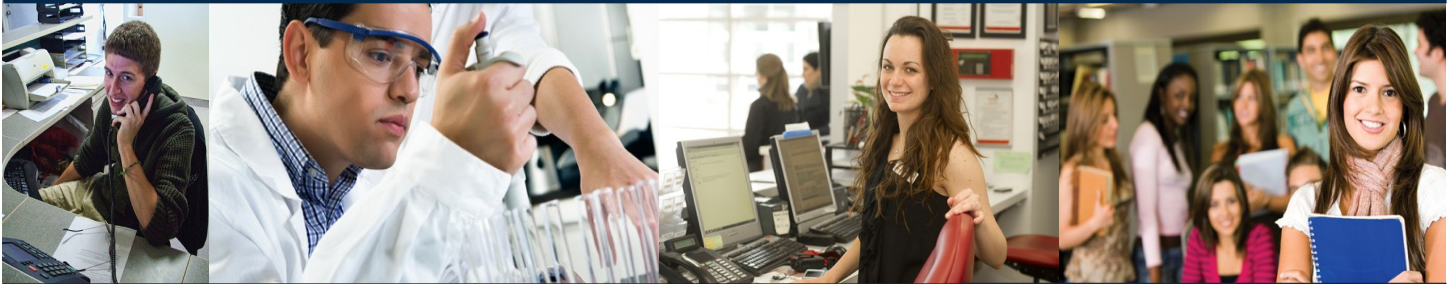


Mount St. Mary's University *Student Employment on Campus*

EDUCATION | OPPORTUNITY | EXPERIENCE



What you need to know before working at MSMU!

STUDENT EMPLOYMENT NEW HIRE PACKET

Newly hired student employees will be **required** to complete payroll forms prior to their start date in order to work on campus. Students are paid the Maryland minimum wage rate on a bi-weekly pay cycle. Upon hire, students will be asked to complete the following onboarding payroll forms in Workday:

- Personal and Emergency Contact Information
- National ID—Social Security Number
- W-4, Federal Tax Form
- MW 507, Maryland Tax Form
- Direct Deposit
- I-9 Form, Employment Verification Eligibility

Additional personnel forms:

- Student Employment Application
- FERPA Form
- Student Agreement Form
- Maryland Work Permit Application (if under age 18)
- Workplace Harassment and Discrimination Online Training

I-9 FORM, EMPLOYMENT ELIGIBILITY VERIFICATION

Mount St. Mary's University is an I-9/E-Verify employer. All new employees are **required** to complete an I-9 Form as part of the onboarding process **on or before** their first day of employment. Students will be required to present the "original" I-9 documentation to establish identity and employment eligibility to work on campus. The most common List of Acceptable Documents include 1) a valid passport or 2) photo ID (such as driver's license) **and** social security card or birth certificate. We cannot accept a fax or copy of document. The employee must present the original documents.

The I-9/E-Verify must be completed within three (3) days of hired date or the student employee is **not authorized** to work on campus.



WORKPLACE HARASSMENT / DISCRIMINATION TRAINING & MARYLAND WORK PERMIT

Workplace Harassment and

Discrimination Training. All Mount employees are required to take the online workplace harassment and diversity training prior to their first day of work. These courses offers scenarios based on real-life cases to help you recognize, prevent, and report sexual misconduct and discrimination.

Work Permit for Minors. Student employees under the age of 18 **must** complete an online Maryland Work Permit Application before they can work on campus. To apply for a Maryland Work Permit online—go to <https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>.

For more information on student employment, please contact the Department of Human Resources at 301.447.5372. Visit our website at www.msmary.edu/hr or stop our office in Bradley Hall, 2nd Floor, Room 220.



Equal Opportunity Employment