

## **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 ensure 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 ensure 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

# Appointment Criteria

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Student Assistants are part-time positions in the non-competitive class of Civil Service with non-statutory salary rates and are not assigned to a bargaining unit. No fringe benefits are provided to individuals in these positions. Their work status is temporary and no long-term commitments are possible. Student Assistants are paid at an hourly rate only for hours actually worked.

Student Assistants must be paid at least the federal minimum wage. Departments can however pay the students an increased wage based on skills, knowledge, and previous work experience. The maximum rates can be obtained by contacting the Payroll Services Office.

Student Assistants must meet the eligibility requirements pertaining to their particular means of employment, i.e. Temp Service or Work Study.

## Temp Service Academic Year:

- Must be currently enrolled and registered at SUNY Geneseo.
- Student must be registered for a minimum of 6 credit hours per semester (half-time equivalent status).

## Temp Service Summer Appointments:

- Students must have been enrolled at least half-time (6 credits) the previous semester and are enrolled in the next full semester.
- SUNY Geneseo students receive first priority for summer jobs.
- Students from other SUNY campuses, including community colleges, may be employed during the summer if Geneseo students are not available. A copy of their campus ID and official proof of registration at another SUNY or community college must accompany the appointment form.
- Incoming freshman may not work the summer preceding their full-time enrollment.

## Work Study Academic Year AND Summer Appointments:

- Must be currently enrolled and registered at least half-time (6 credits) at SUNY Geneseo.
- Must have received a Work Study award and notification from Financial Aid.

If a student withdraws from the College, graduates, is academically dismissed, or is separated by any other method, he/she must immediately stop working. It is the supervisor's responsibility to monitor student enrollment. This can be done by accessing the SFAREGQ screen in Banner with their G#. Please check with the Office of Financial Aid to determine if part-time work study students can continue working. Payroll Services performs periodic audits using registration records to ensure eligibility. If our audit finds students ineligible to work the student and supervisor will be notified immediately via email and work must stop.

# Work Eligibility

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Consistent with the SUNY Student Assistant Positions Policy and the Affordable Care Act, student employees will be limited to 29 hours or less per week at all times, including summer and semester breaks. Supervisors as well as students need to monitor hours worked to assure the limit is not exceeded. Those who exceed the 29 hour limit could be subject to termination from the payroll for future payrolls up to one-year.

Students may have more than one temp service position; however students should be limited to no more than three(3) temp service jobs at a time. College systems do not exist to proactively monitor student work time across departments to ensure the 29 hour limit is maintained. It is therefore the responsibility of both the supervisor and the student to ensure adherence to the 29 hour rule each week. Failure to follow the 29 hour rule could result in termination from student employment.

International students are limited per USCIS regulations to work no more than 20 hours per week while classes are in session.

Note: It is important to remember that student's academics come first, so the College recommends most students maintain a work schedule of no more than 20 hours per week. It is important for supervisors to stay in close contact with students working more than 20 hours per week to ensure the schedule appropriately balances with their academic needs.

## Benefits

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Student Assistants do not qualify for health insurance, nor do they accrue time off. Students are, however, eligible for the retirement system and are covered by the NYS workers compensation policy.

### **Meal Breaks:**

A meal break of a minimum of 30 minutes of unpaid time must be taken when a student works more than six (6) consecutive hours. This unpaid break must be recorded on the timesheet.

### **Student FICA (Social Security and Medicare) Exemption:**

Student employees that are enrolled and taking classes at least 50% (6 credits) are exempt from Social Security and Medicare withholdings. During the summer, students are not exempt from Social Security and Medicare, unless they are enrolled and taking 6 credit hours. International students that are on a J-1 or an F-1 Visa are exempt from Social Security and Medicare withholdings.

## **Unemployment Insurance:**

Per section 511:15 of the Unemployment Insurance Law, (students and students spouses at educational institutions) the term “employment” does not include services rendered for an educational institution by a person who is enrolled and is in regular attendance as a student in such institution, or the spouse of such student employed by that institution if such spouse is advised at the beginning of such services that the employment is provided under a program of financial assistance to such student and will not be covered under this article.

## **Pay Checks**

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Students are paid on a biweekly basis on Thursday. As of January 1, 2014 student paychecks will no longer be delivered to departments. Students who do not participate in direct deposit must come with photo ID to pick up their check in Doty Hall 318. Direct deposit stubs will be sent to the departments for students to pick up. We strongly encourage students to take advantage of the direct deposit program for their convenience.

