

# STUDENT ASSISTANT 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 \_\_\_\_\_

US Citizen? Yes / No If no, country of citizenship \_\_\_\_\_ Visa type \_\_\_\_\_ Work authorization through \_\_\_\_\_ (date) \*You must report to Human Resources with your work authorization

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 # ( ) \_\_\_\_\_  
 (Street) (Town) (State) (Zip Code)

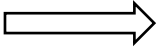
New York State Employees' Retirement System  I am currently a member of NYS ERS / Membership Number \_\_\_\_\_ / Membership Effective Date \_\_\_\_\_

\*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/HR/StudentEmploy/Index.htm](http://www.potsdam.edu/HR/StudentEmploy/Index.htm)

**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 \_\_\_\_\_ to \_\_\_\_\_

Hourly Rate \$ \_\_\_\_\_ Account(s) # \_\_\_\_\_ Department Phone Number \_\_\_\_\_

\_\_\_\_\_  
Signature of department head/budget approval

\_\_\_\_\_  
Printed name of department head/budget approval

\_\_\_\_\_  
Date

**OFFICE USE ONLY**

Line # \_\_\_\_\_ Appoint \_\_\_\_\_ Term \_\_\_\_\_ Add Acct \_\_\_\_\_ Change Acct \_\_\_\_\_ Change Rate \_\_\_\_\_ Extend \_\_\_\_\_

Enrolled in Classes Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_ Change FICA Indicator \_\_\_\_\_ W4 \_\_\_\_\_ IT2104 or 2104E \_\_\_\_\_ I-9 \_\_\_\_\_

PAYSERV HIR \_\_\_\_\_ CCH \_\_\_\_\_ REH \_\_\_\_\_ EMPL# \_\_\_\_\_ HRMS/PR# \_\_\_\_\_ DBASE \_\_\_\_\_ Mail Drop ID \_\_\_\_\_ Direct Deposit \_\_\_\_\_ Retirement \_\_\_\_\_