

UAlbany Student Dual Employment Concurrent Employment at UAlbany and another NYS Agency Policy Acknowledgement

This form must be completed and signed by the student employee prior to beginning work at another NYS Agency. Please submit to University Payroll along with A Dual Employment Request (AC 1588).

Student Name _____ UA Student ID _____

UAlbany Dept(s) Employed	Title: SA/FWS	Hrs/wk	Supervisor	Contact Info

Other NYS Agency	Start Date	End Date	Hrs/wk	Receiving credits?	Supervisor	Contact #

Maximum Hours Allowed

Subject to all UAlbany student policies, total hours worked per week should NOT exceed 40 for all *combined* employment on NYS Agency payrolls, including UAlbany.

On UAlbany Payroll Total work hours allowed at *all UAlbany paid jobs*, including Work Study, are limited by the following:

- All Student Assistants may only work up to 20 hours per week (all UA jobs combined) while classes are in session. In limited circumstances, students may work up to 25 hours per week if in good academic standing
- Student Assistants may work up to 25 hours per week during school breaks and summer.
- **Student Assistants being paid by other NYS agencies simultaneously may be further limited.**
 - If continuing to take classes, any hours worked at another NYS agency are included in the 20 hours a week a student can work
 - If not taking classes because of credit bearing internship, total hours worked at UAlbany AND other NYS agency combined should NOT exceed 40 hours per week. ***Any hours worked beyond 40 must be reported to your UAlbany employment supervisor for consideration of overtime pay.***

On Other NYS Agency Payroll

- Students working for credit bearing jobs/internships in lieu of attending classes may be permitted to exceed 20 hours per week but should not be more than 40 hrs/week combined.
- Be aware that hours worked at another NYS Agency will be counted against the maximum hours you can work for UAlbany.

Examples:

At an internship for credit paid by the NYS Assembly you work 30 hours in a week. You cannot work more than 10 hours total in that same week at your UAlbany job(s) combined.

At a job/internship (no credit) paid by NYS Department of Health working 10 hours per week during the academic year means you can work up to 10 hours per week total at your UAlbany job(s) to stay within 20 hours per week while taking classes.

Failure to adhere to campus employment policies could result in the termination of your UAlbany employment.

Acknowledgement:

Student Signature _____ Date_____

UA Payroll Review by:_____ Date_____

Copy to UA Supervisor(s)