



Section 1: Student Employee Information & Notification

(Student Employee, Please complete Section 1)

Name: _____ Student ID No: @ _____
Last First MI

Have you worked for St. John Fisher University in the last 18 months? Yes No (If No, proof of identification required for I-9 Form.)

Do you have a Foreign Student Visa Status? Yes No Visa type? F-1 J-1 other _____

After carefully reading each statement, please provide your initials to the left of each statement then sign and date the form below the statements on the line provided:

_____, I, the undersigned, certify that all information provided is true and complete to the best of my knowledge and that I am authorized to work in the United States of America.

_____, I, the undersigned, understand that my employment at St. John Fisher University may afford or require me to access records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by St. John Fisher University. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law, and immediate termination from all University held positions.

_____, I, the undersigned, understand that if I have elected **not** to complete a **Federal Tax Form W-4** and/or a **NYS Tax Form IT-2101** for my current academic year employment, St. John Fisher University will withhold payroll taxes at the **Single** or **Single/Zero** level. I understand that I must complete a Federal Tax Form W-4 and/or a NYS Tax Form IT-2101 to request withholdings other than the Single or Single/Zero level.

Employee Signature: _____ **Date:** _____

Section 2: Supervisor & Department/School Information

(Supervisor, Please complete Section 2)

Supervisor, please provide all the requested information. The prospective student employee is required to bring all employment paperwork in person to the Payroll Department, Kearney 217. Student employees may not begin working prior to the Payroll Department receiving and approving the employment paperwork.

Non Work study position, Account 61203 Federal Work study or Community Service position, Account: 61201 or 61202

Department/School: _____ FOAPA Budget: _____
(Fund/Organization/Account/Program/Activity)

Student Job Title: _____ Suggested Pay Rate: **\$15.00**

Anticipated # of hours per week: _____ Start date: _____ End date: _____

Is the individual who authorized this hire also the employee's supervisor and the person responsible for approving paper timesheets or approving electronic time sheets Yes No

Supervisor Name: _____ Time Sheet Approver Name: _____

Supervisor, after carefully reading each statement, please provide your initials to the left of each statement then sign and date the form below on the line provided:

_____, I authorize the hiring of the above student for employment in the identified Department/School. I acknowledge all wages will be expensed to the provided FOAPA and have verified there is a budget in Banner or have provided authorizing documents to Finance and Payroll that funds are available for these wages.

_____, I acknowledge and take full responsibility for the confidentiality training of this student employee, who may have access to records that contain individually identifiable information and the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the University.

_____, I understand and acknowledge, that in accordance with NYS and Federal Department of Labor regulations, the student employee may NOT begin working prior to the Payroll Department receiving and approving the employment paperwork. I further understand I will receive an email notification from the Payroll Office that the student may begin working.

Supervisor Signature: _____ **Date:** _____

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Payroll Information for Student Employees

Congratulations on being hired to work at St. John Fisher University. This document will define the 2023-2024 Academic Year employment process and provide helpful payroll information.

Prior to being able to begin work, you will need to come to the Payroll Department, Kearney Room 217 with your completed Student Employment Form. You need to complete Section 1 of this form. Your supervisor needs to complete Section 2 of this form. While in the Payroll Department you will also be asked to complete additional paperwork. Please plan to be at Payroll for at least 15 minutes.

If you are a returning student employee...

You will need to complete the following paperwork at the Payroll Department:

- NYS Notice and Acknowledgement of Pay Rate and Pay Day - This is a New York State form that must be completed for every job.
- Employee Opt-Out of Paid Family Leave Benefit Form - With this form completed the deduction for New York State Paid Family Leave will not be withheld from your wages. This form is optional.
- Direct Deposit Form – This form provides your banking information so that net wages are deposited into a bank account rather than being paid by check. This form is optional.

If you are a new student employee...

You will need to complete the following paperwork at the Payroll Department:

- I-9 Employment Eligibility Verification Form – For this form, acceptable forms of identification must be personally shown to a Payroll Representative. The most commonly presented forms are:

Present one selection from List A OR a combination of one selection from List B and one selection from List C		
LIST A	LIST B	LIST C
Documents that Establish Both Identity and Employment Authorization	Documents that Establish Identity	Documents that Establish Employment Authorization
U.S. Passport or U.S. Passport Card	Driver's license or ID card issued by a State and contains a photograph.	Social Security card with no employment restrictions
	School ID card with a photograph.	Original or certified copy of birth certificate

The entire list of acceptable forms of identification can be found in the Payroll website <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

- NYS Notice and Acknowledgement of Pay Rate and Pay Day - This is a New York State form that must be completed for every job.
- Employee Opt-Out of Paid Family Leave Benefit Form - With this form completed the deduction for New York State Paid Family Leave will not be withheld from your wages. This form is optional.
- Direct Deposit Form – This form provides your banking information so that net wages are deposited into a bank account rather than being paid by check. This form is optional.

