

# Student Employment Handbook

Policies and Procedures for  
Students and Supervisors

**SUNY** Cobleskill  
**GROW • SUSTAIN • RENEW**

SUNY Cobleskill Payroll Office  
106 Suffolk Circle  
Knapp Hall Room 126  
Cobleskill, NY 12043  
518-255-5423 or 518-255-5412

## Policies

The purpose of this policy is to ensure equal opportunity, nondiscrimination, equity and fairness in the recruitment and appointment of student assistant positions at SUNY Cobleskill.

### Appointment Eligibility:

#### Only Hire Students

- Only college students that are enrolled on at least a half time basis should be hired. A half time basis would be considered at least 6 credits. During the summer session and intercession, a student is defined as anyone who has enrolled in the subsequent semester, or has just completed a semester or graduated.
- If a student cannot register for classes due to a hold on their account, they may not be eligible for student employment until the hold is cleared.
- At any time during employment, a student may lose their student status due to withdrawal, suspension or other dismissal. **It is the students' responsibility to let his or her supervisor and Student Payroll Office know if there is a change in student status.** If a change of status occurs, the supervisor should let Student Payroll know to terminate the student immediately.

### Appointment Policies:

- All initial student assistant job opportunities must be advertised/posted on College Central Network (CCN) for a minimum of three (3) business days;
  - No new appointments shall be made unless the position has been advertised/posted, and all applicants have been considered. Failure to follow this process may result in the student being ineligible to continue working in that department or the department could lose funding for the position for one semester.
  - A re-hire or appointment extension into the same job does not require advertising/posting.
- Student Assistants must be paid at least NYS minimum wage
- The appointed student must complete a Form I-9 within three (3) calendar days of his/her start date, preferably prior, otherwise s/he will be required to stop engaging in work activities immediately until the Form I-9 is complete. This is required by law. No exceptions. **Students are not allowed to work unless their name is present on the supervisor's work roster in the SUNY Time and Attendance System, which means they have completed their new hire paperwork.** Departments that allow students to start work prior to being complete and showing up on the supervisor work roster could lose future student employment funding.

### Work Hour Limitations:

- During the academic year, student assistant employment should not exceed 20 hours per week. In special circumstances, students may be allowed to work up to 29 hours a week.
- During breaks, intercession and over the summer, student assistant employment shall not exceed 29 hours per week.
- If a student has multiple positions on campus and collectively the positions would result in

working above the limits of this policy, the student will be required to choose which position to forfeit.

**Benefits:**

Student Assistants do not qualify for benefits except as follows:

1. Student assistants are eligible to enroll in the New York State Employees' Retirement System. Enrollment currently requires a 3% contribution to the retirement system for students. The equivalent of ten years of full-time service is needed to become eligible for pension benefits. Students are given an enrollment election form at the time they are appointed to the payroll system. If a student decides to not join retirement now, they can contact the retirement system, at a later date, to buy back the time they worked towards retirement benefit in the future if they choose.
2. Student assistants injured during the performance of their duties are covered by New York State's Workers' Compensation Law. If injured while on-the-job, the student must complete an accident report, available on the HR website, as soon as possible. The supervisor should notify the Payroll Office (518-255-5412) and Workers Compensation (1-888-800-0029). If a student visits the hospital/doctor office, the student must indicate that the visit is covered by Worker's Compensation.

**Jury Duty:**

If a student assistant is required to participate in jury duty on a day that they are normally scheduled to work, they are entitled to their normal pay for that day up to \$40.00 a day for the first three days of jury duty which conflict with the employee's regular work schedule. Proof that such absences are required must be submitted.

**Military Leave:**

Student assistants are eligible for military leave under [Section 242 of the New York State Military Law](#).

**Breaks**

Students working 6 or more consecutive hours are required to take one 30 minute meal break. This unpaid break must be recorded on the timesheet.

Rest/coffee breaks should be established for the student employees in the same manner as granted to other employees within the department.

**Student Time and Attendance (TAS):**

Student assistants are required to complete an on-line biweekly timesheet through [SUNY's Time and Attendance System \(TAS\)](#) for each job (commitment) they are working. The student should submit and certify his/her time record to the supervisor for final approval on the the day after the time sheet ends. For example, if a payroll period ends on Wednesday July 13, then all time worked during that payroll period should be submitted no later than Thursday July 14. Please refer to the [Student Payroll Schedule](#) for current dates and deadlines.

