Congratulations! You have been offered a position to work for Shepherd University!

However, you are NOT approved to begin working.

If you have not applied for the appropriate position, please do so now.

You must first complete the following actions to be authorized to work through the state and the university.

Complete the New Employee Information Sheet

This form is given to you by the supervisor who hired you and the information on it will be put onto a hiring proposal that goes directly to Student Employment.

Complete Human Resources hiring packet in the Student Employment Office located behind White Hall at 120 N. Princes St., Shepherdstown

This packet includes the following forms: I9, federal and state tax forms, background check (if applicable), direct deposit authorization form, and the drug-free work place policy.

1. Present required identification to complete I9 form

Employees must present identification from the List of Acceptable Documents found on the back of this form.

1. Present a voided check or a letter from your bank with the routing and account information.

The direct deposit authorization requires additional documentation to verify the routing and account information. The WV Pay card is available if you do not have a banking account.

Wait for authorization from the supervisor that you have been approved to work through the Student Employment Office before you start any training or work.

Once all the information required is submitted to the Student Employment Office, then you will be processed through the state for approval. After the state approves the position, then Student Employment notifies the supervisor of approval.

If you need assistance with any of these steps, please contact:

Marian Willauer, Student Employment Coordinator Lisa Fraley, Student Employment Assistant

Ph. 304-876-5381 Ph. 304-876-5792

Email mwillaue@shepherd.edu Email lfraley@shepherd.edu

# 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 LIST C****Documents that Establish Documents that Establish Identity Employment Authorization****AND** |
| **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) |
| **3.**  **3.** Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine- readable immigrant visa |
| **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 |
| **4.**  **4**. Employment Authorization Document that contains a photograph (FormI-766) | **2.** Certification of Birth Abroad issued by the Department of State (Form FS-545) |
| **3.** School ID card with a photograph |
| 1. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:
	1. Foreign passport; and
	2. 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.
 | **3.** Certification of Report of Birth issued by the Department of State (Form DS-1350) |
| **4.** Voter's registration card |
| **5.** U.S. Military card or draft record |
| **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 |
| **6.** Military dependent's ID card |
| **7.** U.S. Coast Guard Merchant Mariner Card |
| **8.** Native American tribal document | **5.** Native American tribal document |
| **9.** Driver's license issued by a Canadian government authority | **6.** U.S. Citizen ID Card (Form I-197) |
| **7.** 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:** |
| **8.** Employment authorization document issued by the Department of Homeland Security |
| **6.P 6.** Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with FormI-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI |
| **10.** School record or report card |
| **11.** Clinic, doctor, or hospital record |
| **12.** Day-care or nursery school record |