When all employment paperwork has been approved, Payroll will send an email to your supervisor advising them you can now begin working. As a student employee, you may work up to a maximum of 20 hours per week, combined total for all positions during the Fall and Spring academic semesters.

WHAT TO EXPECT NEXT...

Payroll is processed bi-weekly. Every other week an electronic time sheet indicating the dates and hours worked will be submitted to the Payroll Department in accordance to the Payroll Schedule. The Payroll Schedule can be found on the Payroll web site in the Documents and Forms section. Electronic Time Sheet Guides can be found on the Payroll Web site under Web Time Entry. Please check with your supervisor concerning the time recording and time sheet submission procedure for the area where you are working. Time sheets should never be submitted late. Supervisors should contact a Payroll representative concerning the submission of a late time sheet.

HOW WILL I BE PAID?

If an employee is not enrolled in direct deposit, their paycheck will be mailed to their legal mailing address. We strongly encourage employees to be paid by direct deposit. Direct deposit is simple, convenient and very green. The net pay is deposited into the provided bank account on payday. To begin direct deposit, complete a Direct Deposit Request Form with your banking information. Submit the completed form to the Payroll Department. If a paycheck is lost, destroyed, stolen or becomes stale dated and must be replaced, contact the Payroll Department immediately.

GO GREEN, GO DIRECT DEPOSIT! Direct deposit notices are available on FishRNet.

WHEN WILL I BE PAID?

Every other Friday is payday. Refer to the Payroll Schedule on the Payroll website.

<https://www.sjfc.edu/media/services/payroll/documents/PayrollSchedules.pdf>

IT'S PAYDAY, WHAT DO I DO?

Direct deposit notices are accessible via FishRNet, in the Employee Services module. Paychecks are mailed to your legal mailing address on record with the Registrar's Office.

WHO DO I CONTACT IF I HAVE A QUESTION ABOUT MY DIRECT DEPOSIT OR PAYCHECK?

Please speak to a Payroll Department representative. We will try to answer your questions as quickly as possible. You and/or a Payroll Department representative may have to contact your supervisor concerning hours and/or time sheet submitted.

Department Location: Kearney Building, Room 217, 3690 East Avenue Rochester, NY 14618

Department Hours: 8/28/2023 - 9/29/2023 accepting Student Employment Forms 10AM - 2PM Monday - Friday

General Hours: Monday - Friday 8:30AM - 4:30PM Phone: (585)385-8056 or (585)385-8057

Internet: <https://www.sjfc.edu/services/payroll/>

NYS SEXUAL HARASSMENT TRAINING

All employees are required to complete NYS Sexual Harassment Training at the time of hire, and annually. Employees that are required to complete the training will receive an email notification from the Human Resource Department with the subject "**Welcome – NYS Sexual Harassment Training Notification – Required Training Available**". A link to the training module is included in the email. Time spent on training should be recorded as time worked. Those who do not complete the required training after several weeks will be subject to sanctions which may include termination. Contact Human Resources (humanresources@sjfc.edu) for questions concerning NYS Sexual Harassment Training.

PAYROLL TAX WITHHOLDINGS

Work study and Non-Work study earnings are not exempt from Federal, State or local taxes. However, for students enrolled in a minimum of 6 credit hours during the Academic year (Fall & Spring semesters), Work study and Non-Work study earnings are exempt from Social Security and Medicare taxes (FICA) during the Fall & Spring semesters.

Each Academic year, if you do not complete Payroll Tax Withholding forms, Federal Form W-4 and/or NYS IT-2104, your payroll taxes will automatically be withheld at the Single or Single/Zero allowances level. You must complete Form W-4 and/or IT-2104 forms to request a different withholding level. Please review your individual tax situation to determine an appropriate withholding status. Links to the IRS, New York State, the Federal W-4 form and the NY IT-2101 form are available on the Payroll Department web page, <https://www.sjfc.edu/services/payroll/tax-withholdings-and-form-w-2/>.