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**Procedure:** Student Employment

**Reference No.:** 2.3

**Authority:** College President

**Cross Reference:** Policy 1.3

**Approved:** July 22, 1992

**Revised:**

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This procedure applies to SUNY Broome Community College students employed as student assistants, college work studies, readers and notetakers, and tutors. Only SUNY Broome Community College students are eligible for student employment at the College.

The student employment process requires coordination among students, hiring departments, and Financial Aid and the Human Resources Offices.

1. Before beginning work each semester (including summer), new student employees must complete a hiring packet which consists of a Student Employment Form, an I-9 (Employment Eligibility Verification) and a W-4 (Employee's Withholding Allowance Certificate).

Before beginning work each semester (including summer), returning student employees need complete only a Student Employment Form if they have worked for the College since January 1, 1992 or within the past two years, whichever is shorter. If returning students do not meet these criteria, they must complete the hiring process outlined above for new student employees.

Departments will be provided with necessary forms which must be completed and submitted to the Human Resources Office.

No student assistant, college work study, reader, notetaker, or tutor may begin to work until the student employment process outlined above has been completed. The Payroll Office cannot issue a check to student workers until they have been processed. Pay advances will not be issued if a student has not been processed to receive a check. It is the department's responsibility to ensure the student employment process is completed in a timely way for payroll.

2. Budgets for student employment are established annually. Each Vice President will allocate funds to departments within his or her division. Departments are responsible to monitor and control student employment to ensure that allocations are not exceeded. Vice Presidents are responsible to ensure that divisional budgets for student employment are not exceeded. Student employment must cease when the allocation has been exhausted. Additional restrictions apply to employment of college work study students.

3. The Budget Office will provide departments with HRS reports that compare actual payrolls to budgeted amounts by cost center and division. Also, the Budget Office will provide departments with position numbers for each student employment position. These must be included on the biweekly timesheets for each student so that payrolls can be processed.

Effective Date: August 17, 1992