

# 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.

1. Post job position on Handshake.
2. There are a few things to be aware of when hiring a student employee.
  - ✓ Need to be authorized to access budget information.
  - ✓ Confirm the amount of work study and student labor funds available.
  - ✓ Must have the budget line account number or grant number to pay student employees.

**\*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. On-campus jobs pay the New York State minimum wage which is currently \$16.00 hourly. Departmental budgets for Work-Study are charged 50% of the minimum wage. It is the student's obligation to inform supervisors when they will be running out of work study funds, after which the department, if funds are available, is charged the full hourly rate. **NOTE: The Federal Work Study Program will be effective as of 8/21/2026.**

**\*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.

## Hiring Process:

Interview students and make hiring decision.

Complete the NEW HIRE STUDENT SSB FORM and give to hired student. It must be included with the employment paperwork. If employment paperwork is already completed, the form **MUST** be sent to seo@bard.edu.

Make student aware of completing employment paperwork if they have not submitted it previously or refer them to the Student Employment Office.

Review the timesheet process with the student or refer them to the Student Employment Office.

Track students' hours.

Review and approve students' timesheet.

Submit approved timesheet in a timely manner.

Forms can be found here: <https://www.bard.edu/sfs/employment/>

Direct deposit is highly recommended.

A copy of the student pay period schedule can be found here: <https://www.bard.edu/payroll/students/>

#### 4. Bi-Weekly Timesheets

Student employees are paid every two weeks using the online timesheet in Self Service Banner (SSB). It is the student's responsibility to record accurate dates and times worked.

Manual timesheets should **only** be used if the student needs to be paid for a previous pay period or has not yet been set up for the online timesheet in SSB.

A copy of the student pay period schedule can be found here: <https://www.bard.edu/payroll/students/>

**Manual Time sheets may be returned if:**

\*\*Student name is missing (Please, no nicknames!)

\*\*Student ID is missing

\*\*Account number is missing or wrong

\*\*Pencil has been used on timesheet

\*\*Time sheet is illegible

\*\*Time sheet is 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 should keep copies of your student employee's timesheets so that you can verify what information was included on the timesheet 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 can work in a pay period during the academic year is capped at 40. This allows for more students who are work study eligible to find work.

Manual timesheets should be emailed to [studenttimesheets@bard.edu](mailto:studenttimesheets@bard.edu) from the supervisors' email address no later than 5:00pm on the Friday they are due. If you send timesheets 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 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.

Student timesheets **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.

Student stipend payroll timesheets may be used when a student is offered a stipend or a flat fee for a specified task. The student stipend timesheet should also be emailed to [studenttimesheets@bard.edu](mailto:studenttimesheets@bard.edu) on the same schedule and with the same required information as the timesheets. These monies are also subject to applicable taxes.

**Check requests or requisitions are 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.**

## 5. Intersession and Summer Employment

Students who will be returning in the fall may continue working as “student employees” through the summer. Students who have commenced in May or the prior December 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 40 hours maximum cap per pay period (2 weeks) 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 they work will be charged the entire hourly rate.

During the summer, U.S. citizens will have FICA (**Social Security-FIO and Medicare-FIM**) taxes deducted from their pay.

Please do not hesitate contacting me if you have any questions, concerns or need clarification. Thank you in advance for your cooperation, and wishing you a happy and healthy academic year.  
~Carol Hosier