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.

Students may provide a self-addressed stamped envelope to Human Resources & Payroll Services to mail paychecks to their home address for payrolls close to the end of the academic semester. This is recommended, to expedite paycheck distribution at the end of the semester and over breaks.

## **Payroll Advance:**

The purpose of a Payroll Advance is to cover the undue hardship that may be caused due to a Human Resources or Payroll Services error. Advances are not issued to students for employee or departmental errors, such as missed deadlines, i.e. late time sheets or appointment forms.

# Policies

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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:

- [Alcohol & Substance Abuse in the Workplace](#)
- [Computing and Network Access Policies](#)
- [Confidential Information Policy](#)
- [Mandatory Child Sexual Abuse Reporting and Prevention Policy](#)
- [Sexual Harassment](#)
- [Smoke Free Workplace](#)
- [Workplace Violence Prevention 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.

# Appointing Students

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Temp Service and Work Study students require appointment forms to work on the student payrolls. These forms are required PRIOR to the student starting work. **Students may not begin working until they have a verified I-9 form on file.** Students are also required to complete payroll forms similar to those completed by faculty and staff. Appointment forms are due to Payroll Services by the deadlines provided in the [payroll calendars](#). These calendars are posted every fiscal year and notice is provided to the campus when they are updated.

The NYS Office of the Comptroller sets these deadlines, they are not meant as guidelines, but as rules to follow to assure your students are paid on time. Any appointment forms received after the deadline will be held for the next pay period, resulting in a delay in payment for the student.

## Employment Forms:

Employee forms listed below are required forms for all student employees:

[I9 Employment Eligibility](#) – Must bring original documentation to Doty Hall 318 for completion

[W4](#) - Federal Tax Form

[IT-2104](#) - State Tax Form

[Retirement Option](#)

[Direct Deposit](#)

[Appointment Form](#) – (forms are different for Temp Service vs Work Study)

Temp Service – Complete forms above and take to Payroll Services, Doty Hall 318

Work Study – Complete forms above and take to Financial Aid, Erwin Hall 104

Students must use their legal name as well as their permanent address on all forms. Campus addresses will not be accepted.

New Students – A student employee who has no previous appointment history at the College must complete ALL forms.

Returning Students - Must complete an Appointment form. Tax forms and retirement form are only needed if changes are being made.

## Time Sheet Forms:

[Temp Service Time Sheet](#)

[Work Study Time Sheet](#)

# Temp Service

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The temp service appointment form is completed by the student and the hiring department supervisor. The student completes Section A top portion; supervisors are required to complete Section B bottom portion. This form instructs Payroll Services as to when the student will start and end working, the pay rate, account number, and mail drop where direct deposit stubs will be sent. It is crucial that the start date on the appointment form is correct; any time sheets received prior to the date on the appointment form will not be paid through payroll. The supervisor is the person responsible for verifying the time sheet; Payroll will contact the supervisors if there is a problem with time sheets.

The completed appointment package (appointment form, tax forms, and retirement option form) must be forwarded to Payroll Services, Doty Hall 318.

A new appointment form is required at the beginning of each fall semester and for all summer appointments regardless of previous employment. An example has been provided at the back of this handbook.

Students need to complete the I-9 form with a member of the Human Resources & Payroll Services staff. Please direct your students to Doty Hall 318 to complete this process. Please notify your student that they are required to present specific forms of original documentation in conjunction with the I-9 form. Students may not begin working prior to fully executing the I-9 form.

## Time Sheets:

Each student is required by law to complete an hourly time sheet. Time sheets should accurately reflect the hours actually worked by the student; this is not an estimation of work time. The time sheets are set up for one pay period at a time. The pay periods run on a two week basis Thursday to Wednesday. The [payroll calendars](#) reflect the pay period dates to use as a reference. Supervisors must audit the time sheets for correctness and certify the accuracy by signing the time sheet. Once the time sheets are signed by the student and supervisor, the time sheets should be forwarded to Payroll Services by the appropriate deadline. Time sheets received after the deadline will not be processed until the next pay period resulting in a delay in payment to the student. Please notify your students that their payment will be delayed when time sheets are turned in late.

