# Student Employment Process at Millersville University

Gain valuable employment experience while supporting the campus community by becoming one of MU's APPRECIATED student employees!

## Step 1

### DETERMINE ELIGIBILITY for STUDENT EMPLOYMENT

- You must be a registered student.
- Student employees can work a maximum of 30 hours per week during fall and spring semesters.
- During summer and week long semester breaks, student employees can work up to 40 hours per week.
- If a student employee's GPA falls below 2.0, the student will be restricted to working 20 hours or less per week for the rest of the semester.

## Step 2

### SEARCH OPPORTUNITIES

- Visit https://jobs.millersville.edu/
- Select "Search Jobs" on left menu
- Select "Student Worker" in "Position Type"
- Click on positions of interest to learn more about reach role.
- Select "Apply for this Job" to apply for each position of interest.
- Interview as requested.

## Step 3

### Start Obtaining Background Clearances

If offered a student employment position, you will need to complete the clearance process prior to starting your new role.

Clearances required are:
PA State Criminal Background Check
Child Abuse History Clearance
FBI Fingerprinting

Details for obtaining clearances can be found **HERE**

## Step 4

### Gather Required Paperwork

While awaiting clearances to be obtained, begin to gather the following forms by visiting **HERE** and completing the paperwork specified.

## Step 5

### Schedule an Appointment with Payroll

When your clearances have been approved by the Office of Human Resources and you have completed the paperwork in Step 4, schedule an appointment with Payroll to submit the required paperwork. You can schedule **HERE**.

*Please note that the following items must be brought to your appointment and reviewed by Payroll, PRIOR to you working:

1. All completed forms
2. Photo ID (MU ID, driver's license or military ID)
3. Original Social Security card
   - If you do <u>not</u> have your original card (or only a photocopy), a birth certificate, passport, or any ID on the approved list of identification as described on page 3 of the *I9 Employment Eligibility Verification* form will be accepted.
4. Blank check, bank issued direct deposit form, or letter from bank with name and account information for direct deposit of paycheck.