

Bard Student Employment Policies and Procedures for Students of Bard College

To: Bard College Students
From: Micki Strawinski, Student Employment Manager

The following includes information on the Policies and Procedures to follow looking for an on-campus job and being paid through the Bard payroll system. Hopefully, this will make the process run smoothly for all of us and prevent any potential problems.

1. The first step to finding a job on-campus is to check the Student Employment Link on the Financial Aid web page.

<http://www.bard.edu/financialaid/employment/students.shtml>

There, students can view all of the available positions that the Student Employment Office has been made aware of. Toward the bottom of the “ad” please note “Employment Types” which may be one or all of the following:

Work Study
Campus Employment
Campus Job/Student Labor

These are terms students should become familiar with when considering which jobs to apply for.

Work Study - Many students are confused by the term "Work-Study" and think they are eligible for its benefits simply because they are "working" while studying at school. In fact, the Federal Work-Study Program is a federally funded financial aid program designed to create jobs to help students meet their educational expenses. Students on “Work-Study” are full-time students, U.S. citizens or permanent residents, who qualify for federal financial aid based on the FAFSA (Free Application for Federal Student Aid) and other financial aid application information. To find more information on FAFSA go to: <http://www.fafsa.ed.gov/>

We are obligated to have jobs available for Work Study eligible students and they will get *top priority* in hiring. When jobs are taken by non-work study students, the students in greater financial need will have to be turned away.

Most on-campus jobs pay the New York State minimum wage which is currently \$7.25 per hour. Departmental budgets are charged 50% of the minimum wage; or \$3.63 per hour (plus any difference between the minimum wage and any pre-approved special rate that may have been offered a student employee. Special rates must be approved through the Controller’s Office).

The typical annual Federal Work Study Program Award is \$1650 *per academic year*. Some students may have been awarded slightly more or less. If the award is \$1650 this translates into about 7 - 8 hours of work per week for both semesters. When a student gets close to depleting the annual work study allotment they are sent a letter through campus mail and it is *their* obligation to inform supervisors that they will be running out of funds. Supervisors will then need to determine if they are able to pay the student employee thorough Campus Job/Student Labor line in their budget or let them go. Students receive a follow up letter once their allotment has been exhausted and they are then taken off the work study payroll list.

The work-study program encourages employment in fields related to a student’s major of study and in community service which may be off-campus. Students should take this into consideration when applying for jobs. Most Community Service Projects are typically arranged through the Trustee Leader Scholar Program. (<http://inside.bard.edu/tls/>)

***Campus Employment ***- This term applies to International Students who, as part of their Visa requirements and admission to Bard, must seek on-campus employment. We are somewhat obligated to find these students on-campus employment. International students cannot work off campus while they are at Bard.

Campus Job/Student Labor - This term applies to all other students. These students should be placed on a wait list and hired only if there is a significant delay in filling the position with Work Study or Campus Employment eligible student employees and the lack thereof is adversely effecting the day to day operations of a department.

2. All student employees, including those returning to positions they had the previous year or during the summer, must visit the Student Employment Office located on the second floor of the Physical Plant building at the beginning of each academic year before they start work so we can:
- a. Have the student complete or turn in a Bard College Student Employment Application if not done so already. (insert link to application for current academic year)

Students will be required to fill out an application and return it to the Student Employment Office, located on the second floor of the Physical Plant Building, before meeting with supervisors. The application includes all contact information, positions they are interested in applying for, hours they are available to work and a check list that will be completed by the Student Employment Manager. Copies of the application will be sent to all potential employers and once an offer for employment has been made, the student will return to the Student Employment office to complete the required forms and documents. The student can start work only after an “all clear” email has been sent to the budget manager/supervisor.

- b. Review Work Study eligibility (Please note that work study eligibility can change from year to year.)
- c. Review the time sheet and payroll process with student (Insert link to time sheets)
- d. Give a Student Employment Brochure and Student Payroll Period Dates (Insert links)
- e. Verify that up-to-date tax and employment eligibility verification forms filed

Required/Optional forms include:

- *Bard College Student Employment Application (link to application)
- *I-9 Employment Eligibility Verification
- *W-4 (Federal Income Tax)
- *IT-2104 New York State Department of Taxation and Finance
- *IT-2104-E Certificate of Exemption from Withholding (Optional)
- *Paycheck/Advice Mailing Preference Form
- *Direct Deposit (optional)

We highly recommend that students take advantage of direct deposit. This way the money gets deposited into their account and they have access to it during the Intersession, summer, breaks, or if they have to leave campus for any other reason. If a student loses a check or has one that has expired (no longer valid after 6 months) then there is a \$25 fee related to replacement.

These forms can be found at: <http://inside.bard.edu/campus/departments/payroll/student/#forms>

International students must also provide:

- *I-20 or DS-2019
- *Visa
- *Passport
- *I-94
- *Social Security Card (Note: if student does not have SS Card they need to see the International Student Advisor)
- *Completed Foreign National Questionnaire (Emailed from the Foreign National Taxation Specialist)

Information for our International Students that can be found at:

<http://inside.bard.edu/campus/departments/payroll/foreign/>

These forms MUST BE FILLED OUT *BEFORE* THE STUDENT STARTS WORK!

Please adhere to this policy and it will eliminate many potential problems

Employment with Chartwells Food Service, Aramark, 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 means of collecting the required employment documents and payroll systems.

f. Verify if they already have one or more positions on campus

It is 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. It is preferred that a student not hold more than two positions on campus. There often are students who are employed by more than one department, while others are unable to find any employment.

g. Once these forms are completed, I will send an "all clear to work" e-mail to the supervisor and the student may start working!

