

## **INTRODUCTION**

Part-time, temporary employment provides students with valuable work experiences and earnings, while simultaneously providing the College with capable employees. Adherence to policies related to student employment will assure consistency in the application of personnel practice to Student Assistants, and will comply with Federal and State laws and regulations.

Your role as a supervisor is central to the management and development of one of the College's most important resources, our student work force. This manual is designed to help you manage the student workforce effectively.

The manual covers employment basics for students working on the temporary service and the work-study payrolls, provides information regarding compliance with federal and state regulations, and supplies information useful to new supervisors with limited experience in supervision.

It is especially important to understand the forms and employment paperwork that is necessary to hire and pay student workers. It is the supervisor's responsibility to ensure that all employment paperwork and bi-weekly timesheets are complete, accurate, and turned in on time. Adherence to these procedures will assure consistency in the application of personnel practice.

We hope that the materials here provide useful information. As always, we are available to assist in any way we can. We look forward to continuing to meet your personnel needs.

**Office of Payroll Services**

Kimberly Truax, Payroll Coordinator  
Brian Burley, Calculations Clerk II

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### **Student Assistants/Temporary Service Positions:**

Supervisors are encouraged to work closely with the Student Employment Service Office in the College Union when seeking student employees. Student Employment Services maintains student application files indicating skills and areas of employment interest. Student Employment Services can also advertise your vacant position using the internal posting procedures for student positions. Any position on Temp-Service/Student Assistant payroll can be advertised. Recruitment advertising is not applicable to student assistant employment, however when possible, it is encouraged. Positions for Temp Service/Student Assistant are based on departmental funding.

### **Federal Work-Study Positions:**

The Federal Work-study program is coordinated through the Financial Aid Office. Work-study positions must be approved by the Financial Aid Office. There is a limited amount of positions that are able to be funded through federal work-study funds. Please contact the Financial Aid Office for further details regarding work-study allocated positions.

Hiring student employees on any payroll is a commitment of departmental funds; please make sure that the person responsible for those funds is aware of your intent to hire. The following are appropriate persons for the respective payrolls:

- (1) Work-Study (FWS) – Financial Aid, immediate supervisor and/or Department Chair or VP.
- (2) Temp Service (TS) - individual responsible for account from which employee will be paid, or that person's designee.

Only SUNY Geneseo students may be hired. In some cases during semester breaks and/or summer session, students enrolled at other SUNY schools and/or Community Colleges can be considered for employment when Geneseo students are not available. Students on FWS and TS payroll must meet the following criteria:

#### **Fall and Spring Semester Appointments:**

- Student is currently enrolled and registered at SUNY Geneseo for at least twelve (12) credit hours\*

\*Temp Service/Student Assistants who do not meet the credit-hour eligibility criteria are not allowed to work.

#### **Summer and Semester Break Appointments:**

- Students must have been enrolled full time the previous semester and is enrolled in the next full semester
- Students from other SUNY campuses including Community Colleges may be employed during college vacation periods (summer or semester break) if Geneseo students are not available. A copy of their campus student identification card and official proof of registration at SUNY campus or Community College must accompany the Student Appointment Form.
- New students who have been admitted to the College may not be employed in temporary service positions in the summer preceding their full-time enrollment.

If a student withdraws from the College, graduates, is academically dismissed, or is separated by any other method, he/she must immediately stop work. It is the supervisor's responsibility to monitor student enrollment. This can be accomplished by accessing the SFAREGQ screen in Banner. Please check with the Office of Financial Aid to determine if a part time FWS student can continue working. The Payroll Office will perform periodic audits using registration records to ensure eligibility.

If you wish to hire a student on Temp Service and/or Work Study payroll, you must complete and submit the following forms, **PRIOR to the student beginning work**:

1. I9 Employment Eligibility Verification Form
2. Appointment Form (form is different for Student Assistant vs. Work Study)
3. W-4 & IT2104 Forms (for tax withholding)
4. Retirement Option Form

For Federal Work Study positions items 2, 3 and 4 need to be returned to the Financial Aid Office Erwin Hall, Room 104.

When all forms are completed, the student record will be established on the payroll system (SUNY HR).

