

Office of Student Employment

Quick Hire Guide

for Student Employees

We realize that holding a job while attending The College at Brockport may be necessary for you to finance your education and advance toward your career goals. The Office of Student Employment advertises on-campus jobs for both College departments/offices as well as area employers. Each year, more than 2,100 students find employment through Student Employment at Brockport.

Follow these six easy steps to navigate the student employment hiring process:

- 1. Jobs are available for students with or without Federal Work-Study aid.** Have you been awarded Federal Work-Study in your financial aid package? You may view your financial aid package to determine if you are eligible for Federal Work-Study by signing on to Web Banner at <https://www.brockport.edu/system/banner>. If you have not been awarded Federal Work-Study, you can still work on campus. Two-thirds of our student employees at The College at Brockport are hired using Non Work-Study funds each year. Once you determine if you have been awarded Federal Work-Study or not, you will then be able to search for the appropriate on campus jobs.
- 2. Jobs are advertised two different ways.** All on-campus jobs are advertised on **Eagle Connect**, an online database of on-campus, off-campus, internships, and full and part-time jobs. Students can search for both Federal Work-Study and Non Work-Study jobs. Brockport Auxiliary Services Corporation (BASC), which runs our campus dining services is one of our largest employers on campus. Visit <http://basc1.org/work/student-employment/working-for-basc> to learn about jobs with BASC. Logon to Eagle Connect today at www.brockport.edu/career and begin your job search.
- 3.** Once you have completed your job search contact those jobs of interest. There is no central application form — you must contact each of the individual postings to apply. Most employers will set up an interview, but some may ask for a résumé or an application form. Be patient if you do not hear right away; supervisors must consider many applicants with varying qualifications and schedules.
- 4.** After interviewing and being hired by a department on campus your supervisor will provide you with a Referral Form. You must bring this form to the Office of Student Employment to become authorized to work on campus. The **Referral Form** identifies the student employee, account code, hiring department, employment start date, supervisor, and pay rate.
- 5.** Once you have provided the Referral Form from your hiring department, **we must check that you are eligible to work.** To work on campus students must provide The College at Brockport with original documents that establish their **(personal identity)** and **(eligibility)** to work in the United States. These documents will be used to complete the I-9 and tax forms required by federal and state law. All I-9s and tax forms are to be completed in Student Employment BEFORE you begin working. You may choose from the List of Acceptable Documents (on the reverse side) or you can view the list online at www.brockport.edu/career01/AcceptableDocs.pdf to determine which forms of identification you would like to provide to become authorized to work on campus. These documents **must** be original. **We cannot accept photocopies or faxes and the documents cannot be expired.**
- 6.** Once you are authorized to work by Student Employment, you can establish a work schedule with your supervisor and begin working. We encourage you to print a payroll calendar for a schedule of pay periods, timesheet due dates and payday. This will help you keep track of what timesheets you have submitted and that you have been paid accordingly. You can obtain a payroll calendar online at www.brockport.edu/career01/calendar.htm.



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

**Let us know if you have any questions or concerns.
The Office of Student Employment
is always here to assist you.**

LIST OF ACCEPTABLE DOCUMENTS

To work on campus you must provide The College at Brockport with original documents that establish your personal identity and eligibility to work in the United States. Documents will be used to complete the I-9 form as required by federal law. All I-9s and tax forms are to be completed in Student Employment **BEFORE** students begin working.

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	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. US Passport or US Passport Code 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 		<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. US Military card or draft record 6. Military dependent's ID card 7. US Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<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"> a. NOT VALID FOR EMPLOYMENT b. VALID FOR WORK ONLY WITH INS AUTHORIZATION c. VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. 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. Native American tribal document 6. US Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

PHOTOCOPIES AND FAXED COPIES CANNOT BE ACCEPTED. ALL DOCUMENTS MUST BE UNEXPIRED.