QUICK REFERENCE GUIDE – STUDENT EMPLOYMENT

1. Check your Fresno State email *immediately* for instruction and links to complete new hire paperwork.

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2. Complete documents, click "Accept".

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3. Within 3 days, provide Human Resources (Joyal, Rm. 211)with *original* documents to verify your identity and/or employment eligibility.

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4. Bring **original Social Security** card for State of California payroll purposes.

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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		LIST B — Documents that Establish Identity	LIST C — Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	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. 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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. 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.	AND	4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority	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. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
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		**For persons under age 18 who are unable to present a document listed above:** 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record	8. Employment authorization document issued by the Department of Homeland Security

QUICK REFERENCE GUIDE – STUDENT TIME ENTRY

1. Log into myFRESNOSTATE.

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2. Go to "Self Service".

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3. Go to "Report Time".

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4. Go to "Timesheet". (If you have multiple positions on campus, be sure to choose the correct position to report time to).

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5. Current Time Period will display. Enter time in box under appropriate date.

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6. Click "Submit".

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7. Receive confirmation

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USING WEB CLOCK (Police/Public Safety ONLY)

1. Log into myFRESNOSTATE.

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2. Go to "Self Service".

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3. Go to "Report Time".

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4. Go to "Web Clock". (If you have multiple positions on campus, be sure to choose the correct position to report time to).

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5. Punch IN/OUT.

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6. Enter TL Activity

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7. Click "ENTER PUNCH"

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8. Receive Confirmation

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ENTER COMMENTS ONLY AS NEEDED

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