

# 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***

- ❖ *Visit the **Student Payroll webpage: Human Resources>Payroll>Student Payroll Services** <http://www.millersville.edu/hr/payroll/studentservices/required-new-hire-documents.php> to complete required new hire documents. Complete forms electronically and print.*
- ❖ *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 EMPLOYEE'S 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!