

OLYMPIC COLLEGE
New Student Employee
Orientation Packet

- **Student Employment Frequently Asked Questions**
- **Student Employment Checklist**
- **Student Employee Handbook**
- **College Work Study Calendar**
- **Important Forms**
 - List of Acceptable Documents (for I-9 Verification)

OLYMPIC COLLEGE CAREER CENTER

- Career Services
- Community Volunteer Service
- Cooperative Education and Internship Program
- Student Employment
 - *Federal Work Study*
 - *State Work Study,*
 - *WorkFirst Work-Study*
 - *Regular Student Employment*

Contact:
careercenter@olympic.edu

Office Hours (Bremerton):
Monday – Friday: 8:30 – 5:00pm

Bremerton: 360-475-7480
Humanities and Student Services (HSS) Bldg., Room 201

Poulsbo: 360-475-7480 (by appointment only)
OCP, Room 115B

Shelton: 360-475-7480 (by appointment only)
TJL (The Johnson Library), Room 110

Student Employment
Frequently Asked Questions

OLYMPIC COLLEGE

Career Center

Student Employment Frequently Asked Questions (FAQs)

1. What are the different on campus student employment opportunities?

- A. ***Federal Work-Study (FWS)***: Provides financial assistance to students by compensating them for the work they perform, your supervisor and the Career Center will determine the job title and hourly wage. A student must apply for and be awarded financial aid and enrolled in at least six (6) credits. Work-study is one component of the financial aid package.
- B. ***State Work-Study (SWS)***: Same as the FWS information above.
- C. ***WorkFirst Work-Study (WFWS)***: A program designed to provide work and training opportunities for individuals receiving Temporary Assistance for Needy Families (TANF) grants. Student must meet the WorkFirst program eligibility requirements, have a referral letter from the WFWS Education Advisor and be enrolled at least part-time.
- D. ***Regular Student Employee (RSE)***: Opportunities for student employment are available throughout the campus that does not require students to demonstrate eligibility for financial aid. You must be currently enrolled in at least five (5) credits.

2. What is the Work-Study Program?

Work-Study is a great way to help pay for your education while working. The Federal Work-Study and state sponsored Washington State Work-Study Program give you the opportunity to work part-time while going to school.

When filling out the Free Application for Federal Student Aid (FAFSA), answer **YES** to the question, “Are you interested in being considered for work-study?”

Remember! You must reapply for all financial aid programs, including Work-Study, each year. This means a new FAFSA must be submitted according to instructions by the deadline for the coming academic year.

If you need more information about the FAFSA, see the school’s Financial Aid website.

3. Where can I find out if I have received a Work Study award?

You will find your Federal/State Work-Study notification on your award letter. Your award letter is mailed to you and/or you can review your account in the online Financial Aid Portal.

Work-Study Student Employment is coordinated through the Olympic College Career Center in collaboration with the Financial Aid office.

4. I wasn’t awarded Work Study. Can I still work on campus?

Yes. Olympic College has campus-based jobs through different departments. These positions are categorized as RSE opportunities. The primary difference is in how the jobs are funded. Filing a FAFSA is not required for RSE employment.

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5. How do I get the money for my Work-Study award?

Federal Work Study and State Work Study jobs are on campus. You receive your work-study award in the form of a paycheck.

- FWS jobs your supervisor and the Career Center will determine your job title and hourly wage, you will be paid twice a month.
- SWS jobs are career-related positions and the employer determines your hourly wage and how often you are paid, usually twice a month.

The maximum quarterly award a student can earn is approximately \$2040.00 or 214 hours.

6. Will my Work-Study earnings be taxed?

Yes. This is a job and your earnings will be taxed.

7. Are all students guaranteed Work-Study placement?

The Career Center is available to assist students in identifying on and off campus employment opportunities. However, the final choice to hire students is up to the employer or supervisor. As in the real world of work, students will compete for positions and must prove to the employer/supervisor that they are the best candidate for the job.

