

# **CONCORDIA COLLEGE-NEW YORK**

## **STUDENT WORKER APPLICATION/PROCESS:**

### **(For Students)**

Step 1 –Student submits application and resume to Career Development Center via paper copy or email to [cdc@concordia-ny.edu](mailto:cdc@concordia-ny.edu). Hiring manager submits job descriptions to Career Development Center for posting.

Submitted student applications/resumes are posted on the ‘S’ drive under the Career Development Center for hiring managers to review. Positions are posted in the Career Development Center and on the Community Resource pages of the College’s website.

Step 2- Hiring manager will contact student directly for interviews/consideration.

Step 3- Hiring manager completes and submits hiring authorization for new hire to Career Development Center. The newly hired student must complete a ‘new hire’ paper packet if he or she has never worked for Concordia College. The packet is available in the Career Development Center. If the student has worked for the college before, a W-4 form must be completed each academic year. W-4 forms are available in the Career Development Center. Student workers are responsible for submitting this paperwork to payroll in the Business Office in Feth Hall.

**ALL NEW HIRE PAPERWORK MUST BE COMPLETED WITHIN THREE (3) BUSINESS DAYS OF EMPLOYMENT/START DATE AS REQUIRED BY THE U. S. DEPARTMENT OF HOMELAND SECURITY; W-4 FORM MUST BE COMPLETED EACH ACADEMIC YEAR. THESE DOCUMENTS ARE PART OF THE ‘NEW HIRE’ PACKET FOUND IN THE CAREER DEVELOPMENT CENTER.**

Step 4- Student submits timesheets (cream colored) to manager for approval; student or manager then submits timesheets to payroll for processing.

Please remember that inquiries from prospective departments may come through your Concordia email account so be sure to check it regularly. Also, always bring a copy of your resume to the interview.



# Payroll Deduction Form

(Paychecks for Timesheet Workers are a Pay Period Behind)

**Payment to Account/Tuition \_\_\_\_\_**

**Hours Worked Beginning: \_\_\_\_\_**

**Hours Worked Ending: \_\_\_\_\_**

**I \_\_\_\_\_, authorize Concordia College to apply \$\_\_\_\_ or %\_\_ per  
pay period from my paycheck towards my account**

**Signature \_\_\_\_\_**

**ID# \_\_\_\_\_**

Payroll Use Only:

X: COPY FOR END DATE PAYROLL FILE

Payment to Account/Tuition -Deduction Code AR or T Cancel Date\_\_\_\_\_

Payroll Start Date: \_\_\_\_\_

Payroll Stop Date: \_\_\_\_\_