STUDENT EMPLOYEE REGISTRATION

LOCATION & TIMES
Human Resources, 113 Centennial Hall
Stop by Monday-Friday between:
9am – 9:30am, 12pm—12:30pm (FALL SEMESTER ONLY)
or
3:00pm – 3:30pm

The registration process is for all new hires who have never previously worked on campus and rehiring former employees. Once the hiring department submits your paperwork to the Human Resources office, you will need to complete the following steps:

**STEP 1: ONBOARDING**

Access your onboarding forms, per the instructions in your onboarding email at https://myhr.umsystem.edu. The forms include:

a. **Personal Information**—this will update your personal contact information in the system.

b. **Direct Deposit**—you will need your account and routing number.

   This is NOT your debit card number or the account information on your deposit slip.

c. **Federal and State W—4**—this form determines the amount of federal and state taxes that will be withheld from each paycheck.

   For help with this form go to: https://www.irs.gov/individuals/irs-withholding-calculator

   International students—Please just sign and submit this form. You will be directed to manually fill out the form at a later date.

d. **I-9**—you will complete Section 1 of the I-9. This form verifies the identity and employment eligibility of all persons hired to work at the University of Missouri.

e. **Foreign Visitor Tax Form**—(for international students only) This form is not online. Your department should provide this form for you to complete and bring with you to registration.

**STEP 2: REGISTRATION**

All of Step 1 should be completed before starting Step 2.

Bring your original, unexpired documents during one of our Student Employee Registration times.

Copies are not acceptable per Department of Homeland Security. Please see page 2 for a list of acceptable documents.

International students will need to bring:

a. Passport/Visa
b. Printed I-94*
c. I-20 or DS2019
d. Social Security Card**
e. Completed Foreign Visitor Tax Form

* For I-94 printouts, visit: https://i94.cbp.dhs.gov/I94/#/recent-search

** If you do not have your social security card, you will need to visit the International Affairs office. They will provide a letter stating you will be working on campus. You will present the letter along with the other required documentation to the Social Security Office. The list of required documents can be found at: http://www.ssa.gov/pubs/EN-05-10181.pdf

Your social security card must be presented to the HR office once it is received in the mail.
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>LIST B</th>
<th>LIST C</th>
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<tbody>
<tr>
<td><strong>Documents that Establish Both Identity and Employment Authorization</strong></td>
<td><strong>Documents that Establish Identity</strong></td>
<td><strong>Documents that Establish Employment Authorization</strong></td>
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| 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 |
| 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. 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 | 6. Military dependent’s ID card | 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) |
| **For persons under age 18 who are unable to present a document listed above:** | 7. U.S. Coast Guard Merchant Mariner Card | 7. Employment authorization document issued by the Department of Homeland Security |
| 10. School record or report card | 8. Native American tribal document | |
| 11. Clinic, doctor, or hospital record | 9. Driver's license issued by a Canadian government authority | |
| 12. Day-care or nursery school record | | |

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.