Federal law requires that you present proof of your identification and your authorization to work in the U.S. before you can begin your Federal Work-Study (FWS) or Student Temp Services job as a Morrisville State College employee. These documents have to be originals and current; copies and expired documents cannot be accepted. Make sure to bring the following with you when you come to campus in August so you can begin your job at the earliest date possible. Contact Career Services at 316.684.6615 with any questions.

**Required documentation to be set up on the payroll:**

**Proof of identification:** one of the following:
- photo identification such as a Morrisville State College ID card, driver’s license, US Military card, or State or Federal ID card that includes a photo

AND

**Proof of work authorization:** one of the following
- Social Security card, original or certified copy of your birth certificate, US passport, Alien Registration Card, Native American Tribal Document, or Certification of Birth Abroad issued by the US Department of State

If you have already been on the Morrisville State College payroll under your current name and work authorization status, you do not have to resubmit the aforementioned documentation.

**Direct Deposit option:**

You can have your paycheck deposited directly to a checking or savings account, or collect it in person through our Business Office. If you’d like to have your paycheck direct-deposited, please bring a deposit slip for that account to campus as well. You are paid once every two weeks.

**Additional forms to be completed:**

There are three additional forms you need to complete with the Payroll Office before you can begin working your FWS or Student Temp Services job, unless you already have worked for MSC. More details about completing those forms and submitting the required documentation and direct-deposit slip (optional) can be found in our [Work-Study Handbook](#).