

## Bard Student Employment Policies and Procedures for Faculty and Staff

### Student Employment Office

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The following includes information on Policies and Procedures to follow when hiring and paying a student employee at Bard College. Hopefully, this will make the process run smoothly for all of us and prevent many potential problems.

1. The first step is to ask yourself a few questions:
  - ✓ Am I a budget manager? *If you are not, who is for your department?*
  - ✓ Are there Work Study, Campus Employment and/or Student Labor funds in our department's budget? *If there are not, you must get approval from the Controllers Office before hiring a student employee.*
  - ✓ Do I have a grant that covers the cost of employing a student?
  - ✓ Do I know the account number(s) that should be used to pay for student employees from my budget or grant? *If you do not, you must contact the Controllers Office to find out what these account numbers are.*
2. The next step is to post your position on Handshake.

There is terminology and a hiring hierarchy to be aware of and accustomed to when considering hiring student employees and posting available positions.

**\*Work Study\*** - Students on "Work-Study" are full-time students, U.S. citizens or permanent residents, who qualify for federal financial aid based on need. The College is obligated to have jobs available for Work Study eligible students and they should get **top priority** in hiring. Most on-campus jobs pay the New York State minimum wage which is currently \$12.50 per hour. Departmental budgets for Work-Study are charged 50% of the minimum wage; or \$6.25 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). It is the student's obligation to inform supervisors when they will be running out of funds, after which the department, if funds are available, is charged the full hourly rate. **NOTE: The Federal Work Study Program will be effective the first FULL two-week pay cycle of the Academic Year; plan your hiring and budgeting accordingly as this may be one week after the official start of the Academic year.**

**\*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 on-campus employment for these students but they should be hired only if you have the funds available in your budget or through a grant. Departmental budgets are charged the entire hourly rate.

**\*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 essential positions with Work Study or Campus Employment eligible student employees. You must have funds available in your budget or through a grant. Departmental budgets are charged the entire hourly rate.

3. All student employees, including those returning to positions they had the previous year or during the summer, **MUST** visit me at the beginning of each academic year before they start work so I can:

- Have student complete or turn in a Bard College Student Employment Application if not already done.
- Review Work Study eligibility – **NOTE:** Work Study eligibility can change from year to year
- Review the time sheet and payroll process with student (Insert link to time sheets)
  
- Give a Student Employment Brochure and Student Payroll Period Dates (Insert links)
- Verify that they have 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 Certification of Exemption From Withholding (Optional)  
 \*Direct Deposit (optional, but recommended given the \$35 fee for lost check replacements)

**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

Forms can be found at: <https://www.bard.edu/financialaid/employment/>

Information for our International Students that can be found at:

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

Note: If you have an application that is more customized for your department, please be sure that I have it on file so I can have the student complete it as well.

- Verify if they already have one or more positions on campus

Please 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.

- 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

Student employees are paid every two weeks using either the manual or electronic time sheet that is provided by the Student Employment Office. It is the student’s responsibility to record accurate dates and times worked. We encourage the use of the Electronic Bi-Weekly Time Sheet but you may also use the manual version.

**Effective August 7, 2009, we will only accept time sheets that have been pre-approved by the Student Employment Manager.** Others will be returned, as non-standardized timesheets slow the data entry process. We appreciate your feed back and are willing to make changes to the time sheets to better serve all departments.

**Time sheets may be returned if:**

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

You should keep copies of your student employee’s time sheets so that you can verify what information was included on the time sheet in the event of discrepancies and provide yourself a way of tracking 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 26. This allows for more students who are work study eligible to find work.

There can be rare exceptions to this cap. 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.

Time sheets should be emailed to [studenttimesheets@bard.edu](mailto:studenttimesheets@bard.edu) from the supervisors email address no later than 5pm on the Friday they are due. If you send time sheets via campus mail or have 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.

Student time sheets **MUST NOT BE TURNED IN LATE.** At times this may be unavoidable but it can create problems. First of all, we have to verify that the hours have not already been paid. Secondly, there may not be enough funding in their work study allotment or your budget. Lastly, tax deductions increase with an increased number of accumulated hours.

Check requests or requisitions may be used when a student is offered a stipend or a flat fee for a specified task. Check requests should be sent to the Student Employment Office on the same schedule and with the same required information as the time sheets. 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 there is a \$35 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.

The 26 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, Social Security (FIO) and Medicare (FIM) will be deducted.

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.

~Carol Hosier