go to Human Resources, located at 105 Dilworth Building and bring clearance documents for staff to verify and complete checkoff list.


- After you have the checkoff sheet from Human Resources and the printed new hire documents go to the Payroll office, located at 106 Dilworth building with the following documents:
  - Clearance checkoff list completed by Human Resources
  - 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)
  - Blank check, bank issued direct deposit form, or a letter from your bank with account information for Direct Deposit of your paycheck

- The above documentation will be collected and verified by one of the payroll staff.

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 30 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!