

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 intersession or the summer)
- ✓ Check to make sure the student has completed the appropriate information on the Student Assistant Appointment Form
- ✓ Complete Supervisor/Department Information Section of Student Assistant Appointment Form
- ✓ Complete Section 2 of employee's I-9 form
- ✓ Review employment documents (I-9 and tax forms) to ensure completion. The forms will be returned to the student if they are incomplete, thus delaying their paycheck
- ✓ Staple all forms and submit to Payroll

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 collected 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, 40 during the summer) includes all employment (student assistant, work study) combined. The limit is NOT per job. Work with the student to coordinate scheduling so the limits are not exceeded.
- Students MUST take a 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 exempt.
- A new I-9 form is required if the employee has been off the Payroll for more than a year.
- Copies of the employee's I-9, proofs used in verification of the I-9, and tax forms must not be kept by the hiring department. Please see the Internal Controls' Social Security Number policy.
- Please contact Payroll (ext. 3145) with any questions.