

**STUDENT EMPLOYMENT HANDOUT  
NEW STUDENT HIRES EMPLOYMENT WORKSHOPS  
WILL BE HELD IN  
HUMAN RESOURCE SERVICES/VPAA OFFICE  
EVERY WEDNESDAY**

You are required to attend a student employment workshop to complete additional paperwork to finalize your employment at Missouri S&T prior to or on the first day of your employment. **Workshops will be held between the hours of 9:00-11:30 a.m. and 1:00-4:00 p.m. on \_\_\_\_\_ in (circle one) Human Resource Services, 113 Centennial Hall or the VPAA Office, 110 Engineering Research Lab.**  
*\*The workshop in Human Resources is held on the half hour (i.e. 9:00, 9:30, etc).*

Please report to the appropriate location with documents listed below. These workshops are handled on a “drop in” basis and if you have the proper documents, it should take approximately 30 minutes to complete the process. Once the hiring paperwork is completed a Release to Work form will be sent to your hiring department.

**You must bring with you the originals of the following:**

- The documents necessary to verify your identity and eligibility to work as outlined on the attached sheet in order to complete the DHS Form I-9. This form must be completed on or before the beginning date of employment. A List of Acceptable Documents is attached.
- Your social security card/receipt to verify that earnings are reported under the correct name and social security number as required by the IRS. **Copies of card cannot be accepted under any circumstance.**
- You must bring a blank, voided check if your pay is to be deposited in your checking account. If your pay is to be deposited in your savings account, please bring a document that indicates the routing number and account number on your financial institution’s letterhead. The University of Missouri requires direct deposit for all payroll earnings.

**You CANNOT begin working until your department has received the Student Employment Release to Work form.**