8. What types of student employment jobs are there?

Olympic College has student employees in almost every department on campus. Student employment positions are listed in the Career Center's online job and internship board. First, students must setup an account in the online job board at: <http://app.purplebriefcase.com/pb/account/login?s=Olympic>. Follow the instructions in the position announcement.

The supervisor will review applications and schedule interviews for selected candidates. If you have been awarded Work-Study you will need to verify your award by providing a copy of your award letter, or WFWS referral letter (provided by WFWS Educational Advisor) to your supervisor when you receive a job offer.

9. New Student Employee Orientation *(They can start work on the first day of the quarter.)

If selected for a position, the supervisor will initiate a background check via the Career Center.

Important: Watch for an email message that requires you to start the background check process. Upon approval, you are then referred to the Career Center to schedule your *Student Employment Hiring Orientation* and to complete the hiring paperwork.

You may not begin working until the background check and all hiring forms have been completed and processed through the Career Center. Please remember to bring your I-9 identification with you. This will avoid delays with your first day of work.

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Student Employment Frequently Asked Questions (FAQs)

10. Will my supervisor be flexible with my schedule?

After you are hired, you should arrange your work schedule with your employer. Your supervisors know that your education is your priority and will work with you to create a plan that works around your class and study schedule. Though supervisors will be flexible, please keep in mind that like any other job, you are expected to work the hours that you arrange with your supervisor.

Remember! Students are not allowed to exceed their Work Study allocation for any given quarter. Supervisors are responsible for monitoring students' hours to ensure that these limits are not exceeded. Supervisors who allow students to exceed their maximum gross earnings for a quarter will be required to pay out of their own departmental budget for the amount in excess of the Work Study award.

11. Can I have two Work Study or RSE jobs at the same time?

Yes. You can have two Work Study or RSE jobs at a time (as approved by the Career Center); however, combined they cannot exceed 19 hours (FWS or WFWS), 19 hours (SWS) or 18 hours (RSE) a week and any financial aid Work Study award.

FWS or SWS students may also work in another area during breaks (not to exceed work-study award) with approval from Career Center.

12. Can I change jobs?

Once you are hired, you are expected to stay with this job for the entire academic year. Changing jobs is made only on an exception basis and must be approved by the Career Center.

13. How many hours can student employees work?

Work Study students are limited to work no more than 19 hours per week while class is in session and up to 40 hours per week during the break (if award amount has not yet been fully expended and/or you have met Satisfactory Academic Progress requirements for the previous quarter). The amount of the student's quarterly award (based on his/her financial need) determines the number of hours that the student is eligible to work.

Student employees graduating or not returning the following quarter may work only up to the official last day of the quarter and not during the vacation weeks that follow.

Work-Study student employees ONLY need not be enrolled in classes to work during the summer quarter as long as they intend to enroll the fall quarter. (If not enrolled during the summer quarter, students can work up to 40 hours a week, but not to exceed the award amount).

- **IMPORTANT:** You must contact the Financial Aid office to have your award adjusted if you do not want to enroll summer quarter but would still like to earn your work-study award.

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Student Employment Frequently Asked Questions (FAQs)

STUDENT EMPLOYMENT AT A GLANCE				
	Federal Work-Study	State Work-Study	WorkFirst Work-Study	Regular Student Employment
Criteria	Demonstrate financial need by filing the FAFSA	Demonstrate financial need by filing the FAFSA	Meet WorkFirst program eligibility; have referral letter from WFWS Educational Advisor	Filing for the FAFSA is not required
Class Enrollment	6 credits	6 credits	At least part-time	5 credits
Hours per week	Not exceed 19	Not exceed 19	Must work at least 19	Not exceed 18
Rate of pay	Determined by employer/supervisor	Determined by employer/supervisor	Determined by employer/supervisor	Minimum wage
Earnings	Limited to award	Limited to award	Limited to award	Determined by department funding
Hours of work during break (*see College Work-Study Calendar)	Up to 40 hours a week, limited to award (if registered for upcoming quarter)	Up to 40 hours a week, limited to award (if registered for upcoming quarter)	Not exceed 19 hours a week, with approval from WFWS Educational Advisor • Dates to be determined by WFWS department	Up to 40 hours a week (if registered for upcoming quarter or not graduating)
Last day of work if not returning the next quarter	Last day of the quarter	Last day of the quarter	• Dates to be determined by WFWS department	Last day of the quarter

14. How do I report my hours and get paid for my Work-Study position?

Timesheets are processed electronically. Your supervisor will provide instructions on how to access the Positive Time and Leave Reporting (PTLR) system. Students are to log their hours daily.