Time Sheets must include the following:

- Full student name and G#
- Account number
- Pay rate
- Start and stop times for each day and a total of all pay period hours at the bottom
- Student and supervisor signatures

Time sheets with missing or incorrect data will be returned to the department for correction possibly resulting in a delay in payment. At no time will time sheets be processed without the required forms (see above) on file with Payroll Services.

# Work Study

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Appointment forms for work study are completed by the Office of Financial Aid. Students are still required to complete the same forms as Temp Service. Work study is a federally funded program with its own set of eligibility requirements. Financial Aid coordinates the hiring and appointing of these students.

All forms should be returned to the Office of Financial Aid, Erwin Hall 104. Once all paperwork is received by Financial Aid the packet is then brought to Payroll Services for processing.

Students need to complete the I-9 form with a member of the Human Resources & Payroll Services staff. Please direct your students to Doty Hall 318 to complete this process. Please notify your student that they are required to present specific forms of original documentation in conjunction with the I-9 form. Students may not begin working prior to fully executing the I-9 form.

At no time can a work study student exceed their award limit. If the student is awarded \$1500 that is the MAX they can earn. It is the responsibility of the supervisor and student to monitor hours to assure the award is not exceeded. If the student has a time sheet that will exceed the award, any hours over the limit will be paid from departmental funds, i.e. student has 10 hours left in the award, but the time sheet says they worked 15, 10 would come from work study and the remaining 5 is paid from departmental funds. There is a spreadsheet, [Federal Work Study Award Tracker](#), supervisors can use to monitor hours worked and paid. The tool can be found in the Student section of the Forms page on the Human Resources webpage.

## Time Sheets:

Each student is required by law to complete an hourly time sheet. Time sheets should accurately reflect the hours actually worked by the student, not estimation. The time sheets are set up for one pay period at a time. The pay periods run on a two week basis Thursday to Wednesday. The [payroll calendars](#) reflect the pay period dates to use as a reference. Supervisors must audit the time sheets for correctness and certify the accuracy by signing the time sheet. Once the time sheets are signed by the student and supervisor, the time sheets should be forwarded to Payroll Services by the appropriate deadline. Time sheets received after the deadline will not be processed until the next pay period resulting in a delay in payment to the student. Please notify your students that their payment will be delayed when time sheets are turned in late. Time Sheets must include the following:

- Full student name and G#
- Account number
- Pay rate
- Start and stop times for each day and a total of all pay period hours at the bottom
- Student and supervisor signatures

Time sheets with missing or incorrect data will be returned to the department for correction possibly resulting in a delay in payment. At no time will time sheets be processed without the required forms (see above) on file with Payroll Services.

# Student Employee Responsibilities

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Accepting a job involves commitment. Although primarily a student, the student employee has certain responsibilities to the employer. Student employees are not permitted to engage in reading, homework, or other personal work during the hours of employment unless explicitly specified by the supervisor. The student is expected to be considerate and reliable. Once a position has been accepted, the student becomes a representative of SUNY Geneseo. This responsibility should not be taken lightly, as it influences the reputation of the student and their employment future, as well as the effective functioning of the organization and its reputation.

Most employers prefer to hire students who have blocks of available time. Some jobs require specific shifts or work schedules while others allow more flexibility. Students are responsible for maintaining their schoolwork and not letting their job interfere with academics.

It is the student's responsibility to make sure they complete a time sheet each pay period and turn it to their supervisor. Students must complete their own time sheets reflecting the hours of work performed.

## Supervisors Responsibilities

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During a job interview or initial contact with prospective employee, it is essential that you clearly explain the following aspects associated with the position:

- Job responsibilities and duties
- Performance expectations
- Pay rates, work schedules
- Deadlines for time sheets (EXTREMELY IMPORTANT)
- Organizational Policies
  - Sexual Harassment
  - Alcohol & Substance Abuse in the Workplace
  - Computing and Network Access Policies
  - Smoke Free Workplace
  - Workplace Violence Prevention
  - Mandatory Reporting of Child Sexual Abuse
  - Confidential Information Policy
    - Obtain signed Confidentiality Statement (department maintains)

The supervisor is responsible for dealing directly with a student's work related problems. Each student must be assigned to a supervisor who is responsible for all communications relating to the student's job. The supervisor is responsible for the timely reporting of hours worked. Supervisors are to make sure the time sheets are to the Payroll Office by the deadline date specified in the [payroll calendars](#). Supervisors need to inform students their check will be delayed when the payroll calendar deadlines are not met.