



STUDENT EMPLOYMENT APPOINTMENT FORM CIRCLE ONE SA WS

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) REV 06/16

Name _____ US Social Security # _____ Date of Birth ____/____/____

(First, Middle Initial, Last ** (Must Match Social Security Card) Gender Identification M____F____ Campus Email _____

Legal Home Address (not PO Box) _____

(Number, Street, Apt#) (Town) (State) (Zip Code)

Other Address (PO Box or other) _____ Phone # (Cell Y or N) () _____

(Number, Street, Apt#) (Town) (State) (Zip Code)

US Citizen? Yes No *If no you must contact the Office of Human Resources for proper employment verification.

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 Active Military Duty Active National Guard Active Reserve Active Duty Wartime or Campaign Badge Veteran Armed Forces Service Medal Veteran Disabled Veteran Not a Protected Veteran Other Protected Veteran Special Disabled Veteran Vietnam Era Veteran

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. (Please contact 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

**All persons authorized to sign timesheets sign and print name below

Department _____ Account # _____

(Sign) (Print)

Employment Dates: ____/____/____ - ____/____/____ Hourly Rate \$ _____ Allocation\$ _____

(Sign) (Print)

Signature of department head/budget approval _____ Printed name _____ (Date) _____

(Sign) (Print)

OFFICE USE ONLY

Award Amount \$ _____ Family Income Code _____ W4 _____ IT2104 or 2104E _____ I-9 _____ Line # _____

Enrolled in Classes: Full-Time____ Part-Time____ Change FICA Indicator _____ HIR _____ CCH _____ REH _____ Active _____ EMPL# _____ PR# _____

SUNY ID _____ Personal Info____ Mail Drop ID _____ Direct Deposit _____ Retirement _____ SUNY HR _____ Distribution _____ Roster _____