A. *Student employees are paid twice monthly. Your paycheck will be deposited directly into your bank account upon completion of the Authorization for Electronic Funds Transfer (EFT) of Wages form. NOTE: You must visit the Payroll Office located in the College Service Center bldg., (2nd floor) to setup EFT or another payment option.*

- On the 25th of each month: for hours worked on the 1 – 15th of the month
- On the 10th of each month: for hours worked on the 16 – 31st of the month

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**NOTE: Pay days are on business days; contact payroll for exact dates*

Student employees are **not** paid for holidays or sick leave, **nor** do they qualify for unemployment benefits.

Each student must work with their supervisor to adjust their work schedule so they do not earn more than their quarterly award. Unearned Work Study funds do not carry over to the following quarter.

15. What if I don't want to work on the Work Study program fall quarter but plan to participate winter and spring quarter?

Olympic College receives a designated amount of money from the federal government for FWS and a designated amount from the state government for SWS. What this means is that a student who chooses to postpone their work study employment until winter quarter may find that the campus has already obligated funding for the year and no additional work-study positions will be made available after fall quarter. This is not always the case, however, and it is important to check with the Financial Aid office to see whether funding is still available.

16. What if I already have a job that pays well and provides benefits? Do I have to participate in the Work Study program if awarded funds?

Work Study positions are limited to a certain number of hours per week and do not provide benefits. Each student needs to decide what is best for them and their own personal financial needs. There is no penalty for not participating in work-study and if a student determines that it is in their best interest not to participate, they may decline their award without fear of losing the remainder of their financial aid package. **IMPORTANT:** You **must** notify the Financial Aid office of your decision.

17. What if I am a TANF client on the WorkFirst Program receiving a grant from the Department of Social and Health Services (DSHS)? Will Work Study affect my grant, food stamps, or childcare?

Students who are receiving DSHS funds should communicate their desire to participate in the Work Study program to their DSHS case manager. Work Study earnings should not impact the amount of funding that the student receives in their DSHS grant; but it may impact their child care and food stamps. In order to predict any possible reductions, the student should be in close contact with their DSHS case manager. If the DSHS case manager has any questions regarding Work Study, they are encouraged to contact the Financial Aid Office.

18. Will I always be eligible for Work Study?

At any time in the year, the Financial Aid Office may withdraw your Work Study funds if it has determined that you are no longer eligible. If that happens, your supervisor will be notified that you must stop working as a Work Study employee.

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19. Can I receive college credit for my Work-Study experience?

In some cases, students may also receive college credit for their Work-Study experience, as well as for an internship or community volunteer service position. Discuss this possibility with the Career Center staff.

IMPORTANT:

All hiring paperwork **must** be completed and processed through the Career Center before students begin to work. This also includes the initiation of a **Background Check**.

QUESTIONS? Contact the Career Center.

Careercenter@olympic.edu

Bremerton: 360-475-7480

Humanities and Student Services (HSS) Bldg., Room 201

Poulsbo: 360-475-7480 (by appointment only)

OCP, Room 114/115B

Shelton: 360-475-7480 (by appointment only)

TJL (The Johnson Library), Room 110

Student Employment Checklist

HOW TO APPLY FOR On-Campus Student Employment

Olympic College Career Center

1

CONFIRM YOUR ELIGIBILITY.

Student employment opportunities are available to all Olympic College students enrolled for a minimum of **five (5)** credits.

2

DETERMINE THE TYPE OF ON-CAMPUS JOBS YOU MAY APPLY FOR.

