



FEDERAL WORK STUDY EMPLOYMENT INFORMATION FORM

PART I - To be completed by student

Please PRINT and return all copies to Human Resources, 219 Raymond Hall

Name _____ US Social Security # _____ Date of Birth _____
(First Middle Initial Last – must match social security card) Pnumber _____

Present SUNY Student Status: Freshman Sophomore Junior Senior **[Must be enrolled in SUNY classes during period of employment]**

Campus Address _____ Campus Phone # _____ Email Address _____

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

Other Address (PO Box or other) _____
(Town) (State) (Zip Code)

Local Address (if different) _____ Local or Cell Phone # () _____

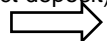
New York State Employees' Retirement System ___ I am currently a member of NYS ERS / Membership Number _____ / Membership Effective Date _____

*Members are required to contribute 3% of salary to the Retirement System. You need the equivalent of five years of full-time State service to become eligible for pension benefits. Upon meeting eligibility requirements you are entitled to a lifetime pension at age 55 or a disability pension at an earlier age if you become permanently and totally disabled from gainful employment. Your beneficiary will be protected by a death benefit after you have been credited by the System with one year of service.

___ I would like to join the New York State Employees' Retirement System (enrollment form available in Human Resources, 219 Raymond Hall)

___ I understand that I am eligible to join the New York State Employees' Retirement System. I choose NOT to enroll at this time.

Direct Deposit ___ I would like to enroll in direct deposit. Enrollment form available in Human Resources, 219 Raymond Hall, or from the Human Resources web site (Note: you must contact Human Resources if you were previously enrolled in 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 Handbooks are available in the Office of Human Resources, 219 Raymond Hall, or they may be viewed and printed from the campus Student Employment web site: www.potsdam.edu/offices/HR/StudentEmploy/Index.htm

Part II - To be completed by department

Minimum wage rate \$7.25/hr

Signature of all other persons authorized to sign timesheets

Name of department where student will be working _____

Employment Dates: 8/28/09-5/21/10 Hourly Rate \$ _____ Account # 211525- _____

Signature of direct supervisor

Printed name of direct supervisor

Department phone number

Date

OFFICE USE ONLY

FWS eligible _____ Gender _____ Award Amount \$ _____ Family Income Code _____ Award Duration: R=Academic S=Summer

Enrolled in Classes: Full-Time _____ Part-Time _____ FICA Indicator: E=FT N=PT Change FICA Indicator _____ Rec'd: W4 _____ IT2104 or 2104E _____ I-9 _____

HIR _____ CCH _____ REH _____ Active _____ EMPL# _____ PR# _____ Access _____ Line #: 87

Personal Data _____ Mail Drop ID _____ Direct Deposit _____ Retirement _____ Taxes _____