

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.
- ✓ The "Time Record Supervisor" will be the person who is reviewing and approving a student's on-line time record. If this is other than the department chair or department head a Signature Authorization form must be on file in Payroll – this form can be found under Student Employment on the Payroll website.
- ✓ Supervisor should submit completed Student Assistant Appointment form to Payroll.
- ✓ BEFORE the student starts working a valid I-9 must be on file in Payroll - please send them to Payroll to complete the paperwork, if needed. If they are a new employee or haven't worked on the student payroll in more than a year, a new I-9 will be needed. If they've worked in the last year on either student payroll, the I-9 and tax forms are still valid.
- ✓ Instruct the student to complete Federal and State tax forms and submit to Payroll.
- ✓ Completed Appointment form, tax forms and I-9 need to be on file in Payroll no later than the Friday prior to the last day of the payroll period for a current time record to be paid on-time.

General Information

- Time records submitted by students must be completed by the deadline. Please allow enough time because if a correction needs to be done on the time record by the student employee you must first deny the time record, next the student needs to make the corrections and resubmit to the supervisor to approve prior to the Supervisor TAS Approval Deadline (found on the Payroll Schedule).
- You are responsible for ensuring that all required hiring forms are submitted to Payroll PRIOR to the student beginning work.
- The number of hours students can work (20 during the semester, 29 during the summer or winter period) includes all Student Assistant and Work Study work hours combined. The limit is NOT per job. Work with the student to coordinate scheduling so the limits are not exceeded.
See the [SUNY New Paltz Policy on Student Work Hours](#)
- 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.
- 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.