- **REGULAR STUDENT EMPLOYMENT (RSE)** You must be enrolled for at least **five (5)** credits.
- **FEDERAL WORK STUDY (FWS)** You must be enrolled for at least **six (6)** credits **AND** have a financial aid award to apply for Work-Study employment opportunities.
**Check your award status in the Financial Aid Portal and/or Office.*
- **STATE WORK STUDY (SWS)** You must be enrolled for at least **six (6)** credits **AND** must have a financial aid award to apply for Work-Study employment opportunities.
**Check your award status in the Financial Aid Portal and/or Office.*
- **WORKFIRST WORK-STUDY (WFWS)** You must be enrolled for at least **six (6)** credits.
** Students must meet the WorkFirst program eligibility requirements and have a referral letter from the WFWS Transitions Coordinator.*

3

CREATE AN ACCOUNT IN "RANGERJOBS."

Setup account in the online student job/internship board:

<http://app.purplebriefcase.com/pb/account/login?s=Olympic>

- A. **New Users:** Select the "New User" link to create a new account.
**You must complete all required fields marked with an asterisk.*
- B. **Previous Users:** Can't remember your password?
Do not register again! Click "Forgot Password" and a temporary password will be sent to your student email.

4

PREPARE TO APPLY FOR THE POSITIONS SELECTED IN "RANGERJOBS."

REMINDER! Please read the application instructions carefully before you begin the on-line application process. Incomplete Olympic College Student Employment Applications will not be reviewed by the supervisor.

HELPFUL THINGS TO REMEMBER!

- The Google Chrome browser is not compatible with "**RangerJobs.**"
- ALL communications will go through your Olympic College student email.
- ALL student employment positions require a background check prior to hire.
- Once you submit your application, you cannot change or amend it on-line. You can request assistance from the Career Center staff.
- Save a copy of your OC application on a flash drive.

5**APPLY FOR THE POSITION.**

- Go to: <http://www.olympic.edu/services/career-center>
- Click on the "Student Employment Application" located in the grey box on the right side of the screen.
- Students should use their Student Identification Number (SID), **NOT** a Social Security number.
- Complete the application and include the Position Title of "STUDENT EMPLOYMENT." You do not need to add the "Job ID" number.
- Return to **RangerJobs** and upload your application to My Documents (My Docs) from your flash drive by selecting "RESUME" in the drop down menu. Click browse to locate your application.
- The supervisor will review applications and schedule interviews for selected candidates.
- **IMPORTANT:** All hiring paperwork **must** be completed and processed through the Career Center before students begin to work. This also includes the completion of a Background Check. ***NOTE.** Supervisors will receive an email notification from the Career Center when the student is cleared to work.

6**WHEN HIRED, CONTACT CAREER CENTER FOR ORIENTATION.**

- Background check must be complete.
- Call or email the Career Center for an orientation appointment. Orientations are held the first (1st) and third (3rd) weeks of the each month.
 - ⇒ Mondays and Wednesdays at 10:00 a.m. or
 - ⇒ Tuesdays and Thursdays at 3:00 p.m.
- Ask for the list of acceptable identification documents needed to complete the hiring process. All documents must be originals and current.

QUESTIONS?**Contact the Career Center at:**

Location: Humanities and Student Services Bldg., room 201

Telephone: 360.475.7480

Email: careercenter@olympic.edu

Web: <https://www.olympic.edu/services/career-center>

Bremerton | Poulsbo | Shelton

Student Employee Handbook

OLYMPIC COLLEGE – CAREER CENTER

Student Employee Handbook

1. **Anti-Discrimination and Harassment Training**

Each employee and volunteer of Olympic College has the responsibility of being informed of laws, policies and procedures so that we can prevent/eliminate harassment and discrimination. Federal laws prohibit discrimination and harassment based on race, color, sex, religion, national origin, age, and disability; and some states and localities add sexual orientation, citizenship, marital status and medical conditions, among others.

All new employees and volunteers are **required** to participate in the College's onsite Anti-Discrimination and Harassment Training. You can access the online training, *Preventing Employment Discrimination*, at: <http://training.newmedialearning.com/ped/olympicc/>.

