

St John Fisher College

Payroll Department

3690 East Avenue Rochester, NY 14618

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



STUDENT EMPLOYEE HANDBOOK

Updated 10/02/2018

STUDENT EMPLOYEE HANDBOOK

This handbook is provided to you with a general overview of student employment. The information is intended to be helpful to new and current student employees. Please contact the Payroll Department with any questions.

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IMPORTANT CONTACTS

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

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I. ELIGIBILITY FOR CAMPUS EMPLOYMENT

St. John Fisher College Students

During the Academic Year (September – April):

To be eligible for campus employment at St. John Fisher College during the Academic year you must be a matriculated student in an undergraduate or graduate program, enrolled in at least 6 credit hours and have completed your educational registration with the College for the Academic semester in which you will be employed. You must also verify your employment eligibility by completing an I9 Employment Eligibility Verification Form (see section V), submitting appropriate documentation to the Payroll Department.

During the Summer (May - August):

To be eligible for campus employment at St. John Fisher College during the summer you must be a continuing matriculated student in an undergraduate or graduate program. You must also verify your employment eligibility by completing an I9 Employment Eligibility Verification Form (see section V), submitting appropriate documentation to the Payroll Department.

St. John Fisher College International Students

To be eligible for campus employment at St. John Fisher College you must meet the same criteria as any St. John Fisher College student (above) for the Academic period in which you will be working and also have a valid F1 or J1 Visa. You are responsible for keeping your Visa status up-to-date and updating your records with the Payroll Department when necessary. You are not eligible to work with an expired status. If you do not have a Social Security number, you will need to apply for one prior to accepting employment.

II. TYPES OF STUDENT EMPLOYMENT PROGRAMS

Federal Work Study Program

The Federal Work Study Program is a federally funded work program that provides part-time employment to students based on financial need, as determined by the Federal Government, by compensating them for the work they perform. To be eligible to work in this program, you must meet the criteria of ‘Eligibility for Campus Employment’ (see Section I.). You must also apply for and be awarded financial aid and receive and accept a Federal Work Study award in your financial aid package. Eligibility and earnings limits are based on your personal financial need. Questions concerning your eligibility for this award should be directed to the Financial Aid Office, Kearney 2nd floor.

St. John Fisher College Non-Work Study Program

The St. John Fisher College Non-Work Study Program is a College funded work program that provides part-time employment to students who are not eligible for the Federal Work Study Program during the Academic year. All students employed during the summer are paid through the Non-Work Study Program. To be qualified to work in this program, you must meet the criteria of ‘Eligibility for Campus Employment’ (see Section I.).

III. FINDING A JOB ON CAMPUS

St. John Fisher College’s Career Center offers a listing of many available jobs on their intranet site, <https://www.sjfc.edu/student-life/career-center/>. Log onto ‘FisherConnects’. The listing contains many, but not all on campus jobs available to students. Some departments advertise their available jobs using signage and by word of mouth. Walk around campus, visit departments, talk to friends, professors, coaches and staff concerning job opportunities.

IV. EMPLOYMENT PAPERWORK

Student Work Assignment Form

When you have been hired, you and your Supervisor will complete a Student Work Assignment Form. Your Supervisor may have a form or you may be instructed to pick one up at the Payroll Department, Kearney Administration building, room 217. This form must be completed, returned to the Payroll Department and approved by a Payroll representative prior to beginning work. Payroll will provide you an approved copy of the Work Assignment Form. When you give the copy to your Supervisor you may begin working.

I-9 Employment Eligibility Verification Form

You may not begin working until an I-9 Employment Eligibility Verification Form is completed and all supporting identification documentation required by the Department of Homeland Security has been presented at the Payroll Department. Typically most students present an unexpired State issued Driver's license or school ID card with a photograph AND a Social Security Account Number card or an original or certified copy of a birth certificate issued by a State. A complete list of acceptable documents can be obtained at the FirstGov.gov web site, https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf or at the Payroll Department. You need to complete only one I-9 for the entire time you are a student employee at St. John Fisher College.

Payroll Tax Withholding Forms

Earnings, including Federal Work Study Program earnings, are subject to federal, state and local taxes. As a student enrolled in a minimum of 6 credit hours, you are exempt from Social Security and Medicare taxes during the Academic year (Fall and Spring semesters). Summer earnings are subject to all taxes: Social Security, Medicare, federal, state and local taxes.

Student employees that elect not to complete payroll tax withholding forms, Federal Form W-4 and/or a NYS IT-2101 form, will automatically be withheld at the single/zero level. Every new Academic year, a new Federal Form W-4 and/or a NYS Tax Form IT-2101 must be completed to request withholdings other than the Single/Zero level. Please review your individual tax situation to determine an appropriate withholding status. Federal Form W-4 and/or a NY IT-2101 form are available at the Payroll Department or <https://www.sjfc.edu/student-life/student-employment/process-and-paperwork/>.