## **Types of Appointment Forms**

### **A. Student Assistant Appointment Form**

Students are required to complete Section A top portion; supervisors are required to complete Section B bottom portion. This form instructs the Payroll Office what the pay rate and account number should be for this hire, as well as where the check is to be sent. The person who is responsible for the account from which the student is being paid must sign this form. Forms received that are incomplete, contain erroneous information, or are received after the payroll deadline date may cause a delay in payment to the student. Please make sure that the account number and hourly rate are correct.

Students must use their legal name and permanent home address on ALL forms. The Payroll office must be informed in writing of any change in name or address.

### **B. Federal Work Study Appointment Form**

The Federal Work Study Appointment form is completed by the Financial Aid Office once all required documents on page 4 are completed and returned to Erwin Hall, Room 104. Completed Appointment forms are brought to Payroll daily to be entered into the SUNY HR system. There is a copy on file of the Appointment form in each student's folder in the Financial Aid Office.

The Appointment Form is the document that actually creates the student payroll record. Timesheets will not be processed unless the appropriate forms have been completed and the student record has been established in the payroll system (SUNY HR). Incomplete appointment forms and/or timesheets received without an accompanying appointment form will be returned to the department and will delay payment to the student.

It is important that students are not allowed to begin work until all forms have been completed and forwarded to Payroll Services. The Payroll Office cannot pay the student until they are received and processed. The Appointment forms fulfill several purposes:

- Identify the student, stipulate department; wage rate, and account information.
- Federal Work Study uses only (1) Academic Year and (4) Summer only.
- Serves as proof of student enrollment with SUNY Geneseo (or other SUNY school, during Summer employment).
- Serves as an agreement between the student and the employer concerning the above items.(Temp Service only)

### **Appointment Form Completion:**

A **new** Appointment form must be submitted when the following occurs:

- Beginning of each Fall Semester regardless of previous employment
- New employment
- A rate change if department prefers instead of sending email to [Payroll@Geneseo.edu](mailto:Payroll@Geneseo.edu) mailbox.

### **I-9 Employment Eligibility Verification Form**

According to the Immigration Reform and Control Act, all employers must document that employees are authorized to work in the United States at the time of hiring. We verify this by reviewing various forms of identification. Most students show a valid Social Security card or original birth certificate (to prove citizenship), and a college ID or driver's license (to show identity). A US Passport meets both requirements. Students must bring original documents for this process. ***The actual I9 form is currently completed in the Payroll Office , Doty Hall 318 .*** A payroll record cannot be established, nor can a student begin working, before the I9 form is completed and recorded in the Banner system. Supervisors can verify that the I9 process is complete by checking in Banner using the SPAZII9 screen. The I9 will remain on file in the Human Resources Office.

### **W-4 (Federal) & IT2104 (New York State) Tax Withholding Forms**

These forms instruct the College how to withhold the student's earnings for income tax. Earnings as a student, including Work-Study, are considered taxable income. The tax forms are used to estimate what tax liability might be at the end of the year, and the College withholds accordingly during the year. However, students must earn above a certain amount (currently about \$100 a week) before withholding takes place. That means most students do not have taxes withheld during the school year, although taxes are often withheld if students work more hours during summers or break periods.

### **Social Security/FICA**

Students who are employed at the University at which they are enrolled and regularly attend classes are excluded from Social Security coverage. The IRS has suggested the following guideline to determine if a student must pay Social Security taxes while enrolled. If a student is enrolled for 6 or more credit hours and working less than 20 hours per week he/she is considered primarily a student and is exempt from Social Security withholding. If he/she is enrolled for less than 6 credit hours, he/she is considered an employee and Social Security is withheld.

All student employees have Social Security withheld if employed during the summer, unless enrolled in summer session for more than 6 credit hours.

### **Retirement Option Form**

Students employed on the Temporary Service or College Federal Work Study Payroll may join the New York State Employees' Retirement System. Students may enroll or opt to decline joining the retirement system. Regardless, students must complete the Retirement Option Form and select to either join or decline to join the retirement system.

## Basic overview

- This is a State retirement system which, if the student joins under present law, permits retirement at age 62 or older with ten or more years of full-time creditable service. Retirement is allowed at age 55 or older; however there is a reduction in the benefit if you have less than 30 years of service.
- Employee contribution rate is 3% percent of gross salary based on a salary schedule.
- Membership becomes effective on the date the application is received by the retirement system.
- Members who leave public employment prior to age 55 and have ten or more years of credited service are eligible for a vested retirement benefit at age 55. Members who leave prior to attaining ten years of credited service can terminate their membership and withdraw their contributions plus interest.

