



## On-Campus Student Employment

**VIEW STUDENT JOB OPENINGS & APPLY** at [snc.edu/studentemployment](http://snc.edu/studentemployment).

Just follow the “How to Apply” instructions listed on the job posting you are interested in.

Positions will be added throughout the summer and into the fall semester as supervisors determine their student employment openings.

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### EMPLOYMENT ELIGIBILITY PAPERWORK

Once you are hired in a position, you are required to complete employment verification paperwork.

U.S. Citizens will complete paperwork in the office of financial aid, Todd Wehr Hall, room 136. An I-9 Employment Eligibility Verification form must be completed within 3 days of starting your position on campus. This form requires you to bring in person your identification documentation. The most common are:

Original Unexpired Passport

**OR**

Photo ID **and** your original social security card **or** a certified birth certificate

**PLEASE NOTE:** copies or photos will not be accepted. Per federal regulation, the original identification documents must be shown in person within 3 days of starting your position on campus.

Non-U.S. citizens will complete employment verification paperwork in the payroll office, located in Todd Wehr Hall, Room 150. This needs to be completed within 3 days of starting your position on campus.

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### REASONS TO SET UP DIRECT DEPOSIT

With direct deposit, paycheck funds are always available on payday... no waiting for your deposit to clear or worrying about the college's holiday schedule. Not going to be on campus on payday? Funds are automatically deposited in your bank account. No need to stand in line at the bursar office to pick up your check or stand in line at the bank to cash your check! Direct deposit forms are located in the payroll office, Todd Wehr Hall, room 150.

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### QUESTIONS

Please contact us at 920-403-3071 or [studentemployment@snc.edu](mailto:studentemployment@snc.edu).