NOTE: Federal Form W-4

You are not eligible to claim "exempt" on a Federal Form W-4 if

- You can be claimed by another person as a dependent on their tax return AND
- Your income exceeds \$1050 and this income includes \$350 of unearned income (for example, interest and dividends).

To claim "exempt" on a Federal Form W-4 you must meet the following conditions:

- Last year you had a right to a refund of all federal tax withheld because you had no tax liability, AND
- This year you expect a refund of all federal income tax withheld because you expect to have no tax liability
- You must file a new Federal Form W-4 each year to continue your "exempt" status.

NOTE: New York State IT-2014 form

If you are a dependent who is under 18 or a full-time student, you may owe NYS tax if your income is more than \$3,100.00.

To claim "exempt" from New York State income tax withholding, you must file Form IT-2104-E, Certificate of Exemptions from Withholding form with your employer.

You are not eligible to claim "exempt" unless the following conditions are met:

- You must be under the age of 18, or over the age of 65, or a full-time student under the age of 25 AND;
- You had no New York income tax liability in the prior tax year AND;
- You do not expect to have New York income tax liability for the current tax year OR;
- You meet the conditions set forth in the Service Members Civil Relief Act, as amended by the Military Spouses Residency Relief Act.

V. WORK HOURS & PAY RATE

Maximum Hours Per Week

- As a **Federal Work Study** student employee you may work up to a **maximum of 20 hours per week** (combined total of all positions held) during the Academic year. The number of hours per week will be determined by your Supervisor. Most on-campus employers will work around your class schedule. Your gross earnings may not exceed your Federal Work Study award amount. If this occurs, continued employment will be determined by your Supervisor and the Payroll Department.
- As a St. John Fisher College **Non-Work Study** student employee you may work up to a **maximum of 20 hours per week** (combined total of all positions held) during the Academic year. The number of hours per week will be determined by your Supervisor. Most on-campus employers will work around your class schedule.
- As a St. John Fisher College **Summer Non-Work Study** student employee you may work up to a maximum of **40 hours per week** (combined total of all positions held) over the summer. The number of hours per week will be determined by your Supervisor.

Minimum Wage

Student employees are paid on an hourly basis. New York State's current minimum wage is \$10.40 per hour. Effective 12/31/2018, NYS minimum wage will increase to \$11.10 per hour.

Wage Scale

Student employee pay rates at St. John Fisher College are based on an established wage scale that takes into consideration the type of job, skills required and years of service in that position. Your Supervisor determines your hourly pay rate from the established pay range on the wage scale.

Holiday Pay

Student employees do not receive holiday pay for College designated holidays. If you work hours on a holiday it must be pre-approved and noted as 'hours worked' by your Supervisor on your timesheet. You will receive regular pay for the hours worked.

Overtime

Overtime for student employees is rare during the Academic year since 20 hours is the maximum number a student employee can work in a week. Overtime is calculated on hours worked in a payroll week (7 days, Saturday to Friday) that are greater than 40. On the rare occasion overtime might occur you will be paid the rate of one-and-one-half times your regular hourly rate.

Meal Periods and Breaks

- Student employees who work a shift of more than six hours which extends over the 11 a.m. to 2 p.m. period are entitled to an unpaid meal period of at least 30 minutes between 11 a.m. and 2 p.m.,
- Student employees who work a shift starting before 11 a.m. and continuing later than 7 p.m. are entitled to an unpaid meal period of at least 20 minutes between the hours of 5 p.m. and 7 p.m.,
- Student employees who work a shift of more than six hours starting between 1 p.m. and 6 a.m. are entitled to an unpaid meal period of at least 30 minutes at some point midway between the beginning and end of the shift.

Meal periods of 20 minutes or more are not counted as work time, thus employers do not pay for that time. Other "Breaks" are not required. If a break (less than 20 minutes) is permitted, then it should be paid as working time.

Jury Duty

As a student employee who is serving Jury Duty, you will be paid for the first 3 days served, provided you are serving on your regular scheduled work days. You will be paid your regular wage for the day or \$40, whichever is less. The court will provide you with a 'statement of service' form for proof of service dates. This form must be submitted to your Supervisor and turned in with your timesheet so that you can be paid.

VI. PAY PERIOD, HOURS WORKED & TIMESHEETS

Pay Period

A pay period consists of two consecutive work weeks that start on a Saturday and end on a Friday. A Payroll Schedule indicating the specific dates is available under the Policies & Procedures section at: <https://www.sjfc.edu/services/payroll/documents-and-forms/>.

Work Week

A work week consists of a specified 7 day time frame that starts on a Saturday and ends on a Friday.

Calculating Hours Worked

Hours worked should be recorded on a daily basis; under the appropriate date worked in quarter hour increments, rounding up after 7 minutes into the quarter hour have been worked. (E.g. 5.0, 4.75, 4.5 or 4.25)

Recording Hours Worked

Each Department has their own time keeping procedure. Check with your Supervisor concerning where and how you should be recording your hours worked. We encourage you to keep your own documentation of dates and hours worked for reference.