**Enrollment Forms for students who wish to join the Employee Retirement System may be completed at the Human Resources Office Doty Hall 318.**

## **Dual or Concurrent Appointments**

Students are allowed to work on more than one payroll concurrently. Thus, a student may have a CWS and a SAP job or two or more Student Assistant jobs. Students may be paid from no more than three (3) accounts during a pay period. Ask your student employees if they have more than one concurrent job. If they do, please coordinate with other supervisors to ensure students are scheduled within the hour limitations described below.

**NOTE:** Separate records are required for both Federal Work Study and Student Assistant (Temp Service) appointments. Therefore students employed on both must have an appointment form for each position.

Students are highly encouraged to use direct deposit for their paychecks. This ensures continuous delivery of paychecks when the College may be closed (as in the December holidays, or other holidays), or when paycheck delivery from Albany is delayed. The form for direct deposit is located on the Human Resources website under the 'Forms' section.

Please keep in mind that no student will be paid unless an Appointment Form has been completed first. Timesheets for students who do not have an authorized Appointment Form on file in the Payroll Office will not be processed. Please use the payroll calendar (Appendix C) to ensure that timesheets are submitted promptly. Timely submissions of timesheets will ensure that students are paid promptly. \*\*\* Timesheets that are incorrect or incomplete will be sent back to the department for correction.\*\*\*\*\*

## **Guidelines for Timesheet Completion:**

- All timesheets must be completed in blue or black ink.
- All data in the upper portion of the timesheet must be completed (either typed or printed). The necessary information includes: NAME, GENESEO ID #, PAY PERIOD, DEPT., ACCOUNT, AND HOURLY RATE.
- Students are paid based on information on the time sheet.
- Student employee must sign all completed timesheets, it must be his/her own signature
- Students are paid only for hours actually worked. They do not participate in group insurance; they do not accrue sick leave, vacation credits or holiday pay.
- Supervisor or designee authorized to sign for that department must verify hours worked for the pay period and sign the timesheet. The supervisor is responsible for verifying that the timesheet is complete and accurate, including hours worked. Keep in mind when a holiday has occurred so those students who normally work that day are not submitting hours for payment in error.

- Unsigned timesheets will be returned to the department and will delay payment.

### Guidelines for Hours of Work:

- Student Assistants may not normally work more than a **total of 20 hours per week** while school is in session. If a student has other jobs on campus, please coordinate schedules with other supervisor(s) to ensure compliance with this provision.
- Students may work up to 40 hours per week during the summer and semester break. However, they **may not work more than 40 hours in one week, nor should they work more than eight hours in one day.** Hours in a work week in excess of 40 creates an overtime pay situation. This must be avoided!
- Student Assistants who are **international students studying at SUNY Geneseo on an F1 Visa** are not allowed to work more than 20 hours in a week during the academic semester. Students who work beyond 20 hours in a week during the academic semester may jeopardize their eligibility to maintain their F1 visa status. International students are able to work 40 hours per week during breaks.
- Student employees, who work more than six hours in a work day, **must take at least a 30 minute unpaid meal break.**
- Any student employed under FWS or TS must be paid for all hours worked

If a student 18 years of age or older wishes to volunteer, the department must follow procedures identified in the Use of Volunteers on Campus policy.

At the conclusion of each pay period, check all timesheets for accuracy and signatures, make a copy for your records and mail in the white (Student Assistant) or blue (FWS) original timesheet to **Payroll, Doty 318**. If a timesheet is late, that timesheet is not processed until the next period, usually two weeks later. The student's pay will be delayed until then. Please watch the calendar of due dates carefully to avoid delaying student payments.

**NOTE:** The Payroll Office publishes a student employee payroll schedule each year. It contains all timesheet due dates and paydays, as well as important reminders for supervisors throughout the year and is available online at the Human Resources website in the 'Calendar' section.

For FWS students, the schedule of pay periods may be used as a balance sheet to keep track of the hours in the student's FWS award. Calculate hours in the award by dividing award amount by pay rate. Each pay period, subtract hours worked from this total to arrive at the hours remaining for the student to work in the FWS award. Students can view their Knightweb account and see how much they have earned to date for the academic year. This figure is typically one payroll behind because of the lag in the State SUNY HR system. In instances where there is a limit on the amount that a student assistant can earn (i.e. special account funding and the FWS award amount) it is up to the department to monitor earnings.

