

Tax and Employment Verification for Citizens and Permanent Residents

Paperwork needs to be completed prior to first day of work.

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. The employer will complete Sections 2 and then report this information 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 for NYS by completing form IT-2104-E and also on the W-4 form but must meet the criteria listed on the forms. *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.

Valid ID is also required. Refer to page 2 of the I-9 form.

If the Student Employment and Student Payroll Office receives two time sheets for a student and they have not completed the paperwork 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 the Dean of Students Office will be notified.

Tax and Employment Verification for International Students

International students who have obtained campus employment must also take 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.

International student employees must also provide valid copies of: Passport, Visa, I-94, I-20 or DS-2019 and social security card 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
<https://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/>

International Student Tax Information
<http://www.istaxes.com/index.html>

Internal Revenue Service
<http://www.irs.gov>

Bard College

Student Employment Office
2nd Floor Physical Plant, Room 200E

Office Hours are:
Monday through Friday
9:00am – 5:00pm



Student Employment

Carol Hosier

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Student Payroll

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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.

Please Note: *The Student Employment Coordinator is not responsible for assisting students in finding work during the summer.*

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 or at finaid@bard.edu. **PLEASE NOTE: Eligibility for work study can change from year to year and does not guarantee an on campus position**

On 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. The remaining 50% of the minimum wage is paid for out of the Work Study Fund.

The typical annual Federal Work Study Program Award is \$2500 per academic year. Some students may have been awarded slightly more or less. If the award is \$2500 this translates into about 4 1/2 – 5 hours of work per week for each semester. Once the WS award is depleted the entire hourly rate is charged to the department budget. Students must then confirm with their employer(s) if they can continue to work under regular student labor.

Academics are the priority at Bard. The number of hours a student may work during the academic year is capped at **40 hours per two week pay period.**

When the cap of 40 cumulative hours is exceeded 2 times during the academic year, students and supervisors will receive an email reminding them of the policy. **If a student continues working over the 40 hours a pay period, their 3rd notification will inform them they must forfeit one of their jobs. If the student only has one job their supervisor will be notified and instructed to decrease the student's number of hours.** The cap is waived during fall and spring break, intersession and summer but student should not exceed 40 hours per week during breaks.

Student time sheets are submitted every two weeks.

Self-calculating time sheets can be found at: www.bard.edu/payroll/students/. **This timesheet should only be used if the electronic (SSB) timesheet is not available.**

The bi-weekly timesheet is electronic through SSB.

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.** If submitting a manual timesheet, payment may be delayed if there are errors on the time sheet.

Common errors include:

- Student not set up in payroll
- Account number missing or wrong
- Not signed by supervisor
- Pencil used on the time sheet
- Time sheet illegible
- Week 1 and/or Week 2 dates not indicated or wrong
- Submitted late

The Student Employment Office and the Career Development Office have been working collaboratively on posting all student employment, internships and volunteer opportunities using **Handshake** (<https://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.

Direct Deposit is optional but highly recommended. Checks will be mailed to the student's campus mailbox every two weeks during the academic year. Checks will be mailed to the address on file during the summer.