



5700 College Rd, Lisle, IL 60532

UNDERGRADUATE AND GRADUATE STUDENT ON-CAMPUS EMPLOYMENT REFERENCE BROCHURE

FOLLOW THESE EASY STEPS TO FIND AN ON-CAMPUS JOB

1. View web site

<https://benu.csod.com/ux/ats/careersite/6/home?c=benu>

2. Apply online for the chosen position and upload your resume, class schedule and availability.

3. Hiring decisions are made within each department by the hiring supervisor.

4. When hired, the hiring manager will send Human Resources a hiring form. HR will then begin the student worker hiring process.

NOTE: Students are not eligible for student employment unless they are currently registered for class(es) in the current term OR the next upcoming term.

HIRING PROCESS INSTRUCTIONS

NOTE: Human Resources is unable to process a student worker without a hiring form and acceptable I-9 documentation.

- Hiring Form (provided by hiring supervisor)
- Complete Federal and State Tax Forms (W-4's)
- I-9 documentation - ***A complete list of acceptable documents is available on the reverse side of this flyer. Original documents are required.***
- Complete Slip, Trip & Fall module
- Complete Sexual Harassment & Discrimination module
- Complete Mandated Reporter Training

Note: IL policies located on shared drive
S:\University Info\General
Information\Human Resources

WORK HOURS (NON - INTERNATIONAL STUDENTS)

Undergraduate students may work up to 20 hours per week (maximum number of hours between all positions held) during the fall and spring terms.

Graduate students may work up to 20 hours per week (maximum number of hours between all positions held).

During the winter, spring and summer breaks, undergraduate/graduate student employees may work up to 35 hours per week between all positions held.

INTERNATIONAL STUDENTS WORK HOURS AND REQUIRED DOCUMENTS

International student employees (undergraduate and graduate) with a current Benedictine University I-20 or DS-2019 may work up to 20 hours per week (maximum number of hours between all positions held).

Undergraduate and graduate international student employees can work up to 35 hours per week (maximum number of hours between all positions held) **only** during the term that is designated as his/her vacation break, and during winter and spring breaks.

Required documents:

- I-20/DS-2019
- F-1/J-1 Visa, Passport, I-94
- Social Security number

PAYROLL

Paychecks are mailed to your home address if you do not have direct deposit.

For your convenience, direct deposit instructions may be obtained from the Office of Human Resources located in Goodwin Hall 318.

Federal Work Study

Questions about federal work study funds should be directed to the Office of Financial Aid located in Goodwin Hall 215.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 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 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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. 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 		<ol style="list-style-type: none"> 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 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 3. School ID card with a photograph 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 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 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
Acceptable Receipts May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.