

SUNY Ulster County Community College  
Office of Financial Aid  
Stone Ridge, NY 12484  
Phone: 845-687-5058, Fax: 845-687-5172

## **To work on campus:**

**Please note: All Students must be matriculated and registered for at least 6 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, students must either: be registered for 6 credits during the summer or have taken at least 6 credits during the previous Spring (to work through June 30) and/or be registered for at least 6 credits for the upcoming Fall semester (to work from July 1 through the end of the summer).**

- 1. Pick up this packet from the Financial Aid Office.**
- 2. Go to Job Services (Van 119) to fill out an application and inquire about 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. (e.g. Driver’s License and Social Security Card)**
- 5. Bring the completed “Notice of Hire” form, W-4 and I-9 forms (with proper identification) to the Financial Aid Office.**
- 6. Financial Aid will complete the work authorization. Timesheets and payroll period dates are available at the Financial Aid Office.**
- 7. Student receives two copies of the Work Authorization, one for the student and one for the student to give to the supervisor.**
- 8. Complete the Direct Deposit authorization form.**