

Steps to Becoming a Student Employee

Instructions for Students who must come to the office and the steps to be completed before student can start working:

- ❖ **The following Clearances REQUIRED to 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 Link for BACKGROUND CLEARANCE INSTRUCTIONS: **Student Employee Instructions on Obtaining Clearances or see copy of instructions attached.**

<https://www.millersville.edu/hr/forms/index.php>

- ❖ While waiting on clearances to be completed, start on completing payroll forms so that they are ready when clearances have been completed and OK'd by the Compliance Coordinator
- ❖ Visit the **Student Payroll webpage: Human Resources>Payroll>Student Payroll Services** <https://www.millersville.edu/hr/payroll/student-services/required-new-hire-documents.php> to complete required new hire documents. **Complete forms electronically and print**
- ❖ Once all clearances have been turned in and OK'd by the Compliance Coord and payroll forms have been completed and printed, set up an appointment with Payroll by using the scheduler which can be found on the REQUIRED NEW HIRE DOCUMENTS page (see attached instructions)
- ❖ **REQUIRED PAPERWORK TO BRING TO APPOINTMENT**
 - All Completed Payroll forms that were printed from website
 - 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. (See list of approved identification on page 3 of I-9 form)*
 - Blank check, bank issued direct deposit form, or a letter from bank with name account information for Direct Deposit of paycheck
- ❖ *The above documentation will be collected and verified by one of the payroll staff during appointment.*

Please see other side for more information!

HOW TO SCHEDULE AN APPOINTMENT WITH THE PAYROLL OFFICE

All newly hired Millersville University Student Workers are now **required** to schedule an appointment with the Payroll Office to **present original identification and payroll forms.**



To schedule your in person meeting for the Payroll Office (Dilworth -HR/Payroll Suite) please visit our website at Payroll Services/Student New Hire Forms at this link:

<https://www.millersville.edu/hr/payroll/studentservices/required-new-hire-documents.php>

A screenshot of the Millersville University website. The header shows 'Millersville University' and navigation links for 'COVID UPDATES', 'PROGRAMS', and 'ACADEM'. The breadcrumb trail reads: '> Human Resources Home > Payroll Services > Student Payroll Services > Required New Hire Documents'. The main heading is 'REQUIRED NEW HIRE DOCUMENTS'. Below it, there is a section titled 'SCHEDULE ONSITE APPOINTMENT' with a yellow highlighted box containing the text 'PLEASE SCHEDULE AN IN-PERSON MEETING TO SUBMIT YOUR NEW HIRE DOCUMENTS'. A button labeled 'SCHEDULE A MEETING' is visible, and a larger version of this button is shown below the screenshot.

Click button for scheduler to open

*****We require 24-hour notice, and a confirmation email will be sent to verify appointment date and time.***

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!

NEW STUDENT WORKER **BACKGROUND CLEARANCE** **INSTRUCTIONS**

There are three mandated clearances that are required to work/volunteer for Millersville University.

Criminal Background Check (Act 34)
Child Abuse History Clearance (Act 151)
FBI Federal Criminal History-Fingerprinting (Act 114)

On the pages below are instructions for completing these three clearances. Act 34 must be completed before a contract/appointment letter is offered.

After clearing Act 34, and on - or before - your first date of employment, you need to bring or mail the following documents to the Office of Human Resources:

1. The original results document of your Act 151 Child Abuse clearance or proof, such as an email, showing that you have started the clearance process
2. The original results document of your Act 114 FBI Fingerprint clearance or a receipt showing the date and location where you have been fingerprinted

When these items have been received by the Office of Human Resources, you will be hired on a provisional basis and will have 90 calendar days to bring or mail the originals of the completed results of the Act 151 and Act 114 checks to the Office of Human Resources.

Given the length of time required for these checks, it is important you follow the steps below promptly.

If you have any clearance related questions, please email Jeremy.houck@millersville.edu or call Human Resources @ 717-871-4241.

ACT 34 CRIMINAL RECORD CLEARANCE

Step 1: Send an email to human.resources@millersville.edu with the following information:

First Name:

Last Name:

Email Address:

Department that you are working in:

Step 2: After the request has been seen by a Human Resources representative, you will receive a background screening request. Please Click “Begin Process”.

