

## QUICK REFERENCE GUIDE – STUDENT EMPLOYMENT

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| <p>1. Check your Fresno State email <b><u>immediately</u></b> 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, provide Human Resources (Joyal, Rm. 211) with <b><u>original</u></b> documents to verify your identity and/or employment eligibility.</p> | <p>Page 1 - NEW HIRE Guide</p> |
| <p>4. Bring <b><u>original Social Security</u></b> card for State of California payroll purposes.</p>  | <p>Page 1 – NEW HIRE Guide</p> |

### 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	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>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</p>
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>		<p>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</p>		<p>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</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>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>4. Employment Authorization Document that contains a photograph (Form I-766)</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. 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.</p>		<p>5. U.S. Military card or draft record</p>		<p>5. Native American tribal document</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>6. Military dependent's ID card</p>		<p>6. U.S. Citizen ID Card (Form I-197)</p>
		<p>7. U.S. Coast Guard Merchant Mariner Card</p>		<p>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</p>
		<p>8. Native American tribal document</p>		<p>8. Employment authorization document issued by the Department of Homeland Security</p>
		<p>9. Driver's license issued by a Canadian government authority</p>		
		<p><b>For persons under age 18 who are unable to present a document listed above:</b></p>		
		<p>10. School record or report card</p>		
		<p>11. Clinic, doctor, or hospital record</p>		
		<p>12. Day-care or nursery school record</p>		

## QUICK REFERENCE GUIDE – STUDENT TIME ENTRY

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|---|---------------------------|
| 1. Log into myFRESNOSTATE.  | Page 1 – TIME ENTRY Guide |
| 2. Go to “Self Service”.  | Page 3 – TIME ENTRY Guide |
| 3. Go to “Report Time”.   | Page 3- TIME ENTRY Guide  |
| 4. Go to “Timesheet”. (If you have multiple positions on campus, be sure to choose the correct position to report time to). | Page 4 – TIME ENTRY Guide |
| 5. Current Time Period will display. Enter time in box under appropriate date.  | Page 5 – TIME ENTRY Guide |
| 6. Click “Submit”.  | Page 5 – TIME ENTRY Guide |
| 7. Receive confirmation   | Page 5 – TIME ENTRY Guide |

### **USING WEB CLOCK (Police/Public Safety ONLY)**

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|---|---------------------------|
| 1. Log into myFRESNOSTATE.  | Page 1 – TIME ENTRY Guide |
| 2. Go to “Self Service”.  | Page 3 – TIME ENTRY Guide |
| 3. Go to “Report Time”.   | Page 3- TIME ENTRY Guide  |
| 4. Go to “Web Clock”. (If you have multiple positions on campus, be sure to choose the correct position to report time to). | Page 8 – TIME ENTRY Guide |
| 5. Punch IN/OUT.  | Page 9 – TIME ENTRY Guide |
| 6. Enter TL Activity  | Page 9- TIME ENTRY Guide  |
| 7. Click “ENTER PUNCH”  | Page 9- TIME ENTRY Guide  |
| 8. Receive Confirmation   | Page 9- TIME ENTRY Guide  |

**ENTER COMMENTS ONLY AS NEEDED**

Page 7- TIME ENTRY Guide