

# Mohawk Valley Community College Hiring Guide for Student Employees

*We realize that holding a job while attending Mohawk Valley Community College may be necessary for you to finance your education and advance toward your career goals. The Office of Career Services advertises on-campus jobs for both College departments/offices as well as off-campus jobs for area employers. Follow these steps to navigate the student employment hiring process:*

1. Jobs are available for students with or without Federal Work-Study aid. You may view your financial aid package to determine if you have been awarded Federal Work-Study by signing on to Student Information and Registration System (SIRS) at [banner.mvcc.edu/](http://banner.mvcc.edu/). If you have not been awarded Federal Work-Study, you are eligible to apply for Student Assistant jobs on campus.
2. All on-campus jobs are advertised on our Student Employment webpage ([www.mvcc.edu/studentjobs](http://www.mvcc.edu/studentjobs)). You can search positions and apply online if you're interested.
3. If selected for an interview, the hiring supervisor will contact you. Be sure your voicemail is setup and regularly check your student email for messages. If you are offered a position, you are required to attend one of the Student Employment Orientations.
4. To work on campus, all student employees who have not worked at MVCC before must complete the student employment orientation. At this orientation, work expectations will be reviewed as well as required paperwork that needs to be completed. The current orientation schedule is available on our Student Employment page at [www.mvcc.edu/studentjobs](http://www.mvcc.edu/studentjobs). You cannot start your on-campus position until you attend a session.
  - At this orientation, you must provide Mohawk Valley Community College with original documents (see next page) that establish your personal identity and eligibility to work in the United States. These documents are required to complete the I-9 and tax forms required by federal and state law. Your student payroll forms, including the I-9, tax forms and required documents, must be completed BEFORE you begin work. You may choose from the List of Acceptable Documents (see next page) to determine which forms of identification you would like to provide to become authorized to work on campus. These documents must be original. We cannot accept photocopies or faxes and the documents cannot be expired.
5. Once you are authorized to work, establish a work schedule with your supervisor and begin working. We encourage you to print a payroll calendar for a schedule of pay periods, timesheet due dates and paydays. You may obtain a part-time employee payroll calendar online at [www.mvcc.edu/human-resources/pdfs/payroll/parttime1.pdf](http://www.mvcc.edu/human-resources/pdfs/payroll/parttime1.pdf).
6. Student employees must enter hours worked through your SIRS account using web-time entry. Instructions are available at [www.mvcc.edu/human-resources/pdfs/hr-forms/employee-web-time-entry4.pdf](http://www.mvcc.edu/human-resources/pdfs/hr-forms/employee-web-time-entry4.pdf)

Let us know if you have any questions or concerns. We are always here to assist you.

Career Services, Alumni College Center room 102, 315-731-5847

## LIST OF ACCEPTABLE DOCUMENTS

To work on campus you must provide Mohawk Valley Community College with **original** documents that establish your personal identity and eligibility to work in the United States. Documents will be used to complete the I-9 form as required by federal law. All I-9s, tax forms and required documents are to be completed in the Student Employment Orientation or in Human Resources (AB113) **BEFORE** students begin working.

**Employees may present one selection from List A OR a combination of one selection from List B AND one selection from list C.**

LIST A	OR	LIST B	AND	LIST C
<b>Documents that Establish Both Identity and Employment Authorization</b>		<b>Documents that Establish Identity</b>		<b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. US Passport or US Passport Code</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>i. The same name as the passport; and</li> <li>ii. An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's License or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. US Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. US Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> </ol> <p style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>a. NOT VALID FOR EMPLOYMENT</li> <li>b. VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. US Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**ALL DOCUMENTS MUST BE ORIGINAL AND UNEXPIRED.  
PHOTOCOPIES AND FAXED COPIES CANNOT BE ACCEPTED.**