



MESSIAH
COLLEGE®

STUDENT EMPLOYMENT OFFICE

Student Employee Checklist

INSTRUCTIONS: Student Employees should review and complete the necessary items outlined below before starting to work. More information on many of these items can be found in the Student Employment Handbook and/or on the Student Employment website. Questions on the items listed below should be directed to the Student Employment Office at studentemployment@messiah.edu or ext. 2900.

☐ **Review the Student Employment Handbook**

This handbook contains important policies and procedures related to student employment.
To access the Handbook:

<https://messiah-employee.policystat.com/policy/6183715/latest/>

☐ **Complete Employment/Payroll Forms**

** New Student Employee * (this is your first job on campus)*

You must complete all required payroll forms, such as the Form W-4, Form I-9, Residency Certification Form, and the optional Direct Deposit Authorization Form **prior** to beginning your work assignment. The Payroll Forms packet can be obtained at the Payroll Office in Old Main or found on the student employment website:

http://www.messiah.edu/download/downloads/id/2567/Student_Forms_Packet.pdf

IMPORTANT NOTE: Completion of the Form I-9 requires identification documents that are listed on the Form I-9 (List A or List B & C). Please review this list and have the appropriate, original documents (not copies) available when you arrive at the Payroll Office. (We need to see you in person with your ID documents for completion of section 2 of the I-9 form) The most common types of acceptable ID documents are a passport OR a driver's license AND social security card.

Also, a blank, voided check or verification bank document—with your account and bank routing number—is required to be paid with direct deposit.

- **The Payroll Forms and the Form I-9 must be completed and submitted to the Payroll Office BEFORE you start working.** The Payroll staff is available to assist with the completion of the Form I-9, to provide copies of needed forms, and to answer any questions. The Payroll Office is located in Old Main and is open from 8a-5pm Monday thru Friday.

*If you are a *Continuing Student Employee * (you worked on campus before)*

Provide updates, as needed, to payroll forms such as the Form W-4, Form I-9, Residency Certification Form, and the optional Direct Deposit Authorization Form. These forms are available on the Payroll website.

- If you are a continuing student employee that has worked on campus within the last 12 months and have already completed payroll forms and the I-9 form, it is not necessary to complete them again.
- If you have not worked on campus within the last 12 months, you will need to submit payroll forms again (Form W-4, Form I-9, Residency Information Form, and the optional Direct Deposit Authorization Form). **See new student employee info above.**

- If you have changed your address, you will need to submit a new Residency Certification Form.
- If you have switched to a new position, please review the Hepatitis B Exposure form found here: https://www.messiah.edu/download/downloads/id/2555/Hepatitis_B_Vaccination_Form.pdf

IMPORTANT NOTE: If you previously had direct deposit set-up and have changed or closed your bank account, it is important that you let us know by submitting a new Direct Deposit Authorization Form. Failure to do so will result in a delay in receiving your pay.

☐ **Complete the Required Online Student Employment Forms**

These forms contain information related to the College's expectations for employee conduct and important information related to workplace health and safety. Failure to complete these forms may result in discontinuation of your job assignment until completed.

To access these forms via Falcon Link:

- Falcon Link | Self service main menu | Employee | Employment Forms
- Follow the instructions, view **each** form and mark **each** item if you understand AND agree to the contents

By indicating that you "Understand and Agree," you agree to follow the policies and procedures established by Messiah College.

Note: The Student Employment Form page might not display your current job assignment (it may list one of your previous assignments). That is ok. It doesn't matter which job or dept. is listed on this page because the same forms must be completed no matter which campus job you have. Also, it is not necessary to print these forms and submit physical forms to the Student Employment Office. When you click 'understand & agree' your response is recorded with us.

☐ **Work Permit (Required only if you are under the age of 18)**

If you are under the age of 18, you must submit a work permit to the Student Employment Office before you begin working.

- PA Residents (under the age of 18) – contact the school district in which you reside to obtain a work permit.
- Out-of-state Residents (under the age of 18) – obtain a work permit from the Mechanicsburg School District (500 South Broad Street, Mechanicsburg, PA 17055). To do so, mail, fax (717-691-7632), or take in person, the following information to Katrina Collins at the Mechanicsburg High School:
 1. Copy of your Driver's license or state ID
 2. Proof of graduation (copy of your high school transcript or diploma)
 3. Any physical work restrictions you have (i.e. lifting limitations, etc.)
 4. Hair color/Eye color
 5. Place of birth (city, state)

For additional information on the requirements needed, contact Katrina Collins: kcollins@mbgsd.org

Upon receipt of the above information from you, the Mechanicsburg School District will send your work permit to the Student Employment Office. We will contact you to set up a time for you to come to the Payroll/Student Employment Office in Old Main to sign it.

☐ **Background Check (Required only for certain positions)**

Pennsylvania law requires employees responsible for the welfare of a child, or having direct contact with children, to obtain background check clearances before beginning employment. **Employees in select departments** only need to obtain background check clearances. If you do not have a job in a department that requires background checks, you do not need to submit background check clearances. **Your supervisor will notify you if you need to do the background checks.**

Please see the Student Employment website for further information and detailed instructions for completing background checks:

http://www.messiah.edu/info/21146/student_employees/2081/background_checks

☐ **Reporting Child Abuse: Mandated Reporting (Required only for certain positions)**

In addition to the 3-phase background check, employees in positions that have contact with minors will be required to complete mandated reporter training. If you are required to complete mandated reporter training, you will receive an email from 'Abuse Prevention' with a link to the training. After you successfully complete the training, the Student Employment Office will receive notification. This training is required to be completed on or before the first day of employment. Your supervisor will notify you if you need to do the mandated reporter training. Contact the Student Employment Office if you did not receive, or if you misplaced, the link to the training.

☐ **Safety, Health & Environmental Training Information**

All employees must complete the safety orientation training found here:

http://www.messiah.edu/download/downloads/id/2564/Specialized_New_Employee_Training.pdf

Depending on your job assignment and what tasks you perform, you may also be required to have comprehensive safety training on specific topics. Review the Safety, Health, & Environmental Training list with your supervisor to see if any of the listed training is required for your position. This can be completed during your first week of work; you do not need to complete it prior to starting your job. When completed and signed by both you and your supervisor, this form should be submitted to the Student Employment Office, Suite 3010.

☐ **Pay Schedule**

Your earnings will be paid directly to you and will **not** be applied directly to your student account. You will receive your pay either by direct deposit (we recommend that you set up direct deposit) or by a check mailed to your campus mailbox. Student employees are typically paid every other Friday throughout the academic year. A full, detailed pay schedule as well as additional payroll information can be found here:

http://www.messiah.edu/info/21146/student_employees/2151/pay_schedule