



# FEDERAL WORK STUDY EMPLOYMENT INFORMATION FORM

Part I is completed by student and Part II is completed by department, return all paperwork to Human Resources, 219 Raymond Hall

**PART I - To be completed by student**

(Must be enrolled in SUNY classes during period of employment)

Name \_\_\_\_\_ US Social Security # \_\_\_\_\_ Pnumber \_\_\_\_\_  
(First Middle Initial Last – must match social security card) Date of Birth \_\_\_\_\_ Gender:  Male  Female

Campus/Local Address \_\_\_\_\_ Email Address \_\_\_\_\_

Legal Home Address (not PO Box) \_\_\_\_\_ Home Phone # ( ) \_\_\_\_\_  
(Street) (Town) (State) (Zip Code)

Other Address (PO Box or other) \_\_\_\_\_ Local/Cell Phone # ( ) \_\_\_\_\_  
(Street) (Town) (State) (Zip Code)

Ethnicity: Hispanic?  Yes  No

Race: Select all that apply:  White  American Indian or Alaska Native  Black or African American  Asian  Native Hawaiian & other Pacific Islander

Highest Educational Level Completed:  High school only  AA  AS  BA  BS  MA  MS Name of College \_\_\_\_\_ Date of graduation (MM/YY) \_\_\_\_\_

Veteran status:  Non Veteran  Veteran  Recently Separated Veteran  Other Eligible Veteran  National Guard Active  Active Reservist  Armed Forces Service Medal Veteran  
 Disabled Veteran  Spouse of 100% Disabled Veteran  Special Disabled Veteran  Disabled Viet Nam Veteran  Disabled Viet Nam Veteran from NYS  
 Viet Nam Era Veteran  Viet Nam Era Veteran from NYS

New York State Employees' Retirement System (NYS ERS) - Select one:

- I am currently a member of New York State Employees' Retirement System
- I would like to join the New York State Employees' Retirement System (enrollment form is required and available in Human Resources)
- I choose NOT to enroll at this time, I understand that I am eligible to join the New York State Employees' Retirement System.

Direct Deposit:

- I would like to enroll in direct deposit. (Enrollment form is required and available in Human Resources or visit <http://www.potsdam.edu/offices/hr/student.cfm>)
- I was previously enrolled in direct deposit (You will be contacted by Human Resources for the required verification of banking information)
- I do not want direct deposit



\*\*\*\*\* I certify these answers are correct to the best of my knowledge and ability. \_\_\_\_\_ (Signature of Student) \_\_\_\_\_ (Date)

Important campus policies as well as the Student Employment Handbook are available on the Student Employment web site: <http://www.potsdam.edu/offices/hr/student.cfm>

**Part II - To be completed by department**

Signature of all other persons authorized to sign timesheets \_\_\_\_\_

Name of department where student will be working \_\_\_\_\_

Employment Dates: 8/30/10 - 5/20/11 Hourly Rate \$ \_\_\_\_\_ Account # 211525- \_\_\_\_\_

\_\_\_\_\_  
Signature of direct supervisor Printed name of direct supervisor Department phone number Date

**OFFICE USE ONLY** FWS eligible  Award Amount \$ \_\_\_\_\_ Family Income Code \_\_\_\_\_ W4  IT2104 or 2104E  I-9  Line #: 87 \_\_\_\_\_

Enrolled in Classes: Full-Time  Part-Time  Change FICA Indicator \_\_\_\_\_ HIR  CCH  REH  Active  EMPL# \_\_\_\_\_ PR# \_\_\_\_\_ dbase \_\_\_\_\_

Personal Data  Mail Drop ID \_\_\_\_\_ Direct Deposit  Retirement  Taxes \_\_\_\_\_ SUNY HR  Distribution \_\_\_\_\_ Re