

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

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 truly 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 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 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

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.

All students are limited to two (2) on campus temp service job. College systems do not exist to proactively monitor student work time across departments to ensure the 29-hour limit is maintained. Students and supervisors must coordinate to make sure the 29-hour limit is not exceeded between the two positions. However, since work-study is exempt from the Affordable Care Act, students may have a temp service job and a work-study job.

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

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

Students are paid on a biweekly basis on Thursday. Student paychecks are no longer delivered to departments on campus. All paychecks and Direct Deposit stubs are mailed directly from Albany to the student’s permanent address on file. We strongly encourage students to take advantage of the direct deposit program for their convenience.

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

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](#)
- [Mandatory Reporting of Child Sexual Abuse](#)

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

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 like 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:

All employment forms are online as Adobe sign forms but can also be found on our forms page as well.

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

[I9 Employment Eligibility](#) – Must provide original documents for completion by an Authorized Representative.

[W4](#) - Federal Tax Form

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

[Retirement Option](#)

[Direct Deposit](#)

Appointment Form Student Section A

Appointment Form Supervisor Section B

Temp Service & Work Study All completed forms go to Payroll Services, Doty Hall 318

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

New Student – 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 are only needed if changes are being made.

Time Sheets:

[SUNY.edu/Time](https://www.suny.edu/Time)

Temp Service

This form instructs Payroll Services as to when the student will start and end working, the pay rate, and the account number. 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 temp service appointment form is completed by the student and the hiring department supervisor. All appointments are online and will need to be completed using the Jira system. The link is here: https://go.geneseo.edu/student_payroll_appointment. Supervisors or requestors as they are called in the system complete the form for the student they wish to hire or rehire. Each temp service appointment must have the department head approval for hire or rehire. Requestors will need to pick the name of the department head in the form so the system can send a request to them for approval.

New student hires complete the New Student Hire Packet found on our forms page, which includes the Student Payroll Information Form as well as tax and retirement forms. When hiring a student that has not worked on campus before the system will generate an email to the student with links to all required new hire forms for them to complete. They do not need to complete paper forms.

The completed appointment package (appointment form, tax forms, and retirement option form) will be forwarded to Payroll Services via the Adobe Sign system.

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 designating a family member, friend, or supervisor to be their authorized representative. 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 physically 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 online. 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 approving the time sheet. Once the time sheets are submitted by the student and supervisor, the time sheets flow to Payroll Services. It is important that they are submitted 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 are completed electronically at SUNY.edu/time. They must reflect the correct hours the student has worked. The hourly rate is populated from the corresponding Appointment form.

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

Appointment forms for new work study are completed online the same way as Temp Service. Students are required to complete the same forms as Temp Service.

https://go.geneseo.edu/student_payroll_appointment. Rehires for Work Study still need to go through the Financial Aid Office, Erwin Hall 104. Work study is a federally funded program with its own set of eligibility requirements. Financial Aid coordinates the hiring and appointing of these students.

New student hires complete the New Student Hire Packet found on our forms page, which includes the Student Payroll Information Form as well as tax and retirement forms. When hiring a student that has not worked on campus before the system will generate an email to the student with links to all required new hire forms for them to complete. They do not need to complete paper forms.

The completed appointment package (appointment form, tax forms, and retirement option form) will be forwarded to Payroll Services via the Adobe Sign system.

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 an editable 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 physically 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 online. 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 approving the time sheet. Once the time sheets are submitted by the student and supervisor, the time sheets flow to Payroll Services. It is important that they are submitted 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 are completed electronically at SUNY.edu/time. They must reflect the correct hours the student has worked. The hourly rate is populated from the corresponding Appointment form.

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

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

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.