



Student Employment Procedures- Academic Year 2023-2024

The student hiring process remains in-person. All students who will be working during the 2023-2024 Academic year will need to come to the Payroll Department, Kearney 217, with their completed Student Employment Form.

The Student Employment Form is a one-page document where the student completes Section 1 and the supervisor completes Section 2. All student employees will be paid minimum wage, \$15.00/hour, effective 12/31/2023. Positions cannot begin until the first day of classes, Tuesday September 5, 2023 and end on Saturday May 11, 2024.

A step-by-step guide, referenced forms and guides for Web Time Entry (User and Approver) can be found on the Payroll web page, <https://www.sjfc.edu/services/payroll/>. All questions regarding student employment and the hiring process should be directed to Erin at 385-8056 / eoconnor@sjfc.edu or Mary at 385-8057 / mpowley@sjfc.edu.

Student Employment Form: (for new and returning student employees)

After Sections 1 and 2 are completed, the student employee must bring the form to the Payroll Department, Kearney 217. No student should begin working prior to the supervisor being notified by Payroll that the hiring process is complete and the student employee is eligible to begin working.

Returning Student Employees:

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form.
- While in Payroll the student employee will complete the following employment forms:
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$15.00/hour.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working. **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

New Student Employees:

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form and is prepared to complete the I-9 Employment Eligibility Verification Form. A list of acceptable forms of identification can be found on the Payroll web page <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>.
- While in Payroll the student employee will complete the following employment forms:
 - The I-9 form (Identification documents are required for this form.)
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$15.00/hour.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working. **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

As always, thank you for cooperation,
Mary & Erin