It takes approximately 45 minutes to complete the training. You will receive a printed certificate when you complete the training and OC Human Resource Services will receive a record of your completion.

1. **Use of State Resources for Personal Benefit (Pursuant to WAC 292-110-010)**

An OC student employee may not use state resources for personal use. State resources include the following items:

- Computers
- Printers
- Fax machine
- Telephone
- Office supplies
- Other property

Use of the OC technological resources including electronic messaging and web sites is prohibited.

- Internet surfing, checking personal email, or personal use of telephones can result in immediate dismissal of student employee who violates college policy on personal use of resources.

2. **Confidentiality Awareness**

During your employment at Olympic College, you may have access to information that is sensitive in nature—conversations as well as written documents. When you talk with a student, the student needs to know that his/her concern will not become a topic for gossip. What you see and hear should not be repeated anywhere else—on campus or at home. Any breach of confidentiality will result in immediate dismissal.

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Student Employee Handbook

What you should know about FERPA (Family Educational Rights & Privacy Act)

Students have a right to private and confidential records. The Family Educational Rights and Privacy Act, a federal law that is also known as FERPA and/or the Buckley Amendment, govern that right. The law essentially applies to any records, either on paper or electronic, with student's names on them, or which contain information directly related to students, or which contain any data from which students can be individually identified.

While working at Olympic College, you need to exercise discretion in regards to privacy issues. If anyone, whether it be an administrator, faculty, or staff member calls in relation to personal information about a student, kindly but firmly inform them that you are not allowed to divulge private information without the prior consent of the person in question. If they are not satisfied with that answer, please refer them to your supervisor.

If you have further questions, please check with your supervisor about the confidentiality policy at your worksite.

ALL OUTSIDE REQUESTS FOR STUDENT INFORMATION AND ANY QUESTIONS ABOUT THIS POLICY SHOULD BE DIRECTED TO THE OFFICE OF REGISTRATION AND RECORDS: 360-475-7200.

3. Student Expectations

Use your job as both an opportunity to gain marketable skills and to establish a good work record. You have a right and a responsibility to know your job description and to ensure that you are performing the duties as described. If you are unsure of any part of your job responsibilities or generally what is expected of you, be sure to discuss it with your supervisor.

As a student employee for Olympic College, you are expected to perform as any other employee at the college. Efficient operation of an office depends on the staff working well together. You are a critical part of the office staff. The following are recommended good employee practices:

- A. A schedule of work hours must be discussed with the supervisor. This schedule should attempt to meet the needs of both the student and the supervisor.
- B. Promptness and dependability are also very important elements in an efficient office. When you are not there, you are missed! When you are late, someone has to cover for you. There are times when an absence or tardiness is unavoidable. A quick call to the office to let your supervisor know about your situation would be appreciated.
- C. Call in *promptly* when ill.
- D. If you know in advance you will miss work or need to leave early, talk with your supervisor. And, if possible, arrange (with supervisor approval) to change shifts with another student employee in your office.

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- E. Follow the rules, regulations, and policies of your employer (includes appropriate attire, telephone etiquette etc.)
- F. Clean up after yourself, and always put away things that you have taken out.
- G. Keep an accurate record of hours worked, complete online timesheet properly, and submit it on the scheduled due dates.
- H. Meet standards for academic progress as defined by the college.
- I. Understand the policy and procedures that will affect you as a student employee by reading this information and other materials shared by your supervisor carefully.
- J. Adhere to the established smoking rules.
- K. Notify Human Resource Services (and other appropriate departments) of any changes in your address, name, or telephone number.
- L. Discuss with your supervisor your study needs; you may need to adjust your work hours to accommodate study time if necessary.
- M. Discuss job-related problems with your supervisor. We recommend dealing with the problem early-on to resolve it rather than letting the problem get out of control.
- N. Be responsible for proofreading your own work. Learn to work independently.
- O. Ask questions when it doubt.
- P. *Always follow through* on job assignments.

