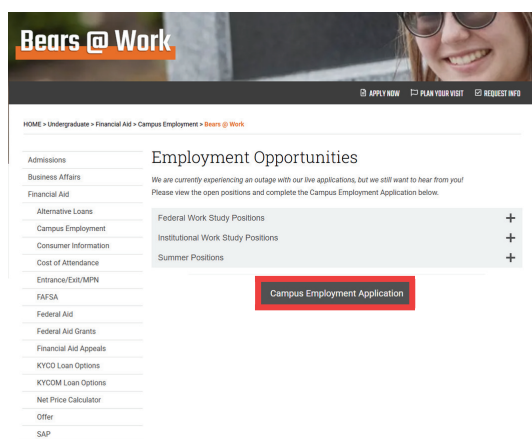
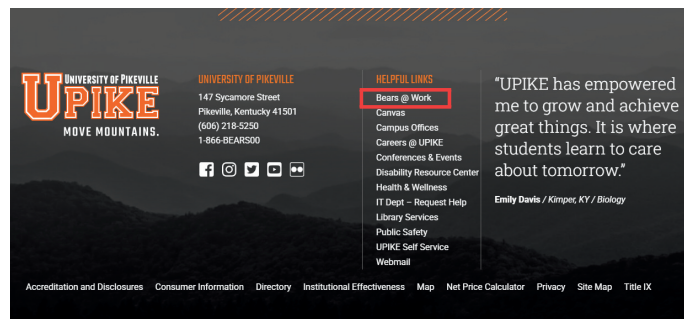




2025-26 Campus Employment Steps

DO NOT APPLY before August 1, 2025.

Step 1) Open the UPIKE website (upike.edu), scroll to the bottom of the page, and click **Bears @ Work.**



Step 2) After opening the Bears @ Work page, click **Campus Employment Application. (Check available jobs under Work Study.)**

Step 3) **Apply to ALL jobs which interest you separately.** (Be sure you have accepted your financial aid award package before applying.)

Step 4) After being offered a job, you will receive several forms in your **UPIKE email to sign electronically. These include W-4, Direct Deposit, FERPA Agreement, and I-9. (Check all emails from Brittany Tackett, Jennifer Ratliff, and DocuSign.)**

**Continued
On Back** >>>

Step 5) Lastly, come in-person to the **Campus Employment office (pictured below), located in the Admin Building , with the original unexpired acceptable documents of your choice. This must be completed within 3 days of your designated start date. (**List A or List B + C, see below**)**

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
1. U.S. Passport or U.S. Passport Card		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)		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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		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. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: 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 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.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
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		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and Section 13 of the M-274 on https://www.dhs.gov/i-9-central The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.
		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		
Acceptable Receipts				
May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
• 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.	AND	• 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.



Campus Employment Hours
Monday-Friday
9am-11am or 1pm-4pm

Tips for Improved Hiring Outcomes

- **Repeatedly check your UPIKE email for updates on your hiring process.**
- **Send your resume to the supervisor listed. (Be sure to list UPIKE first under education.)**
- **Be sure to follow-up with your supervisor via phone or email.**
- **Be sure to answer your phone, it could be a supervisor trying to contact you.**

Campus Employment
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