



Student Employment Policy and Procedures

To: Faculty and Staff

From: Chris Ader, Student Payroll Coordinator

I'd like to take some time to review with you the correct steps to take in hiring and employing a Bard student. Hopefully this will make the student payroll process run a little more smoothly for all of us, and prevent any delay in payment to students who are working on campus.

Let me start by saying that it is always in your best interest to hire a student who is work study eligible. By employing a work study student, your budget will only be charged a percentage (currently 40%) of the \$6.75 hourly rate during the academic year. Also, these students are awarded a work study allotment as part of their financial aid package, and therefore, we are somewhat obligated to have jobs available for them. If these jobs are taken by non-work study students, the students in greater financial need will have to be turned away. In order to verify that a student is work study eligible you may contact the Office of Financial Aid at extension 7526. Your cooperation, when possible, in this aspect of the student payroll system will be greatly appreciated, and your budget will thank you.

That being said, when you decide to hire a student, the first step is to ask if they've been employed on campus in the past. Employment with Chartwells Food Service, Service Master, or the Campus Bookstore does not mean that the student has been paid through the Bard student payroll system. These are three separate companies operating independently of Bard College, with their own payroll systems. It may also be a good idea to ask if the student currently has another job on campus. If the answer is yes, you may want to keep your position available for a student who has no job at all. There often are students who are employed by more than one department, while others are unable to find any employment.

If the student has been employed in the past and indicates to you that he/she completed tax forms and received paychecks, then this student is probably already in the payroll system and can begin working. If you're unsure and want to verify this information, feel free to call me at extension 7517.

If the student has not worked for Bard on campus in the past, he/she **MUST** complete the **W4** (withholding allowance certificate) and **I9** (employment eligibility) forms, just as a person beginning employment at any place of business would need to do. Please advise students who need to complete these forms to come to my office, room #202, 2nd floor of the physical plant building. It is best not to allow the student to begin working until these forms have been completed. This prevents a backlog of hours from accumulating if the student does not have the proper forms of ID on campus, doesn't turn in the forms immediately, etc. If you would like to verify that the forms have been completed before allowing the student to begin work, again, feel free to call me.

Once the paperwork is complete and the student begins working for you, that student will need to keep an accurate record of dates and times worked on a student timesheet. It is extremely important that this timesheet be 100% accurate, so please review it carefully before submitting. It needs to be signed by both the student and the supervisor, and must include the student's name, Bard ID number, department for which the student is working,

that department's account number (campus jobs or work study) and job title. If you do not know your account number, please call me and I will look it up for you to make note of for future use. You may want to keep copies of your student employee's timesheets in case there are any discrepancies. You will easily be able to show the student exactly what information was included on the timesheet and will be providing yourself a good way to track your campus jobs and workstudy budgets. Enclosed you will find a student timesheet as well as the payroll schedule for the remainder of the year. A new schedule will be circulated in December for the year 2006. Please make copies of the timesheet so that you have a supply on hand.

The final step is to turn in the timesheets according to the schedule enclosed. They may be either delivered by hand or sent through campus mail, as long as they arrive in my office no later than 3pm on the Friday they are due. If you will be sending them via campus mail or having a student deliver them, it is essential that you enclose them in a sealed envelope and place your signature across the seal. I cannot emphasize enough the importance of this step. This prevents the possibility of the timesheet being altered after you have signed it. If the timesheets do not arrive in this manner, they will be returned to you for re-verification and submission in the correct manner, and payment will not be guaranteed on that particular pay date. Also, please stress to your student employees the importance of submitting the timesheets on a regular basis. It is in no one's best interest for a student to hold onto timesheets and turn several weeks, or even months worth of hours in at one time. This makes it harder for you to track your budget, harder for me to process the payroll, and may contribute to a larger tax deduction for the student than if the timesheets had been turned in individually. Students receive their paychecks every other Friday in their campus mailboxes, provided their timesheets have been submitted on time, in the proper manner and include all required information.

I'm confident that following these few simple procedures will simplify the student payroll process for all of us. Thank you in advance for your cooperation, and may I wish you a happy and healthy semester.

Sincerely

Chris Ader