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
Sarah Williams, Calculations Clerk II
Robin Kapelke, Calculations Clerk II
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**APPENDIX**

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Student Assistants/Temporary Service Positions:
Supervisors are encouraged to work closely with the Student Employment Service Office in Blake A 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. Vacant work-study positions can now be posted on the College’s On-line Employment System. Students can apply for open positions using this same system. 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. Refer questions regarding the posting process for work-study positions to Human Resources.

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

*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. Appointment Form (form is different for Student Assistant vs. Work Study)
2. I9 Employment Eligibility Verification Form
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 (HRMS).

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 past 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 HRMS 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 (HRMS). 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
- Specify start and end dates. Appointments will be dated for one of four main periods, (1) Academic Year (fall & spring), (2) Fall only, (3) Spring only, (4) Summer only.
- 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 beginning Spring Semester
- Appointments for all Summer employment
- Any time there is a change in hourly rate or account number

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 completed in the Student Employment Service Office located in Blake A, Room 104. 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 SPAZI9 screen. The I9 will remain on file in the Student Employment Service 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 $75 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 five or more years of 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 three percent of gross salary for the first ten years.
- Membership becomes effective on the date your application is received by the retirement system.
- Members who leave public employment prior to age 55 and have five 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 in 220 Erwin Hall.

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 above.
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, tax forms, and a retirement option submitted 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.

Guidelines for Timesheet Completion:

- All timesheets must be completed in ink.
- All data in the upper portion of the timesheet must be completed (either typed or printed). The necessary information includes: NAME, SS #, PAY PERIOD, DEPT., ACCOUNT, AND HOURLY RATE.
- Information on the timesheet must be consistent with the information originally provided on the appointment form.
- 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, Erwin 220. 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 ‘Payroll’ 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 HRMS 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. Paychecks are sent to Student Accounts, Erwin 103 for student pick up. Students must show their campus identification card to pick up their check. Paycheck statements for students with direct deposit are sent to departments for distribution. Students will receive one check for all Temp Service combined earnings, and one check for Work Study earnings.

During breaks or between semesters, all payroll checks and direct deposit statements will be mailed to the permanent address listed on the Appointment Form. However, during this time checks can be held on campus if the student notifies the Payroll Office in writing.

Student paychecks should not be opened by anyone other than the student who is getting paid.
A beginning hire rate at the minimum of the range is recommended. The New York State minimum wage is currently $7.15. 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 $15.38.

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
- Zero Tolerance for Threats and Violence

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

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
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
### SUNY GENESEO
Temporary Service and Work Study Payroll Calendar

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* This includes appointment forms with I-9 verification and tax forms for new appointments and rehires.

**PLEASE NOTE:** All paperwork should be submitted to the Human Resources Office, Erwin 220. **Failure to comply** with above due dates may result in delays in pay processing.
dates may result in non-payment for the student employee. The Student Accounts Office, Erwin 103, distributes the student paychecks. Paychecks may also be mailed on request by contacting the Human Resources Office. Direct deposit advices are mailed to the department secretaries for distribution. Enrollment forms for direct deposit are available by clicking on the Forms link found on the Human Resources website at http://hr.geneseo.edu.

APPENDIX D

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.

Payroll information does not transfer from one payroll to another. For example if you are currently employed on Temp Service payroll you would be required to fill out ALL new payroll forms for a Work Study award.

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

- I-9 Blake A
- Tax forms Department Supervisor
- Retirement Option Department Supervisor
- Time sheet Department Supervisor
- Section A of the Appointment Form Department Supervisor
- Confidentiality Agreement Department Supervisor

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.
- Direct Deposit is available to students with either a checking or savings account.
- Paychecks are available for pickup in the Student Accounts Office, Erwin 103.
- Direct Deposit statements are to be picked up in your department.
- Unclaimed paychecks are mailed to your permanent address 2 weeks after the issue date.
- 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 http://hr.geneseo.edu
APPENDIX E

STUDENT ASSISTANT APPOINTMENT FORM

This completed form, a W-4 (Federal tax form), IT-2104 (State tax form) along with Student Employee Retirement Form MUST be received in the Student Payroll Office, Erwin 220, before a student can be activated on the Student Assistant Payroll. They must be received by the APPOINTMENT FORM DEADLINE listed on the Payroll Schedule to enable the student to be paid during the current pay period. Please PRINT legibly using black or blue ink.