Timesheets

A timesheet consists of one pay period, a specified 14 day time frame, starting on a Saturday and ending on a Friday. Timesheets are due every other week by a scheduled date and time. Each Department has their own timesheet completion and submission procedure. Check with your Supervisor concerning how to record hours worked and how your timesheet is submitted to the Payroll Department.

Generally the first timesheet you complete will be 'generic'. You will need to write your name, school ID, the Department where you work, dates, the total number of hours you have worked each day, your signature, the date and your Supervisor's signature. Subsequent timesheets should be computer generated. You will need only to complete the total hours you have worked each day, your signature, and the date and obtain the signature of your Supervisor. Timesheets, 'generic' or computerized, cannot be processed without your Supervisor's signature.

VII. PAYROLL, PAY DAY & PAYMENT OPTIONS

Payroll

Payroll is processed bi-weekly. Timesheets are due at the Payroll Department every other Thursday by noon. It is imperative that timesheets be turned in by the deadline, as late timesheets will not be processed until approximately 7-10 days after submission.

Pay Day

You will be paid bi-weekly according to a predetermined Payroll Schedule. The last day of the pay period is Friday and pay day is the following Friday. A schedule of timesheet due dates and their corresponding pay day can be obtained at <https://www.sjfc.edu/services/payroll/documents-and-forms/>.

Payment Options

Direct Deposit: You are strongly urged to elect direct deposit into one or more checking or savings accounts at a bank or financial institution of your choice. Accounts do not have to be at the same bank or institution. Direct Deposit is very simple and convenient. To begin Direct Deposit complete a Direct Deposit Request Form that can be obtained at <https://www.sjfc.edu/services/payroll/direct-deposit/> or stop by the Payroll Department with your checking or savings account banking information.

When direct deposit is elected, you will view your pay stub on the secure Employee Services module of the Fish 'R' Net web site, <http://fishrnet.sjfc.edu>.

Payment Options (continued)

Paycheck: You will receive a “live” paycheck if you do not elect payroll direct deposit. Paychecks are distributed at the Student Accounts Office window, Kearney 2nd floor, on pay day Friday and the following Monday. When picking up your check in person, please be prepared to present appropriate picture ID. Paychecks not picked up by the end of the day on Monday will be mailed to the permanent mailing address you have listed with the College.

If a paycheck is lost, destroyed, stolen or stale dated, notify the Payroll Department as soon as possible. You will be required to pay a fee to reissue the payroll funds in the form of a check. The current check replacement fee is \$35.00. The fee will be waived if direct deposit is set up to reissue the payroll funds.

VIII. REPORTING ACCIDENTS AND INJURIES

Any accident that occurs while conducting College business must be reported immediately to your Supervisor/Manager. Should an injury result from the accident, you and your Supervisor/Manager also must immediately contact the Safety and Security Department. These steps are important, among other reasons, to protect an employee's rights under the provisions of New York's Workers' Compensation law.

IX. STUDENT CONDUCT AND CONFIDENTIALITY

Student Conduct

Student employees are representatives of St. John Fisher College. SJFC student employees are expected to act in an appropriate manner, be punctual, reliable, dress appropriately and perform work in a satisfactory manner. Working under the influence of alcohol or controlled substances is not permitted. Theft of tangible items or computer time, or misuse of telephones, equipment or facilities available to students during their work hours is grounds for immediate dismissal and possible prosecution. Student employees are paid for actual hours worked, any student found reporting unauthorized work hours will be immediately terminated from employment and may face criminal charges.

As student employees, you are entitled to be treated fairly and with respect. You should be asked and expected to complete tasks and meet responsibilities detailed in a job description. If you have questions or concerns about the tasks you are asked to complete or the manner in which you are treated, you should speak with their supervisor and seek to identify a solution. If you continue to have concerns, you may speak with the director of the department, the department chair, or the dean of the school in which you are employed. You may also seek advice from staff in Human Resources.

Confidentiality

The College is committed to the privacy of individuals (students, professors, employees, volunteers) and the confidentiality of records, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and St. John Fisher College. As an employee you have the responsibility of making sure that this commitment is upheld. If you have been given information in confidence or have been authorized to secure sensitive information, you are entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action.

X. TERMINATION

It is important to note that St John Fisher College Student Employment is an “at-will” employment relationship. This means that either party can end the employment relationship at any time and for any or no reason. While St. John Fisher College expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

- Repeated absences or late arrival to work
- Inability to perform job requirements
- Unsatisfactory completion of work assignments.
- Dishonest alteration of timesheet(s)
- Breach of confidentiality.
- Completion or elimination of job and/or loss of funding.

It is generally expected that students will give the Supervisor a two-week notice prior to leaving his/her position whenever possible.