

STUDENT EMPLOYEE REGISTRATION

INSTRUCTIONS

Schedule an appointment to submit your I-9 documents by emailing hrs@mst.edu. Please include your student ID number in the email.

The registration process is for all **new hires who have never previously worked on campus** and **re hiring 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.

International Students

After submission of your onboarding documents, you will be contacted to obtain information necessary to determine your tax status and any available tax benefits.

STEP 2: REGISTRATION

All of Step 1 should be completed before starting Step 2

Schedule an appointment to bring your **original, unexpired** documents to the Human Resources Department.

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
- b. Visa
- c. Printed I-94*
- d. I-20 or DS2019
- e. Social Security Card**

* 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.

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (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. 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 	OR	<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">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 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

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.