The student must stop work when the FWS awarded dollars are exhausted, or when the award period ends, whichever occurs first. Payment for hours worked above the authorized amount is the responsibility of the department, not the FWS Program. If you let a student exceed his/her award amount, FWS will not pay the student; your department accounts will be debited should it be necessary. You must notify Payroll if you are going to move a FWS student to TS payroll. This can be done by submitting a Temp Service Appointment Form by the appropriate due date, along with the corresponding Temp Service timesheet. Timesheets that will result in an over expenditure of the award that are not covered on a Temp Service Appointment will be returned to the department with a notation of the hours not being paid.

## Paychecks

Paychecks arrive on a biweekly schedule. Direct deposits are sent to the department for which the student works, for student pick up. Each pay period students who do not receive direct deposit will be required to sign for their checks in the Human Resources Office, Doty 318 signifying they indeed did receive said check. Students must show a valid photo identification card to pick up their check. Students will receive one check for all Temp Service combined earnings, and one check for Work Study earnings.

Student check stubs must remain in a locked area until the document is either picked up by the student or returned to the Payroll Office.

- a. Departments who are missing a paycheck or an employee loses a paycheck should contact the Payroll Office at 245-5616 immediately for instructions.
- b. All unclaimed checks will be returned to the NYS Department of Taxation and Finance if they are not claimed within 30 days. This is handled by the Payroll Office.

Student paychecks should not be opened by anyone other than the student who is getting paid.

## Wage Rates

A beginning hire rate at the minimum wage is recommended. If you are unsure of what the current minimum wage is please contact Human Resources. However, a higher rate may be justified considering the “value” or impact of the job, the availability of candidates, and the student’s experience or training. The maximum hourly wage for a student employee is \$17.91.

As active members of the SUNY Geneseo workforce, student employees are responsible for adhering to campus policies and procedures. As part of their departmental orientation, supervisors should review and provide copies of the following policies:

- Sexual Harassment
- Alcohol and Substance Abuse in the Workplace
- Computing and Network Access Policies
- Smoke-free Workplace
- Workplace Violence Prevention Policy
- Confidential Information Policy\*

These policies can be found on the Administration and Finance and CIT websites.

\*Student employees are required to complete the Information Security 101 Course. This course is an online training that may be accessed through the MyCourses program. Student employees are also required to sign the Confidentiality Statement which shall be maintained by the supervisor.

It is essential to the student’s success that supervisors communicate job expectations at the beginning of the work assignment; provide on-going feedback regarding the student’s performance, and supply on-the-job training as necessary. There is an [Orientation Checklist](#) form located in Appendix A at the back of this manual which may help guide the expectations discussion.

Supervisors should avoid making long term commitments to students regarding work and/or positions. Available positions and continuity in a job is dependent upon the student’s individual performance, the students FWS award amount and the department’s available temporary service funds. It is important that students understand that employment may terminate without advance notice.

## Handling On-the- Job Injuries

Student employees (FWS, Temp Service) injured during the performance of their duties are covered by the College's Worker's Compensation Policy. If a student employee is injured in the performance of his or her duties, Student Health Services in Lauderdale Hall will provide initial treatment and refer the student for appropriate follow-up care. Please contact the Human Resources Office for specific instructions regarding procedural steps to file the workplace injury report.

**Expectations of Students:** Some of the departmental expectations that supervisors might want to review during the orientation process include, but are not limited to:

- Procedures and expectations for absences/tardiness
- Use of office equipment and supplies
- Use of personal electronic devices during work time (i.e. cellular phones, iPods, MP3 players)
- Use of computer for personal emailing, IM etc.
- Appropriate dress for work environment
- Access to sensitive data/information
- Confidentiality of office communications (written and verbal)
- Proper procedures for time records
- Appropriate use of work time



## Student Employee Orientation Checklist

Employee: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Start Date: \_\_\_\_\_ Division: \_\_\_\_\_

### Department Delivery

Supervisor needs to review the following with a new student employee during the first week of employment.

