Checklist for New Student Workers

All enrolled students seeking on campus employment are directed to the college website to fill out the student employment information form and apply for any available positions during the open application period (July 15th – August 31st). All student applications will be verified for eligibility (GPA, enrollment, funding) by Academic Support Center staff. Supervisors may request verified applications from the Career Services Counselor. Supervisors are charged with evaluating applications, conducting interviews, and hiring student workers.

As new student workers join our team, each must complete a series of steps in order to receive pay through the college. Workers are first sent to the ASC to complete required paperwork and supply supporting documentation, which can sometimes prove a difficult manner as these sensitive documents are often held by parents or remain at home. In an effort to make this procedure easier for supervisors and expeditious for student workers, we present the following check list in hopes of facilitating the payroll process, while minimizing the number of trips a student must make to the Academic Center.

Please provide one of the following options for each of the three categories:

1. **Social Security Card**
   - We can accept:
     - Actual card (we will make a copy and return)
     - A photo copy of the card, undamaged with signature visible
     - An emailed photo of the card (this is an acceptable option if the card is at home with a parent)
     - A faxed copy of Social Security Card

2. **Photo Identification**
   - We can accept:
     - Current Valid Driver’s License
     - GSC Student ID
     - Military ID

3. **Payroll Payment Methods**
   - We offer the following:
     - **Direct Deposit** requires one of the following:
       - A voided check or a bank statement (both account and routing numbers must be visible)
       - Signature card (both account and routing numbers must be visible)
     - **WV Paycard** requires:
       - No documents, only the filling of a form in our office

In the event a student worker is not an American Citizen, other documents are accepted. This information will be made available upon request.

**Contact Heather Coleman, Administrative Assistant**
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