

Open Position Student Checklist

The following checklist can be used as an aid for hiring managers to fill student positions:

— **Appointment Form:**

- Prior to the start of employment, forward a complete appointment form with authorized signatures to the RF Human Resources Office. Student employee(s) may also bring with them when they visit the office to complete required new hire paperwork.
- [Sample Appointment Form](#)
 - Shaded grey areas are for employee to complete
 - Red heading items must be completed for payment by hiring manager

— **New Hire Paperwork:**

- Prior to start date of employment, student employee(s) must physically come to RF Human Resources and Payroll to complete a Form I-9 and new hire paper work.
Note: The Research Foundation is a separate employer apart from Binghamton University. Prior on-campus employment does not waive the need to complete RF new hire paperwork.
- **Form I-9:** See page #9 on [Form I-9](#) for a list of acceptable identification documents. As required by federal law, a new hire must bring sufficient original documents to the RF Human Resources Office in order to complete the Form I-9.
- **Social Security Card:** If hiring a foreign national student who does not have Social Security number, the RF will provide a letter to start the process of filing for a Social Security number. If the RF HR Office does not receive an appointment form, a letter for Social Security cannot be issued. The student will be required to return to the RF Human Resources Office to pick up the letter once the form has been received. Student will receive a pseudo number for temporary employment. Once a Social Security card is received the student must report this information to the RF HR/Payroll Office.
- **Federal and State:** Tax Withholding Forms
- **EEOC:** Self-identification Forms
- **Direct Deposit Form:** Voided check preferred or bank document with routing number and account number.

— **Health Benefit Eligibility:**

- Graduate students paid a total semester or academic year salary will be eligible for health insurance benefits as long as they earn \$165.12 bi-weekly amount.
- [POMCO Enrollment Forms](#) can be obtained from our [website](#) or office.
- If the graduate student is a new hire employee or a returning employee after a break in service of greater than 28 days, they will be eligible to re-enroll online. Eligibility to enroll online will require [Employee Self-Service](#) account set-up. Students will need their RF ID#.
- Short term summer only employees are not eligible for health insurance benefits.

— **Tuition Reimbursement:**

- In order for tuition reimbursement to be applied to a student bill, a copy of the completed appointment form is required to be sent by the department to Harpur College or Watson school coordinator.