

**TEMP SERVICE APPOINTMENT FORM**

A completed packet including a W-4 (Federal tax form), IT-2104 (State tax form) along with a Student Employee Retirement Option MUST be received in the Payroll Office Doty Hall 318, before a student can be activated on the Student Assistant Payroll. Please see the payroll calendar for submission dates

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| **SECTION** **A** Please write clearly in black or blue ink or type |
| Action: New Hire (hasn’t worked on campus before Rehire (has worked previously) 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: Male Female | Ethnicity: Hispanic: Yes No American Indian or Alaska Native Asian Black or African American Native Hawaiian or Pacific Islanders White |
| US Citizen:Yes No  | Permanent Resident:Yes 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. |

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| **SECTION B Supervisor**  |
| Hiring Department:       | Account Number:       |
| Position #1 Hourly Rate:       | Position #2 Hourly Rate:       | First Day of Work:       |
| Appointment Duration: Fall (8/xx-1/xx) Spring (1/xx-5/xx) Full Yr (8/xx-5/xx) Summer (5/xx-8/xx) |
| Date I9 Completed:       | I9 must be completed on the first day of work. Students are not authorized to work unless I9 is completed within that time frame. Evisions.geneseo.edu to check the I9 status |
| Forms Attached: Forms are only required for new hires W4 IT-2104 Retirement Option  |

“I certify that the above named student is registered as a part-time student at SUNY Geneseo taking a minimum of 6 credit hours. I understand the student cannot work more than 29 hours a work week, and failure to comply could result in termination from the payroll”

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| Supervisor Signature: | Print Name: | Date: |
| Vice President Signature: | Date: |

PayServ Banner Line# PP# TAS Email
ACT Exempt
HIR Non-Exempt
REH
CCH