STUDENT ASSISTANT / FEDERAL COLLEGE WORK STUDY HIRING PROCEDURES

On-campus offices that wish to hire students into temporary, part time and/or seasonal employment, including those supported by Federal Work Study funds, and which are paid positions, must submit the Request to Hire Students form:

https://docs.google.com/forms/d/e/1FAIpQLSdDYg6opSKnzUvC3upE5mRRcidNRp9y2auVOucB_d1LBDcvZA/viewform?vc=0&c=0&w=1

Please note that on campus assignments may be approved in limited circumstances. Additional justification substantiating the need for an on-campus job assignment is required. The student's course schedule must also align with their work day assignments.

The request will be reviewed and approved by the appropriate personnel prior to posting. Once approved, All Positions(s) will be forwarded to Financial Aid and posted to the Financial Aid Website.

Student-supervisor responsibilities:

- Interview students;
- Select preferred applicant(s) according to bona fide criteria;
- Tender offers of hire expediently but only after three business days of the job posting date;
- Advise selected candidate of the federal law mandating no more than a total of 20 on-campus hours of work per week;
- Complete the Student Appointment Authorization Form;
- Submit completed paperwork to Payroll@farmingdale.edu.

Student Responsibilities:

Upon receipt of the fully executed Student Appointment notice, the Payroll Department will email the student to schedule an appointment to complete paperwork. The student will be required to complete the hiring packet, including:

- Presentation of appropriate work authorization documentation
  - I-9 (U.S. Citizenship & Immigration Services form)
- Human Resources Information form
- W-4
- Direct Deposit form
- IT-2104 (NYS withholding form)
- Student Code of Responsibility and Confidentiality Form
- Retirement Waiver Form

Payroll Services will process hiring paperwork to activate employment. Student may not start working until all paperwork is completed and reviewed by Payroll.