4. Bi-Weekly Time Sheets

When the student begins working for you, that student will need to keep an accurate record of dates and times worked on a student time sheet. Student employees are paid every two weeks using either the manual or electronic time sheet that is provided by the Student Employment Office. You will find the time sheets and Student Payroll Period Dates by clicking on the Student Employment Link on the Financial Aid website.

In the past, we have allowed different departments some flexibility in using their own "custom" time sheets but effective August 7, 2009 we will only accept those that have been pre-approved by the Student Employment Manager. Others will be returned. During the academic year, we process hundreds of student time sheets and allowing the use a variety of time sheets can slow down the data entry process. We appreciate your feed back and are willing to make changes to the time sheets to better serve all departments

It is extremely important that this time sheet be accurate, so please review it carefully before submitting.

Time sheets may be returned if:

- **Student name is missing (Please, no nicknames!)
- **Student ID is missing
- **Account number is missing or wrong
- **Department/Job not identified
- **Pencil has been used on the time sheet
- **Time sheet is illegible
- **Corrections are not initialed by Supervisor
- **Time sheet not signed by the Supervisor
- **Times in/out incorrectly calculated
- **Week 1 and/or Week 2 dates not indicated
- **Not delivered in a sealed envelope with the supervisor signature across the seal

You may want to keep copies of your student employee's time sheets in case there are any discrepancies. You will easily be able to show the student exactly what information was included on the time sheet and will be providing yourself a good way to track your campus jobs and work study budgets.

A student's priority at Bard is academic. The maximum number of hours a student should work in a pay period during the academic year is capped at 30. This allows for more students who are work study eligible to find work.

Exceptions to this 30 hour limit are rare. Students interested in this option must first discuss the exemption with their employer, who will need to submit a written request based on a special need or special skills. The Dean of Students and Dean of Studies will review the request and academic and financial records to ensure good academic standing and financial need. First year students are not eligible to apply for the exemption.

In addition to limiting hours, we ask that students limit the number of jobs they hold at one time allowing the optimum number of employment opportunities for all students who need to work.

The final step is to turn in the time sheets according to the schedule ([link to schedule](#)).

Time sheets may be hand delivered, sent through campus mail or emailed to me from the supervisors email address as long as they arrive in my office no later than 5pm 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 time sheet being altered after you have signed it. If the time sheets 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.

Students receive their paychecks every other Friday in their campus mailboxes, unless otherwise indicated and provided their time sheets have been submitted on time, in the proper manner, and include all required information.

Student time sheets **MUST NOT BE TURNED IN LATE**. We understand that this may be unavoidable from time to time but it can create problems. Please stress to your student employees the importance of submitting the time sheets on a regular basis. It is in no one's best interest for a student to hold onto time sheets and turn several weeks, or even months worth of hours in at one time. First of all, we have to verify that the hours have not already been paid and this can be very time consuming. Secondly, if a student has a number of time sheets accumulated, there may not be enough funding in their work study allotment or your budget. Late time sheets make it harder for you to track your budget, harder for us to process the payroll, and may contribute to a larger tax deduction for the student than if the time sheets had been turned in individually.

If a student habitually turns in their time sheets late, there may be consequences to them or your department. Some colleges "fire" students and/or "fine" the department. We prefer not to impose these kinds of punitive actions. There is a dual responsibility in getting time sheets to us when they are due!

Students may also be paid using a check request or requisition and should include most all of the same information as the time sheet (student ID, student name, account number, amount to be paid, and supervisor's signature) and should be sent to the Student Employment Office on the same schedule as the time sheets. Check requests or requisitions are used when a department has offered a student stipend or a flat fee for a specified task. These monies are also subject to applicable taxes.

Check requests or requisitions are also used to reimburse students for materials, supplies, fees and mileage but these are sent to Accounts Payable and **MUST** include receipts as back-up and proof of payment before they can be processed.

Checks or direct deposit advice is sent to the student's campus mailbox unless otherwise indicated. Any changes to this preference must be submitted to the payroll office.

As previously mentioned is a \$25 fee charged for all stop payments for lost or expired checks. Students should also know that the Bookstore will cash checks up to \$250.00 with a \$1.00 check cashing fee.

5. Intersession and Summer Employment

Most students may continue working as "student employees" through the summer following their graduation and/or if they are enrolled in a graduate program. Beyond that, they must go through the Bard College Human Resources Department to be hired for part-time, temporary or permanent positions.

International students who have graduated from Bard are eligible to stay in the United States for 60 days after their graduation for travel/tour reasons, but are typically not eligible for employment. Graduating international student may apply for work authorization and receive approval (Employment Authorization Card with approved dates of employment); these students are eligible to be employed during the dates mentioned on their EAD card. International students who need more information please see: <http://www.uscis.gov/portal/site/uscis> .

The 30 hour maximum cap is waived during intersession and summer but students should not work more than 40 hours per week during these periods. Also, work study is not in effect during intersession or summer. The department for which you work will be charged the entire hourly rate.

If a student works more than 40 hours in a week they must be paid time and a half. Keep in mind that while one departmental budget may be able to absorb the additional overtime expense, if a student works for another department on campus, that department may not.

During the summer, students will be charged Social Security (FIO) and Medicare (FIM).

I realize this is a lot of information. I'm confident that following these procedures will simplify the student payroll process for all of us. Please do not hesitate contacting me if you have any questions, concerns or need clarification.

Thank you in advance for your cooperation, and may I wish you a happy and healthy semester.

Sincerely,
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