

How Do I Get A Job On Campus?

STEP 1 Do You Have A Federal Work Study Award?

YES – It must be approved before you start working.

If you are unsure about your award, or if you have received notification of “verification,” check with Financial Aid.

NO – You can still work on campus!

STEP 2 Find a Job.

Visit the Hiring Fair at the beginning of the fall semester, or click on the [Job Board](#) to find available jobs.

If you have trouble finding a job, the Payroll Coordinator can help.

STEP 3 Complete Necessary Paperwork.

Visit the Payroll Coordinator in LA202 to pick up all necessary paperwork – it must be completed **BEFORE YOU START WORKING**. Even if you worked on campus before, you have employment paperwork to complete!

I will need to see IDs for many of you – be prepared (see back).

STEP 4 Start Working & Get Paid!

Student employees are paid once per month. Pick up your check from the cashier in the Business Office on the last business day each month.

Student Employment will communicate via D&E student email only.

Check your email DAILY!

For more information, contact:
Erin Quint, Payroll Coordinator
Business Office, Liberal Arts 202
304-637-1346 or quinte@dewv.edu
Monday-Friday 8:00am-4:30pm

If you have never worked on campus before (or didn't work during the most recent academic year), **I MUST SEE YOUR IDs** before you can work on campus this year.

This means you need to **HAVE YOUR IDs WITH YOU ON CAMPUS!**

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

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 Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization	
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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	
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)	
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security	
		8. Native American tribal document			
		9. Driver's license issued by a Canadian government authority			
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		For persons under age 18 who are unable to present a document listed above:			
			10. School record or report card		
			11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record			