4. Guidelines for Job Success

- A. Maintain a learning attitude, observe, watch others closely, plan and organize your work.
- B. Ask questions and listen carefully when being given instructions. If you don't understand the instructions you are given, be sure to say so.
- C. Be appreciative, not defensive: be open to admitting mistakes and accept feedback graciously.
- D. Develop a sense of the "big picture": where you fit into the organization.
- E. Address problems as they arise, not after they accumulate.
- F. Work cooperatively with others. Many people lose their jobs due to an inability to get along with others. Good working relationships are the key to success.

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- G. Work with your supervisor to set learning and performance goals in your job. Ask to be evaluated on completed tasks.
- H. Show you care! In between tasks or on slow days, do organizing, updating, and “housekeeping” chores—clean computer screens, check desk supplies, keep pads and pencils near each phone. Don’t wait to be asked—ask your supervisor for more assignments.

5. Managing Your Time

Balancing family, school and work is not easy—it takes planning and flexibility! Here are some tips and hits to keep you on track:

- A. Plan a schedule of balanced activities
 - Some of your activities while going to school are fixed and some are flexible. It is necessary to consider both kinds when planning your days so that you can do what you need to do without getting “burned out”.
- B. Plan your work schedule so that it “blends” well with your class schedule and allows you some flexibility for unexpected activities.
- C. Study at a regular time and in a regular place.
 - Establishing habits of study is important. Keep a list of assignments and plan your study time accordingly.
 - If you have children, include them in your study time when possible. Everyone can study at the kitchen table together. Small children can color or look at books quietly. They will learn the importance of quiet time and develop good study habits for the future.
- D. Utilize odd or unused hours during the day for studying.
 - The scattered one or two hour free periods between classes are easily wasted. Using them for study will free up time later in the day for other activities.
- E. Trade time—don’t steal it. When unexpected events arise that take up time you had planned to use for studying, decide immediately where you can find the time to make up the study missed and adjust your schedule.

6. Terminations

Student Initiated Termination

As with any job a student holds, there are times when it is necessary to resign. Proper notice is required and defined as fourteen (14) calendar days. This will allow time for your supervisor to make other arrangements.

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Supervisor Initiated Termination

A. Sometimes it becomes necessary to terminate a student employee due to unsatisfactory work performance. Unsatisfactory work is defined as a continuing problem in any of the following areas:

- Repeated tardiness and absences
- Inability to perform job requirements
- Unsatisfactory completion of work assignments
- Poor work attitude

Prior to termination, the student should receive verbal warnings, which should then be followed by written warnings if the problem persists.

★★ Please note that Supervisors may also terminate a student employee due to a lack of work or lack of funds. Students do not work under a contract agreement.

7. Unemployment Compensation

Student employment **does not** earn unemployment compensation credit.

College Work Study Calendar

2018-2019 Federal and State Work-Study Calendar

Summer Quarter:

Classes in Session: July 2nd – August 23rd

Summer Break: August 24th – September 16th

Fall Quarter:

Classes in Session: September 17th – December 6th

Winter Break: December 7th – January 1st

Winter Quarter:

Classes in Session: January 2nd – March 15th

Spring Break: March 16th – March 31st

Spring Quarter:

Classes in Session: April 1st – June 14th

Pre-Summer Break: June 15th – June 30th

Work-Study Eligibility:

- Must be registered for a minimum of 6 credits each quarter
- Must be meeting Satisfactory Academic Progress (SAP)
- Must have available financial need *and* have been awarded Work-Study

If at any point during their employment a student fails to meet any of these requirements they must *immediately* stop working.

Available Work Hours:

- **While Class is in Session:** 19 hours per week maximum
- **During Quarter Breaks:** 40 hours per week maximum

Students must work with their supervisors to create a schedule that ensures they will not work beyond their awarded hours. If a student does work beyond what they were awarded, note that the funds will be subtracted from that supervisor's departmental budget.

Important Forms

- List of Acceptable Documents
(for I-9 Verification)

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
<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 a nonimmigrant alien authorized to work for a specific employer because of his or her status: <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 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. 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 	OR	<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 <li style="text-align: center;">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 	AND	<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 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

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

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.