Step 3: Fill out the clearance. Please be aware that only the red * sections are required for you to fill out. After you have filled out the clearance and submitted for approval, exit the window. The results will begin to process and you can expect an email indicating the results within 24-48 hours.

Please note that if you do not complete the clearance within 72 hours, the link will expire.

ACT 114 FBI FINGERPRINTING CLEARANCE

Step 1: Send an email to human.resources@millersville.edu requesting for an individualized payment code.

Step 2: Go to <https://uenroll.identogo.com/> (use Google Chrome or Firefox)

Step 3: Type in the service code: **1KG756**

Step 4: Select “Schedule or Manage Appointment”

Step 5: Fill out the clearance.

1. ***Essential Info:*** Fill out your Legal Name and Date of Birth. Under “Method of Contact” fill in your email. You must confirm your email. It is not necessary to list your phone number but you are welcome to if you would like. Make sure to select your preferred method of contact as “Email”.
2. ***Employer:*** Please fill in the following information.
Employer Name: Millersville University
Country: United States
Address: 20 Dilworth Road
City: Millersville
State: PA
Postal Code: 17551
3. ***Citizenship:*** Fill out your Country of Birth, State/Province of Birth, and Country of Citizenship.
4. ***Personal Questions:*** Answer the questions asked. For the final question “*Do you have an authorization Code (Coupon Code) that you will be using as a method of payment*” select YES.
5. ***Personal Information:*** Fill out the information requested. (Height, Weight, Hair Color, Eye Color, Preferred Language, Gender, Race, Ethnicity)
6. ***Address:*** Fill out the information requested. (Country, Address, City, Postal Code) **This is the address that the results will be sent to.**
7. ***Documents:*** In the dropdown menu, please select documentation that you can bring to your fingerprint appointment. Please answer the supplemental question that may be asked based on your selection.
8. ***Location:*** Please type in the following location code in order to be fingerprinted at Millersville University : SP-DILMILLU – Click “Search” (Do not copy & paste)
Once you have typed in the location, click “Next” across from “IdentoGO, Dilworth Bldg Rm 105”
9. ***Payment:*** Enter the payment code that you were given. Make sure the coupon is valid. Once the total amount due shows \$0.00, click next.
10. ***Date and Time:*** Select an appointment time. Click SUBMIT.
11. Select “Done” at the bottom of the final page. A receipt with the information that have filled out will be emailed to you.

ACT 151 CHILD ABUSE CLEARANCE

Step 1: Send an email to human.resources@millersville.edu requesting for an individualized payment code.

Step 2: Go to the following link: <https://www.compass.state.pa.us/cwis>

Step 3: Click “Create Individual Account”. Create a Keystone ID. Fill out additional basic personal information. Once you have filled out all requested information, Click Finish.

Step 4: You will receive two emails shortly after completing Step 3. Use the Keystone ID and temporary password to log back into the portal. “Individual Login”.

Step 5: Once logged in, you will be directed to answer your security questions. After successfully answering your security questions, you will be prompted to create a new password. After you create a new password, it will automatically log you out again.

Step 6: Login using your newly create Keystone ID and Password. Fill out the clearance.

1. Read and agree to the My Child Welfare Account Terms & Conditions. Click “Next”.
2. Scroll down to the bottom and Click “Continue”.
3. Click “Create Clearance Application”
4. Scroll down to the bottom and Click “Begin”.
5. Select “School Employee Not Governed by Public School Code: Applying as a school employee not governed by Section 111 of the Public School Code.” Click “Next”.
6. Fill out Applicant Information. You only need to fill out the parts that say “required”. Once you have filled out the required parts, Click “Next”.
7. Fill out Current Address. At the bottom, please select to have a paper version of the certificate to be sent to you home. Finalize by Clicking “Next”.
8. Previous addresses. ****Please only fill out what state(s) you have lived in. You do not need to list all of your previous addresses.** Finalize by Clicking “Next”
9. Household Members: You must list all household members that you have lived with starting with your parent(s). Finalize by Clicking “Next.”
10. Scroll through the application summary. At the bottom, Click “Next”
11. E-signature: Please certify the application and Sign. Finalize by Clicking “Next”
12. Application Payment: Please enter the payment code. Finish by Clicking “Submit”