Student Employment at UAlbany AND with other NYS Agencies

ALL employment through NYS Agencies (including SUNY) is considered working for ONE employer: New York State. Therefore employment laws and rules must be applied based on the combined work at all NYS Agencies.

Working at UAlbany and another NYS Agency simultaneously requires PRIOR approval on a Dual Employment/Extra Service Approval form <http://www.osc.state.ny.us/payroll/files/ac_1588_f.pdf> . **UAlbany student dual employment approvals must be approved by BOTH UAlbany Payroll and your UAlbany employment department** **before starting work**. A work schedule must be provided.

Guidelines:

* Students generally should not be working more than 20 hours/week total while classes are in session
* Students working in credit bearing internships in place of taking classes may exceed 20 hours/week with certain limitations:
	+ If paid by UAlbany as Student Assistant – 25-29 max hours/week (including breaks & summer) per Student Assistant Policy <http://www.albany.edu/hr/assets/SA_employment_policy.pdf>
	+ If paid by other NYS Agency - up to 40 hours/week maximum
	+ UAlbany will not approve working at UA and another NYS agency if total hours worked per week could exceed 30 hours/week
* UAlbany Student Assistant/Resident Assistant/Federal Work Study jobs– maximum 25 hours/week at all jobs combined at any time. Additional appointments may be denied if the potential to exceed 25 hours/week is considered likely.
* UAlbany will not approve working at UA and another NYS agency if total hours worked per week could exceed 30 hours/week