



Student Employment Process

Human Resources Office

All students who wish to work on campus must be authorized to work by the Human Resources Office **before** they perform any work for any campus employer. There are several steps the student must complete to be authorized to work.

For First-Time Student Employees

- **Visit the Human Resources Office (Montgomery Hall 16).**
 - You will be asked to produce original identification documents and to fill out a Federal I-9 form in the Human Resources Office.
 - If you do not have this documentation with you, please be prepared to participate in a virtual meeting with a family member who can show the HR staff your original identification documentation.
 - Please [use this link](#) to determine what type of identification documents are acceptable. The HR Office can answer questions if you are unsure what documents are acceptable.
- **Check your email for a message from Human Resources.**
 - Complete your tax forms.
 - Register with BankMobile for your direct deposit (instructions are attached with your tax forms).
 - Complete and submit the Student Request for Work Authorization Form.
- **Check your email for a message from Human Resources or from Adobe Sign.**
 - If there are any issues with your paperwork, an HR representative will contact you for corrections.
 - Within 24-48 hours (usually sooner), you will receive an email from Adobe Sign via the HR Office, which will contain your completed Certificate of Work Authorization – save it for your records!

For First-Time and Returning Student Employees

- **Find your job!**
 - You will need to show your Certificate of Work Authorization to the supervisor.

IMPORTANT

You may **not** perform any work until you receive your Certificate of Work Authorization.