

To work on campus:

**** Please note: Students must be registered for at least 6 credits during the semester they are working. Tutors must be registered for at least 3 credits during the semester they are working.

**** The Financial Aid Office will determine whether you are Federal Work-Study eligible or a Student Aide.

**** To work during the summer semesters please refer to supplemental Student Summer Employment.

1. Pick up the working papers from the Financial Aid Office.
2. Go to Job Services Van 119 for a list of available jobs.
3. Find a job and have the department supervisor/contact person fill out the “Notice of Hire” form.
4. Fill out the I-9 and W-4 forms. Proper identification is required and is listed on the back of the I-9 form.
(ex. Driver’s License and Social Security Card)
5. Complete Section A and sign SUNY Ulster Financial Aid Application. (Only student signature is required.)
6. Bring the completed “Notice of Hire” form, SUNY Ulster Financial Aid Application, I-9 and W-4 forms (with proper identification) to the Financial Aid Office.
7. Financial Aid will complete the work authorization. Timesheets and payroll period dates are available at the Financial Aid Office.
8. Student receives two copies of the Work Authorization, one for the student and one for the student to give to the supervisor.