Supervisor Instructions

✓ Check the student’s enrollment status by examining the appointee’s validated student ID or paid Student Accounts receipt. The student should be enrolled at least half-time for classes and be in a matriculated status during the semester he or she is to be employed OR be enrolled at least half-time for classes in the semester following (if employed during the summer or winter period).

✓ Check to make sure the student has completed the appropriate information on the Student Assistant Appointment Form

✓ Complete Supervisor/Department Information Section of the Student Assistant Appointment Form

✓ On their first day of work have the student complete section 1 of the I-9 form, and instruct them to complete section 2 with Payroll using original documents within the next 3 business days.

✓ Instruct the student to complete Federal and State tax forms and submit to Payroll.

✓ Supervisor should submit completed Student Assistant Appointment form to Payroll.

✓ Completed Appointment form, tax forms and I-9 need to be received in Payroll no later than the Friday prior to the time sheet submission deadline for time sheets to be paid on-time.

General Information

• Supervisors must directly submit the time sheets to Payroll by the appropriate deadline.

• You are responsible for ensuring that all required hiring forms are submitted to Payroll PRIOR to the student beginning work.

• Please provide all requested information. Any incomplete paperwork will be returned.

• The number of hours students can work (20 during the semester, 29 during the summer or winter period) includes all employment (student assistant, work study, GATA) combined. The limit is NOT per job. Work with the student to coordinate scheduling so the limits are not exceeded.

• Students MUST take an unpaid break for one half-hour when they work greater than six (6) hours. This is per New York State Department of Labor Law. If the break is not explicitly written on the time sheet, Payroll will contact you for verification.

• Please make sure the authorized signatory for the account number you are paying the student from has signed the time sheet. The actual supervisor, if different, may also sign, but the authorized signatory must be on the time sheet.

• Students who claim exemption on their taxes must complete new forms each calendar year to remain tax exempt.

• A new I-9 form and tax forms are required if the employee has been off the Payroll for more than a year.

• Per Internal Control’s Social Security Number policy, copies of the employment documents must not be kept in the department.

• Please contact Payroll (ext. 3145) with any questions.