#### DEPARTMENTAL BACKGROUND

- Introduction to key department contacts
- Information on location of facilities: coat room, emergency equipment, emergency exits, office supplies, lunch area, mail room, bulletin boards, telephone, restrooms.

#### PAYROLL

- 2-week lag payroll (see payroll calendar)
- Pay days and procedures for paycheck distribution
- Direct deposit availability

#### ORGANIZATIONAL POLICIES

- Sexual Harassment
- Alcohol and Substance Abuse in the Workplace
- Computing and Network Access Policies
- Smoke-free Workplace
- Workplace Violence Prevention
- Confidential Information Policy     Obtain signed Confidentiality Statement (maintain in department file)

#### DISCUSS WORK STANDARDS AND EXPECTATIONS

- Hours of work and time reporting
- Meal period and break times (if applicable)
- Telephone/computer use
- Mail handling
- Attendance, punctuality, absences
- Dress and appearance
- Scheduling time off
- Reporting work injuries

DISCUSS JOB CONTENT

- Job description and performance standards
- On-the-job training procedures

OFFICE PROCEDURES, EQUIPMENT AND TRAINING

- Demonstrate/show how to operate: computer, telephone, copy machine, fax machine, etc.
- Arrange computer access
- Arrange telephone access
- Discuss appropriate use of college equipment and supplies
- Other: \_\_\_\_\_

EXPLAIN DEPARTMENTAL SAFETY AND EMERGENCY PROCEDURES

- Emergency preparedness/building evacuation plan
- Equipment use
- Fire safety
- Location of hazardous materials (materials safety data sheets), if applicable
- Personal protective equipment, if applicable
- Lifting
- Security
- Utilities
- Other: \_\_\_\_\_

SIGNATURES	DATES
Supervisor	
Student Employee	

This checklist is a guide for everyone involved in the orientation process.  
*Please retain a completed copy of the checklist in the departmental file.*

## APPENDIX B

### **Policy of Nondiscrimination: Compliance with Federal and State Laws and Regulations**

In the operation of its programs and activities, the recruitment and employment of faculty and staff members, and in the recruitment, admissions, retention, and treatment of students, the State University of New York College of Arts and Science at Geneseo does not discriminate on the basis of age, color, creed, disability, marital status, national origin, race, sex, sexual orientation, or veteran status as either disabled or of the Vietnam era.

In the administration of services to students, no distinctions on illegally discriminatory bases are permitted with respect to the provision of financial assistance, counseling and tutoring programs, career development and placement services, and support for student organizations, programs, and activities that are sponsored by the College. On-campus housing is assigned on a non-discriminatory basis.

Additionally, the College does not condone or tolerate sexual or racial harassment in employment or in its academic setting. Geneseo actively supports equal opportunity for all persons, and takes affirmative action to see that both the total student and employee populations at the College enjoy access to all programs and equal opportunities in all activities.

Furthermore, in the administration of its affirmative action program, the College complies with the following laws and implementing regulations adopted thereunder:

Titles VI and VII of the Civil Rights Act of 1964, as amended;

Title IX of the Education Amendments of 1972, as amended;

Sections 503 and 504 of the Rehabilitation Act of 1973, as amended;

Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended;

Governor's Executive Order No. 28; and any and all other federal and state laws and orders as are applicable. A grievance procedure for the internal resolution of complaints by employees and by students on any of the illegal bases enumerated above is available in the Affirmative Action Office at the College located in 219 Erwin Hall.

## APPENDIX C

### Info for Student Employees

Welcome to SUNY Geneseo. Congratulations on your appointment to student payroll. The student payroll office has put together a list of helpful tips to educate students on their appointment.

There is a difference between Temp Service and Work Study payrolls. Temp Service payroll is funded by the individual departments. Whereas College Work Study is a federally funded program and is only granted to students who meet specific eligibility criteria.

Submit all paperwork to your supervisor for processing. Your supervisor will then forward your paperwork to Payroll.

The following items must be completed in order to be paid on the student payroll:

- |                                     |                       |
|-------------------------------------|-----------------------|
| - I-9                               | Doty 318              |
| - Tax forms                         | Department Supervisor |
| - Retirement Option                 | Department Supervisor |
| - Time sheet                        | Department Supervisor |
| - Section A of the Appointment Form | Department Supervisor |

Completed appointment forms are due in the Payroll office the Thursday prior to the time sheet end date. Appointment forms received after that day may not be paid on time.