SECTION A: TO BE COMPLETED BY STUDENT

Student’s Full Name: __________________________________________________________________________
First       MI          Last
Social Security Number: _____-____-_______
Permanent Home Address: __________________________________________________________________________
Street Address (Include Post Office Box) __________________________________________________________
City      State      Zip Code
Home Phone Number: ________________________________
Local Phone Number: _____________________________
E-Mail Address: _____________________________
Number of credit hours currently taking: _____

SECTION B: TO BE COMPLETED BY SUPERVISOR

Department Hiring: ______________________________________ Account Number: ________________
Appointment Effective Date: ______________________________  Hourly Rate: ___________________
(First date worked)
Date I-9 Completed: _______________________
Appointment Duration:  □ Fall Only  □ Spring Only  □ Full AY  □ Summer
Supervisor’s Name: ___________________________________ Phone Number: _______________________
“I certify that the above named student is registered as a full-time student at SUNY Geneseo taking at least 12 credit hours. If this student is employed for the Summer Session, he/she was a full-time student at Geneseo for the Spring Semester and will be a full-time student for the Fall Semester.”

Department Chair’s Signature: __________________________ Date: __________________________

FOR PAYROLL USE ONLY
APPENDIX F

STATE UNIVERSITY COLLEGE AT GENESEO

TEMPORARY SERVICE STUDENT TIME RECORD

PLEASE PRINT OR TYPE

NAME: ____________________________
   First          MI          Last

SOCIAL SECURITY NUMBER: ____________________________

DEPARTMENT NAME: ____________________________  ACCOUNT #: __________

PAY PERIOD: ____________________________  TO: ____________________________  HOURLY RATE: __________

Partial Hours Must Be Recorded In Quarter Hour Units

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Time in

Time out

Time in

Time out

Total Hours

CERTIFIED BY: ____________________________  TOTAL HOURS WORKED: __________

(Student Signature)

“I hereby certify that this time sheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner, and that this student is a full-time student taking 12 credit hours graduate or undergraduate work at SUNY Geneseo.”

SUNY Geneseo
Payroll Office
1/11/2008
NOTE: Salary payments can be made only after an I-9 form has been completed and appropriate tax withholding forms (Federal W4 and State IT-2104) are on file in the Department of Human Resources. Also, the student’s supervisor must submit a “Student Appointment Form” to the Department of Human Resources for all new appointments. Each new appointee must receive a copy of the Drug-Free Workplace Policy. Maximum of 20 hours/week while school is in session, 40 hours/week during vacation periods.

TIME SHEETS MUST BE RECEIVED IN HUMAN RESOURCES PAYROLL OFFICE (Erwin 220) BY THE SCHEDULED DUE DATE AND TIME.

### APPENDIX G

**State University College at Geneseo**

**Federal Work Study Time Record**

Please Print on Blue Paper

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<td>First</td>
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<td>Social Security Number:</td>
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<td>Department Name:</td>
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<td>Pay Period:</td>
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Partial Hours Must Be Recorded In Quarter Hour Units

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Certified By: ____________________________
(Student Signature)

TOTAL HOURS WORKED: ____________________________

“I hereby certify that this time sheet is a true statement of the hours worked by this student and that the work assigned has been performed in a satisfactory manner.”
NOTE: Salary payments can be made only after an I-9 form has been completed with the Office of Student Employment (Blake A-1040) and appropriate tax withholding forms (Federal W-4 and State IT-2104) are on file in the Human Resources Payroll Office. Additionally, each new appointment must receive a copy of The Drug-Free Workplace Policy.

TIME SHEETS MUST BE RECEIVED IN HUMAN RESOURCES PAYROLL OFFICE (Erwin 220) BY THE SCHEDULED DUE DATE AND TIME.