

QUICK REFERENCE GUIDE – STUDENT EMPLOYMENT (POLICE/PUBLIC SAFETY)

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| <p>1. Check your Fresno State email <i>immediately</i> for instruction and links to complete new hire paperwork.</p> | <p>Page 1 - NEW HIRE Guide</p> |
| <p>2. Complete documents, click “Accept”.</p> | <p>Page 1 - NEW HIRE Guide</p> |
| <p>3. Within 3 days, you must provide Human Resources (Joyal, Rm. 211)with <i>original documents</i> to verify your identity and/or employment eligibility.</p> | <p>Page 1 - NEW HIRE Guide</p> |
| <p>4. Bring <i>original Social Security</i> card for State of California payroll purposes.</p> | <p>Page 1 – NEW HIRE Guide</p> |

LISTS OF ACCEPTABLE DOCUMENTS All documents must be unexpired		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
		AND
		LIST C Documents that Establish Employment Authorization
<p>1. U.S. Passport or U.S. Passport Card</p>		<p>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</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States</p>
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>		<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</p>
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>3. School ID card with a photograph</p>	<p>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</p>
<p>5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form</p>	<p>4. Voter's registration card</p>	<p>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</p>
	<p>5. U.S. Military card or draft record</p>	<p>5. Native American tribal document</p>
	<p>6. Military dependent's ID card</p>	
	<p>7. U.S. Coast Guard Merchant Mariner Card</p>	
	<p>8. Native American tribal document</p>	<p>6. U.S. Citizen ID Card (Form I-197)</p>
<p>9. Driver's license issued by a Canadian government authority</p>	<p>For persons under age 18 who are unable to present a document listed above:</p>	<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
<p>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</p>	<p>10. School record or report card</p>	<p>8. Employment authorization document issued by the Department of Homeland Security</p>
	<p>11. Clinic, doctor, or hospital record</p>	
	<p>12. Day-care or nursery school record</p>	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 08/07/09) Y Page 5

Detailed instruction and information may be located on the Human Resources Webpage at:
<http://www.fresnostate.edu/adminserv/hr/processes/index.html>

QUICK REFERENCE GUIDE – STUDENT TIME ENTRY (POLICE/PUBLIC SAFETY)

USING WEB CLOCK (Police/Public Safety ONLY)

1. Log into myFRESNOSTATE.
2. Go to “Self Service”.
3. Go to “Report Time”.
4. Go to “Web Clock”. (If you have multiple positions on campus, be sure to choose the correct position to report time to).
5. Punch IN/OUT.
6. Enter TL Activity
7. Click “ENTER PUNCH”
8. Receive Confirmation

ENTER COMMENTS ONLY AS NEEDED

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