**Supervisor Approval in Time and Attendance (TAS):**

Supervisors will receive daily email notification until the student time record is approved. This time record must be approved, no later than Friday following the end of a payroll period. For example, if a payroll period ends on Wednesday July 13, supervisory approval of a student's submitted time record should be completed by Friday July 15. Please refer to the [Student Payroll Schedule](#) for current dates and deadlines.

**Important Note:** When a student's submitted time record is not approved within two days, the supervisor's supervisor will receive notification that the time record needs to be approved. If unforeseen delays do occur, the final day for any approvals submitted by supervisors will be on Monday, immediately following the due date. Using the example above, this would be Monday July 18.

**\*If payroll deadlines are not met, delays in receiving paycheck on a timely basis will occur.**

Remember that our students count on getting paid every two weeks, and it is the supervisor's responsibility to ensure that both the student records their time and supervisory approval is provided in a timely fashion.

## Procedures

### On Campus Job Posting and Referral Services (College Central Network)

College Central Network is an on-line job listing system used to post *all* student employment openings. Students can search for part-time on and off-campus, Work Study, summer, full-time jobs and internships. There are links to the College Central Network on both the Office for Career Development and Human Resources website. Students who are interested in on campus employment should register for College Central Network to apply for jobs and internships.

### On Campus Job Vacancy/Hiring Procedures

- Go to: [www.collegecentral.com/cobleskill](http://www.collegecentral.com/cobleskill)
- Select the **Student** icon, and read the information and announcements on the next page.
- Go to the **Register Now** link.
- Create an **Access ID** and a **Password** that you will remember.
- Then **Continue Registration**.

### Special features of College Central Network:

- Download the CCN App and search for jobs from your phone
- Ability to log in using Facebook
- Job Search capabilities
  - To look for jobs **Posted to my School**
  - Able to search for jobs by major
  - To search for jobs in CCN's Jobs Central, a national job database
  - Employers can search for you if you post your resume
- Look for internship opportunities
- Ability to upload an approved resume from Optimal Resume

### Procedures for Students Hired for a Campus Position

Once a student has been interviewed and is offered a position on campus, the student must do the following:

1. Print (from the HR website) or pick up one of the following packets from their supervisor or in Student Payroll (Knapp Hall Room 126):
  - a. New Student Assistant Payroll Packet – *never been on the payroll*
  - b. New College Work Study Payroll Packet – *never been on the payroll*
  - c. Returning Student Assistant Payroll Form – *has been on **SUNY Cobleskill** payroll before*
  - d. Returning College Work Study Payroll Form – *has been on **SUNY Cobleskill** payroll before*
2. Complete the packet and have their supervisor sign the appointment form. New Employee packets will include the following forms to be completed:
  - a. Federal and State Tax Forms
  - b. I-9 (needs to be filled out and returned with 2 IDs as defined on the I-9 form)
  - c. Retirement System Election Form
  - d. Direct Deposit Form
  - e. Confidentiality Agreement
3. After each of the above steps is completed, and the paperwork has been received by the payroll office (Knapp Hall Room 126), the student may commence work. The student employee will then show up on their supervisor's work roster. **A student employee cannot work until the supervisor confirms that they are visible on the supervisor work roster in SUNY Time and Attendance.**

### Re-appointment/Change of Appointment Procedures

1. If a student has been on the **SUNY Cobleskill** payroll before, a [Returning Student Form](#) should be completed thoroughly and submitted to the Payroll Office for the following:
  - a reappointment to the same position held previously; or
  - extension of existing appointment; or
  - a change in employment, such as a salary increase or change in department/supervisor.
2. This returning student form must be received by the Payroll Office prior to the student commencing the action represented in the form. **As with new student employees, a returning student employee cannot work until they are visible on the supervisor work roster in SUNY Time and Attendance.**

**Note to supervisors:** Please make sure that the appointment form is filled out completely, and signed, before the student returns it to the Student Payroll Office. It is mandatory that supervisors fill out the start date, end date and rate of pay for the commitment as well as the account number the student is to be paid out of. The only time the account number can be left blank is for college work-study employees. The failure to provide this information will slow down the hiring process and could delay the employees start date as well as their first payments, depending on deadlines and timing. Students **CANNOT** begin working prior to all paperwork being submitted to the Student Payroll Office.

### Work-Study Students

Work-Study is a program offered through the Student Financial Services Office which compensates students as part of their financial aid package. Each academic year, work-study students are awarded a predetermined amount of money based on financial need. Although work-study students earn an hourly rate, they may only work the number of hours necessary to fulfill their award. The SUNY Time and Attendance system will give an error message when the employee is getting close to the award limit for work-study students. Supervisors and Student Payroll should keep an eye on work study amounts.

