

Temporary Service (Student Assistant)

Temporary Service is an on-campus employment program for students. Any registered student is eligible if they are enrolled at least half-time (6 credits) and is in a matriculated status for the semester in which a student plans to work.

Hiring decisions are made solely at the discretion of the hiring department. Not every department on campus has Temporary Service funds to hire students. Below is a list of departments that usually have a limited number of Temporary Service jobs available for students.

1. Academic Advising – WSB 03D – See Maritza Lewis
2. Academic Computing – HUM 105C – See Becky Aday – Only experienced lab proctors.
3. Anthropology – WSB 124 – See Gayle Turowski
4. Asian Studies - JFT 922 - See Kristine Harris- Must be fluent in Excel and Word and have 3.0 GPA
5. Athletics – Elting Gym – See Brian Williams
6. Bookstore – SUB Basement - Hire in May and December
7. Center for Academic Development and Learning - HUM B2 - must be a qualified tutor
8. Continuing & Professional Education - GRM 1 – See Helise Winters - Student should be able to work until 6:30pm on Thursdays
9. Dean's Office-Education- OM 103- Must be able to use Microsoft Office Suite including Excel
10. Disability Resource Center - SUB 205 – Proctors
11. Economics - JFT 800 – Research Assistant – See Simin Mozayeni
12. Escort Service - SB 105 - Must have a driver's license
13. English as a Second Language – VH Annex 250 – See Doris Butterfield
14. Fine & Performing Arts - CT 118- See Lee Schiavone – Various positions
15. Food Service (CAS) - HDH FS3
16. Geography – HAM 1 – Must be a Geography Major – See Linda Greenow
17. Geology – WSB 202 – Lab Assistants - Must be a Geology Major – See Mary Panchyshyn
18. Instructional Media Services (IMS) - LC 2 – See Diane Strauss
19. Language Immersion Institute – SCB 106 – See Aileen Hanel
20. Library – STL – See Darlene Alessi
21. Math – FOB E7 – Students need Calc I and II with a B or better Math GPA – See Melissa Cass
22. Maintenance - SB B1
23. Payroll –HAB 301 – See Dorothy Parant
24. Printing Services – HAB 08 – See Jim Lyons
25. Scholars Mentorship Program – FOB W6 – See Reena George
26. School of Business – VH 312 – See Toni Rizzo
27. Secondary Education – OMB 202A - See Devon Duhaney
28. Student Activities - SUB 209- See Sue O'Driscoll
29. Student Help Desk – HUM 103 - Steve Rant
30. Teaching & Learning Center – WSB 1F/SE - See Linda Smith
31. Theatre Arts/Costume Shop – PT 125 – See Andrea Varga

Other positions may become available from time to time with departments that are not listed. Students are always welcome to inquire with any department on campus as to the availability of Temp Service positions.

The best time to seek a Temporary Service position is during the first week of each semester. There are many more students looking for jobs than there are jobs available, therefore it is important to start your job search early. Although there is some degree of turnover during the semester, most positions are filled within the first few weeks of the semester.

General Information

- Time sheets are available in the Payroll Office (HAB 301) or on the payroll website, <http://www.newpaltz.edu/payroll>. Time sheets are due in the Payroll Office every other Thursday before 12:00 p.m. and paychecks are available every other Thursday (opposite weeks) in the Telecommunications Office (HAB 35). Payroll schedules are available in the payroll office or the website. The first paycheck will be available approximately three weeks after the first time sheet is submitted. You must have a photo ID to pick up paychecks. Checks are returned to Albany if they are unclaimed after sixty (60) days.
- Students may have more than one job on campus. When a student is attending classes, s/he may not work more than 20 hours per pay week (Thursday – Wednesday), regardless of the number of positions held. When a student is not attending classes, s/he may not work more than 40 hours per week, regardless of the number of positions held. A student should not work more than 6 hours continuously without a meal break of at least 30 minutes, with this break reflected on his/her time sheet.
- The type of Temporary Service appointment will be either for the academic year or for the summer session. Regardless of the initial date of appointment and/or the anticipated termination date, students working during the academic year are considered academic year appointees. Should employment extend past the end of the spring semester, a separate summer appointment form must be completed.
- Foreign students must have a regular social security number—not one assigned by the college. Social security numbers assigned by the college usually begin with 000 or 998. These numbers cannot be used to put a student on the payroll. Students wishing to apply for a social security number should go to the International Student Services Office located in the Guest House for assistance. Also, students who are here on F-1 or J-1 visas should present them to the Payroll Office in order that withholding taxes can be calculated correctly.
- Paychecks that arrive after the semester has ended will be mailed to students if they have provided the Telecommunications Office (HAB 35) with a stamped, self-addressed envelope.

Student Directions

1. Complete the student information section (Part I) of the Student Assistant Appointment Form.
2. Complete the I-9 (Employment Eligibility Verification Form), the W-4 (Federal Withholding Allowance Certificate), and the IT-2104 or the IT-2104E (State Withholding Allowance Certificate). Directions for completion of these forms are attached.
3. Submit your appointment form, the I-9, the W-4, and the IT-2104 or IT-2104E to your supervisor for processing. Supervisors will forward your documents to the Payroll Office.

I-9 Instructions (Employment Eligibility Verification Form)

Federal immigration law requires employers to verify that all new employees are eligible to work in the United States. This law applies to everyone regardless of whether you are a citizen, resident alien, or foreign student. **Every employee must have an I-9 on file in the Payroll Office before beginning work to satisfy this requirement.** Once completed, the I-9 is valid for three years providing there are no breaks in employment. When in doubt, it is always best to fill out a new I-9.

Step 1 Complete the top section of the I-9. Use your permanent address.

Step 2 Sign and date the form.

Step 3 Present your identification to your supervisor. A listing of acceptable identification documents is found on the back of the I-9 form.

If you have a document from List A, such as a United States Passport or Alien Registration Card, no other identification is needed.

If you do not have a document from List A, you will then have to show one document from List B and List C. Your school ID card is a valid substitute for a List B documents if you do not have a driver's license. List C requires either a birth certificate or a social security card. If you do not have either of these with you, call home and have them sent to you.

Step 4 Leave the verified form with your supervisor for processing.

Foreign Students

You will need to make an appointment with a Payroll department employee to complete your tax forms. This is necessary to determine your tax obligation based on qualifying for a tax treaty with your home country. You will need to provide a copy of your Visa, I-20, American Social Security Card, Work Authorization documents, or any other paperwork necessary.

CHANGE IN CITIZENSHIP STATUS – you will need to complete a new I-9 if your citizenship status changes while you are employed at SUNY New Paltz.