



**Bard College**  
**Student Employment Office**  
**1<sup>st</sup> Floor Physical Plant**  
**Office Hours:**  
**Monday through Friday**  
**9:00am - 5:00 pm**

**Student Employment**

**Carol Hosier**

Student Employment

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**Student Payroll**

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As part of the College's Office of Financial Aid, the Student Employment Office (SEO) is a resource for both students and staff. Its main function is to assist students in securing on-campus positions, to provide and process forms required by law for student employment, and to approve time sheets for payment.

Students who are designated work study eligible, as indicated in the financial aid package, should be given priority for on-campus jobs. Questions regarding eligibility can be directed to the Student Employment Coordinator at ext. 4796 or at [seo@bard.edu](mailto:seo@bard.edu) or at [fnaid@bard.edu](mailto:fnaid@bard.edu).

**PLEASE NOTE: Eligibility for work study can change from year to year and does *not* guarantee an on-campus position**

Most campus jobs pay the New York State minimum wage. Department supervisors who hire work study eligible students will have their budgets charged 50% of the minimum wage plus the difference between it and any special rate given based on skill level. 50% of the minimum wage is paid for out of the Work Study Fund.

The typical annual Federal Work Study Program Award is \$2000 per academic year. Some may have been awarded slightly more or less. If the award is \$1800 this translates into about 8 - 9 hours of work per week for each semester. Once the WS award is depleted the entire

hourly rate is charged to the department budget. With permission, the employers can be informed as to the award amount so that scheduling and budgeting can be appropriately planned and managed.

**Please include Bard ID number on all correspondence.**

**Academics are the priority at Bard.** Currently, the number of hours a student may work during the academic year is capped at 26 per two week pay period.

Students may only work two (2) on-campus positions, allowing optimum number of employment opportunities for all students who need or wish to work.

The Student Employment Office and the Career Development Office work collaboratively on posting all student employment, internships and volunteer opportunities using **Handshake (<http://bard.joinhandshake.com/register>)**. This collaboration will allow students to search for jobs on and off campus at the same time and also build and post resumes online.

Once hired there are a number of forms that will need to be completed, some of which will require identification. An unexpired passport satisfies this ID requirement but there are other acceptable combinations of documents as well.

Student employees **cannot** start or return to previous on-campus positions without: 1) verify receipt of necessary forms *and* work study status, 2) review Student Employment and Payroll policies, 3) verify academic standing 4) verify direct deposit information.

**Student Time Sheets** are submitted every two weeks.

Time sheets and the payroll schedule can be found at: [www.bard.edu/payroll/students](http://www.bard.edu/payroll/students).

The two week pay period starts on Friday and ends on Thursday with time sheets due on Monday at noon. **Late time sheets will be processed in the next pay period.** Additionally, payment may be delayed if there are errors on the time sheet. Common errors include:

- Student not set up in payroll
- Student name missing (no nicknames)
- Student ID missing
- Account number missing or wrong
- Not signed by supervisor
- Pencil used on the time sheet
- Corrections not initialed by Supervisor

- Times in/out incorrectly calculated or missing and/or time sheet not totaled
- Time sheet illegible
- Week 1 and/or Week 2 dates not indicated or wrong
- Not delivered in sealed envelope
- Submitted late without explanation

When the cap of 26 cumulative hours is exceeded during the academic year, students and supervisors will receive an email reminding them of the policy. The cap is waived during fall and spring break, intersession and summer but student should not exceed 40 hours per week.

**Direct Deposit is optional but highly recommended.** Checks will be mailed to the student's campus mailbox every two weeks. Direct deposit advices will be sent via email and **the pdf password is the first four letters of the student's last name and the last four numbers of the student's social security number.** Any changes to this preference must be submitted to the payroll office.

### **Tax and Employment Verification for Citizens and Permanent Residents**

All forms listed below must be completed using the student's **legal** address.

The **I-9** Employment Eligibility Verification is required by the Dept of Homeland Security – US Citizenship and Immigration Services to document eligibility for employment in the United States. All employees, citizens and non-citizens, hired after November 6, 1986 must complete Section 1 of this form at the time of hire. The employer is responsible for ensuring that Section 1 is completed properly and on a timely basis and that the identification documents provided are genuine and unexpired. The employer will complete Sections 2 and 3 and then report to Homeland Security using the E-Verify Online System. **This must be done within three (3) business days of the date employment begins.**

The **W-4** form includes an allowance worksheet that helps in determining the amount of federal taxes to have withheld from the employees paycheck. Students should consult with parents or guardians to get suggestions on how to complete this form.

Form **IT-2104** is the New York State withholding form and must be completed even if your legal address is not in New York State.

Students have the option of filing an exempt status but must meet the criteria listed on the W-4. *Students are not automatically exempt.* Please Note: Medicare (FIM) and Social Security (FIO) are always deducted for campus employees who are not enrolled as Bard College students. Bard College students will have these deductions only during the summer months.

If the Student Employment and Student Payroll Office receives two time sheets from a student and this has not been completed a “cease work” email will be sent to the supervisor and must be strictly enforced. If the student continues to work after a cease work email has been sent the Dean of Students Office will be notified.

## International Students and Campus Employment

International students who have obtained campus employment must also take some further steps in order to begin receiving payment.

**Before beginning work**, international students must visit the International Student Advisor to get the documents needed to apply for a social security number. Once the Student Employment and Student Payroll Office has proof that the international student has applied for the social security number then, *and only then*, can the student begin to be paid. If the Student Employment and Student Payroll Office receives two time sheets from a student and this has not been completed a “cease work” email will be sent to the supervisor and must be strictly enforced. If the student continues to work after a cease work email has been sent the Dean of Students Office will be notified.

International student employees must also provide valid copies of: Passport, Visa, I-94, I-20 or DS-2019 to the Student Employment Coordinator. These documents will need to be provided each Academic Year if the student leaves the US for the summer.

### **IMPORTANT LINKS:**

#### **For On-Campus Employment**

<http://bard.joinhandshake.com/register>

#### **Bard College Payroll Office Website (time sheets)**

<http://www.bard.edu/payroll/students/>

#### **Bard College Career Development Office**

<http://www.bard.edu/cdo/>

#### **Bard College Office of Financial Aid**

<http://www.bard.edu/financialaid/>

#### **International Student Tax Information**

<http://www.istaxes.com/index.html>

#### **Internal Revenue Service**

<http://www.irs.gov>