### Timesheets

Timesheets are filled out in the SUNY Time and Attendance system at [www.suny.edu/hrportal](http://www.suny.edu/hrportal) on a biweekly basis for Student Assistants and College Work Study students. It is imperative that timesheets be submitted to supervisors on time. If a time sheet is submitted late, the student will not be paid on time. Timesheets are due to supervisors the day after pay period ends (Thursday). Similarly, if a supervisor does not approve a timesheet on time, a student will be paid late (next pay period). Supervisors will receive email notices from the SUNY Time and Attendance system when there are timesheets due for approval. Supervisors should check their Time and Attendance system at the end of each pay period in order to ensure student employees get paid on time. **Late timesheets cannot be paid until the following pay period.**

### Time and Attendance System SUNY ID Number

As previously mentioned, students will complete their time sheets in the SUNY Time and Attendance System ([www.suny.edu/hrportal](http://www.suny.edu/hrportal)) The first time a student logs into this system they will need a SUNY ID. This is **not** their 800#. Supervisors are responsible for giving their student employee this pin number. This number can be located in the supervisors' Time and Attendance portal under the Supervisor Work Roster tab. If a student is not showing up under the Supervisor Work Roster tab, they have not been hired yet and **CANNOT** begin working. They may be missing required forms, IDs or signatures. Please contact the Student Payroll Office at 518-255-5423 for more information.

### Paychecks

Payroll does operate on a two-week lag payroll schedule. This means that it can take up to a month for the student to receive their first paycheck. After that, paychecks are issued every two weeks on Thursday for the student payrolls. Please see the Student Employment Pay Schedule on the HR website for exact pay dates. Paychecks will be sent to the Students Bouck Hall Mailbox for pickup. **All** students, including commuters, must have a Bouck Hall Mailbox in order to receive their paycheck or pay stub. The only time student paychecks are mailed is over college breaks. Due to the lag payroll system mentioned before, students will also receive their final paycheck two weeks after they stop working.

**Note:** During winter and summer breaks, paychecks are mailed to the student's permanent home address on file. Direct Deposit advices are not mailed during this time but can be requested by the student if needed. It is important for students to keep an updated permanent home address on file with both Student Payroll and the Registrar's Office for this purpose.

### Direct Deposit

Student employees are eligible to have their paycheck directly deposited into a bank of their choosing. Paychecks that are direct deposited are made available on the actual pay date. A direct deposit advice (receipt) will still be issued to the student and will be sent to their Bouck Hall mailbox.

If a student would like to enroll in direct deposit, the student needs to complete a direct deposit enrollment form. Enrollment forms can be found on the payroll webpage, and at the Payroll Office.

### Change of Address

Student employees must make sure to update their address with the Student Payroll Office. If you only change your address with the Registrar and/or Bursar Offices, your payroll information will **not** be updated. **(You must change your address with the Student Payroll Office to have your new address reflected on your paystub and your W-2 statement).**

### W-2 FORM (Statement of Earnings)

The Office of the State Comptroller for the State of New York sends all SUNY Cobleskill's employee's a W-2 form (Statement of Earnings) by the 31<sup>st</sup> of January. This form is used to report all earnings from the previous calendar year. This form must be submitted to the Internal Revenue Service when filing your taxes by the deadline of April 15<sup>th</sup>. It is very important that all student employees notify the Payroll Office of any changes to their mailing address, so that W-2s are mailed to a correct mailing address. A wrong address on a W-2 will cause delays when we attempt to mail the W-2 to the student.

### Employment of International Students

It is very important that International Students apply for a Social Security number when they first arrive in the United States. The Payroll department needs a valid social security number in order to appoint the student on the payroll system. It is also very important that before an international student begins working, he/she needs to come to the Payroll Office to fill out additional documentation required by the Internal Revenue Service.

If the student's home country and the United States have a tax treaty agreement, the student will be exempt from Federal and State tax withholdings. It is required by the Internal Revenue Service that the student fill out IRS Form 8233 and the Foreign National Questionnaire. These forms will then be submitted to the Internal Revenue Service so that the student does not receive any tax withholdings. At the end of the year, the student will receive IRS Form 1042-S. This form must be filed with the Internal Revenue Service by April 15<sup>th</sup>.

In order for an international student to fill out the paperwork required by the Internal Revenue Service, the student must bring the following documentation to the Payroll Office:

- Form I-20 or IAP 66
- Social Security Card
- Visa and Passport
- Both sides of your I-94 Form ("Arrival and Departure Record")

### Payroll Office Hours

The Payroll Office is typically open between 8:00a – 4:15p. The Payroll Office is located in Knapp Hall, lower level, room 126.