All forms are available on the payroll website: [www.geneseo.edu/hr/forms](http://www.geneseo.edu/hr/forms)

#### Payroll Schedule

- Available in the Payroll Office or online: [Payroll Calendar](#)
- Shows the pay period dates, when your time sheet is due and the date your paycheck will be issued (if submitted by the deadline)

**\*\*Please note: Payroll cannot give you tax advice. If you have any questions about how to complete the federal or state form, please contact your parent/guardian or a tax professional.**

#### Time Sheets

- Time sheets are available online under the Student section: <http://www.geneseo.edu/hr/forms>
- Time sheets are due in the Payroll Office (Doty 318) every other Thursday before noon. Your supervisor is responsible for submitting the time sheets

#### Payment

- Your first paycheck will be available approximately four weeks after your first time sheet is submitted
- Paychecks are issued every other Thursday and can be picked up **in your department**
- You must have photo ID and sign a receipt paper to pick up your paycheck,
- **Paychecks are returned to Albany if they are unclaimed after thirty (30) days**

#### Helpful Tips

- Cannot work more than 40 hours in a pay period (2 weeks). No exceptions!
- Cannot work more than 20 hours in a week while classes are in session.
- **Must** take at least a 30 minute break if working more than 6 hours per day.
- Direct Deposit is available to students with either a checking or savings account.
- Direct Deposit statements are to be picked up in your department.
- Paychecks are to be picked up in Human Resources Doty 318
- Work Study students may not exceed their award.
- The Payroll Office must be notified of any address changes.
- Paperwork and timesheet due dates can be viewed online at [www.geneseo.edu/hr/payroll\\_calendars](http://www.geneseo.edu/hr/payroll_calendars)

# GENESEEO

## STUDENT ASSISTANT APPOINTMENT FORM

A completed packet including a W-4 (Federal tax form), IT-2104 (State tax form) along with a Student Employee Retirement Form MUST be received in the Payroll Office Erwin Hall 220, before a student can be activated on the Student Assistant Payroll. Please see the payroll calendar for submission dates.

### SECTION A Please write clearly in black or blue ink or type

Action:						
<input type="checkbox"/> New Hire (hasn't worked on campus before)		<input type="checkbox"/> Rehire (has worked previously)		<input type="checkbox"/> Wrk Stdy to Temp Serv		
Birthdate:		Social Security #:		Geneseo ID #: G00		
*Legal Name *As it appears on social security card	First:		Middle:	Last:		Suffix:
Permanent Mailing Address:			City:	State:	Zip:	County:
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female		Ethnicity: Hispanic: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islanders <input type="checkbox"/> White				
US Citizen: <input type="checkbox"/> Yes <input type="checkbox"/> No	Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date:			Country Of Birth:		
If Non-US Citizen:						
Country Of Citizenship		Visa Type & Status	Visa Start Date:		Work Authorization Expiration Date:	
			Visa End Date:			
Credit hours currently taking:			Fall	Spring	Summer	Email address:

\*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to the Internal Revenue Service Code. The Social Security Number is required to verify your identity.

### SECTION B Supervisor

Hiring Department:		Account Number:	
Position #1	Hourly Rate:	Position #2	Hourly Rate:
		First Day of Work:	
Date I9 Completed:		I9 must be completed no later than 3 business days after first day of working. Students are not authorized to work unless I9 is completed within that time frame. See Banner screen SPAZII9	
Forms Attached: Forms are only required for new hires <input type="checkbox"/> W4 <input type="checkbox"/> IT-2104 <input type="checkbox"/> Retirement Option			
Supervisor's Name:		Phone Number:	

"I certify that the above named student is registered as a full-time student at SUNY Geneseo taking a minimum of **12 credit hours**. If this student is employed for the Summer Session, he/she was a full time student for the Spring Semester and will be a full-time student for the next fall semester."

Department Chair Signature:	Date:
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### FOR PAYROLL USE ONLY

<u>PayServ</u>	<u>Banner</u>	<u>SUNY HR</u>	<u>Forms</u>	<u>Line #</u>	<u>PP#</u>	<u>SS</u>
ACT	C	FICA E	FED			
HIR	NC	FICA N	NYS			
CCH			RO			
REH						



