Student Employment Policy
Houghton University Payroll Department

Purpose: To establish guidelines and procedures for Student Employment in order to comply with Federal and State regulations.

1) Students must have a valid Student Employment Card (red card) issued by the payroll office before they can begin work. Once issued, a Student Employment Card is valid for work in multiple departments.

2) Procedure for obtaining a Student Employment Card (SEC):
    i) The payroll office must receive notification from an approved Student Employment Supervisor that the student has been made an employment offer and should be issued a SEC. Notification of new hires will be provided to payroll via an online form.

    ii) An e-mail will be sent to the student with directions to set up an appointment with payroll to process paperwork.

    iii) Students must bring the following items to the Payroll Office in order to receive their SEC: (please refer to the I-9 form's List of Acceptable Documents)

        (a) Valid photo ID such as a current driver's license, permit, etc; **AND** Social Security Card or birth certificate (Original or certified copy required – no copies, faxes, duplications will be accepted); **OR**
        (b) One acceptable Employment Eligibility Document such as:
            1. Passport or Passport Card
            2. Certificate of US Citizenship
            3. Certificate of Naturalization
            4. Permanent Resident Card or Alien Registration Receipt Card
            5. Unexpired Employment Authorization Card
            6. Unexpired Temporary Resident Card

    iv) All student workers must complete and have on file in the Payroll office the following:
        (a) Form W-4 for Federal Tax Withholding
        (b) For IT-2104 for NY State Tax Withholding
        (c) Form I-9 for Immigration and Naturalization Service Employment Eligibility Verification.
        (d) Direct Deposit Form (optional)

3) International Students should contact the Intercultural Student Programs Office and review employment information here to be certain all other required paperwork is completed.

4) The university provides and prefers the option of having your paycheck directly deposited into the bank account of your choice. Direct Deposit forms can be obtained from the Student Payroll Office (by appointment) or are available on the Student Payroll Office website.

5) Under no circumstances is a student allowed to begin work until they have received their Student Employment Card.

6) A student's hours worked will not be processed by payroll without a completed timecard. Timecards submitted after the deadline will not be processed until the next scheduled payroll.

7) It is the student's responsibility to submit the hours worked to their supervisor for approval. The supervisor will determine who should submit the approved timecard to the Payroll Office.

8) *No student may work over **20 hours in a single week** while classes are in session, to maintain their FICA exempt status*. This is a total of work for all departments on campus. Each student must coordinate his/her own schedule and communicate with all supervisors so as not to work beyond this limit. Total hours in a work week are calculated from Saturday-Friday.

9) Timecards should be reviewed and signed by both the student and supervisor to ensure accuracy.

10) Changes to your personal information (such as name, address, bank account, etc.) must be reported to the Payroll Office as soon as possible.

If you have any questions, please contact the Student Payroll Office. Additional forms and information, along with the Student Pay Schedule, are available at the Student Payroll website:

https://www.houghton.edu/students/student-payroll/

Payroll Office Contact Information:

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