New Employee Registration
MU HRS CAPS Centers

CAPS Center Contacts:
- Administrative Services & Provost CAPS Center
  - Rebecca McLeland 882-3728
  - Mary Haskamp 882-1259
- Journalism, Engineering, Law & Library CAPS Center
  - Debbie Allen 884-7938
  - Francie Martin 884-7913
- CHEVET (Agriculture & Human Environmental Sciences & Veterinary Medicine) CAPS Center
  - Jade Depue 884-2509
  - Tiffany Cisewski 882-5198

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*Supervisors - Please circle which NER your new employee is to attend*

New Employee:
All paperwork MUST be completed during your scheduled NER session before you are allowed to begin work.

All NER’s will meet in Parking Structure #7 (1095 Virginia Ave)

Required Documents:
The following documents will be required in order for you to complete your employment paperwork.

- Social Security Card (SS card must be provided in addition to the Employment Eligibility Verification Identification item(s) listed below).
- Employment Eligibility Verification Identification item(s) (see page 2)
- Canceled/Voided Check (for checking) OR Deposit Slip (for savings) If you do not have a voided check for direct deposit, a letter from your bank on official bank letterhead with your name, routing number, and account number on it is acceptable

Failure to bring all required documents will result in your NER being rescheduled which will result in a delay in your start date.

Additional Questions?
Please direct the following questions to your supervisor or department contact:

- Work Schedule
- Job Duties, Goals and Performance Appraisals
- Training
- Parking Permit & Where to Park (staff only)
- Timesheet - How to clock in / out of work
- Time Off - How to request time off from work
- University ID Card (Staff ID)
- Keys
- Computer Usage and E-mail Access
- Travel Card
- Telephone Calling Card/WATS Number
- New Employee Orientation
# Lists of Acceptable Documents

**All documents must be unexpired**

## List A

| 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. 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 |
| 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 |

## List B

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

10. School record or report card

11. Clinic, doctor, or hospital record

12. Day-care or nursery school record

## List C

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

2. Certification of Birth Abroad issued by the Department of State (Form FS-545)

3. Certification of Report of Birth issued by the Department of State (Form DS-1350)

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)

8. Employment authorization document issued by the Department of Homeland Security

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