



# Student Employment Paperwork Packet

**If you are a NEW EMPLOYEE of the College BE PREPARED to complete an I-9 Employment Eligibility Verification Form.** This form is required by the Federal Government to certify a person's eligibility to work in the United States. Acceptable documents of identification must be presented to a Payroll Department representative in person.

The most commonly presented documents are:

- 1) U.S. Passport, unexpired
- 2) State issued unexpired Driver's license and Social Security Account card or original State issued Birth Certificate
- 3) School ID (with picture) and Social Security Account card or original State issued Birth Certificate

A complete list of acceptable documents to present for an I-9 Employment Eligibility Verification Form can be obtained at the Payroll Department or <https://www.sjfc.edu/services/payroll/documents-and-forms/> (on page 3 of the document).

**PLEASE NOTE:** As a student employee, you may work up to a **maximum of 20 hours per week**, combined total for all positions during the Fall and Spring Academic semesters.

## Completing Employment Paperwork:

### **STEP 1: STUDENT WORK ASSIGNMENT FORM**

**Section 1: Employee Information & Notification:** To be completed by you prior to beginning to work. Provide all requested information. Please use your legal mailing address, not your College or off-campus address. Carefully read each of the statements cited. Don't forget to initial, sign and date the form. You, the student employee, are responsible for submitting the Work Assignment Form to a Payroll representative in person.

**Section 2: Supervisor & Department/School Information:** Your Supervisor is to complete section 2, providing all requested information, before you bring in the Work Assignment Form to Payroll in person.

**Section 3: Payroll:** To be completed by a Payroll representative at the time the form is submitted for approval.

### **STEP 2: DIRECT DEPOSIT REQUEST FORM**

To begin direct deposit, complete the **Direct Deposit Request Form** providing your bank name, routing number and account number. Submit the completed form to the Payroll Department. **Your Direct Deposit request will remain active until you provide written notification to the Payroll Department to either terminate or change banking information.** You also have the option on this form to set up direct deposit for tuition account refunds and accounts payable reimbursements if you have not already established direct deposit with the Student Accounts office.

Direct Deposit is simple and convenient. The net amount of your pay will be deposited into the account you specified on pay day Friday without a trip to the bank. **If you do not elect direct deposit**, your payroll funds will be issued in the form of a check. Please note there is a \$35.00 fee to replace a stolen, damaged, lost or stale dated check.

### **STEP 3: EMPLOYEE OPT OUT of PAID FAMILY LEAVE FORM**

Please review the information provided with the form. If you chose not to participate, you must complete the **Employee Information** section, lines 6 through 9. Sign and date at the bottom under the **Certification** section.

**STEP 4: Bring your completed Employment Paperwork to the Payroll Department in person.** If you are a new employee of the College, please be prepared to complete an I-9 Employment Eligibility Verification Form. This form cannot be completed unless acceptable documents are provided. (See examples above.) You cannot begin working until this completed form is on file.

**STEP 5: Return the Payroll approved copy of the Student Work Assignment Form to your Supervisor.** You may now be scheduled to begin working.

**About Payroll Tax Withholdings:** Work study and Non-Work study earnings are not exempt from Federal, State or local taxes. However for students enrolled in a minimum of 6 credit hours during the Academic year (Fall & Spring semester), Work study and Non-Work study earnings are exempt from Social Security and Medicare taxes (FICA). Each Academic year, if you do not complete Payroll Tax Withholding forms, Federal Form W-4 and/or NYS IT-2104, your payroll taxes will automatically be withheld at the Single/Zero allowances level. You must complete Form W-4 and/or IT-2104 forms to request a different withholding level. Please review your individual tax situation to determine an appropriate withholding status. Links to the IRS, New York State, the Federal W-4 form and the NY IT-2101 form are available on the Payroll Department webpage, <https://www.sjfc.edu/services/payroll/tax-withholdings-and-form-w-2/>. Copies of the Federal W-4 form and the NY IT-2101 form are also available in the Payroll Department.



Section 1: Employee Information & Notification

(Please print clearly unless otherwise instructed.)

Name: Last First MI

Permanent Address: Street City State Zip Code

Social Security Number: Phone Number:

Date of Birth: Country of Origin:

Citizenship: Citizen of USA Resident Alien Non-Resident Immigration Registration Number:

Check all that apply to you:

- 1) Gender: Male Female
2) Status: Married Single Widowed Divorced Separated
3) Ethnicity: Hispanic or Latino OR Not Hispanic or Latino
4) Race: American Indian/Alaskan Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
5) Commuter Resident Freshman Sophomore Junior Senior or Graduate/Masters Program
6) Do you have a Foreign Student Visa Status? No Yes Visa type? F-1 J-1 other

After carefully reading each statement, please provide your initials to the left of each statement then sign and date the form below the statements on the lines provided:

I, the undersigned, certify that all information provided is true and complete to the best of my knowledge and that I am authorized to work in the United States of America.

I, the undersigned, understand that my employment at St. John Fisher College may afford or require me to access records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and by St. John Fisher College.

I, the undersigned, understand that if I have elected not to complete a Federal Tax Form W-4 and/or a NYS Tax Form IT-2101 for my current academic year employment, St. John Fisher College will automatically withhold payroll taxes at the Single/Zero level.

Employee Signature: Date:

Payroll Representative: Date:

Payroll information can be viewed at the College's web site: https://www.sjfc.edu/services/payroll/. Questions may be addressed to Mary R. Powley, Director of Payroll & Accounts Payable, at (585)385-8057 or Erin O'Connor, Payroll Assistant, at (585)385-8056



**Section 2: Supervisor & Department/School Information** (Please print clearly unless otherwise instructed)

**Supervisor,**

Please provide all the requested information. The prospective student employee is required to bring all employment paperwork in person to the Payroll Department, Kearney 217. Student employees may not begin working prior to the Payroll Department receiving and approving the employment paperwork.

**Employee Name:** \_\_\_\_\_ **Student ID#:** @ \_\_\_\_\_  
(FIRST, MI, LAST)

- Non Work study position, ACADYR: Fall/Spring, Account: 61203
- Federal Work study or Community Service position, ACADYR: Fall/Spring, Account: 61201 or 61202
- Summer/Seasonal position, May through August, Account: 61303

Department/School: \_\_\_\_\_ Charge FOAPA Budget: \_\_\_\_\_  
(Fund/Organization/Account/Program/Activity)

Student Job Title: \_\_\_\_\_ Suggested Pay Rate: \$ \_\_\_\_\_/Hour

Anticipated # of hours per week: \_\_\_\_\_ Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Will the employee authorizing this hire also be the employee's supervisor and the person submitting paper time sheets or approving electronic time sheets?  Yes  No

Supervisor Name: \_\_\_\_\_ Approver Name: \_\_\_\_\_  
(PLEASE PRINT) (PLEASE PRINT)

**After carefully reading each statement, please provide your initials to the left of each statement then sign and date the form below on the lines provided:**

\_\_\_\_ I authorize the hiring of the above student for employment in the identified Department/School. I acknowledge all wages will be expensed to the provided FOAP and have verified there is a budget in Banner or have provided authorizing documents to Finance and Payroll that funds are available for these wages.

\_\_\_\_ I acknowledge and take full responsibility for the confidentiality training of this student employee, who may have access to records that contain individually identifiable information and the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and the College.

\_\_\_\_ I understand and acknowledge, that in accordance with NYS and Federal Department of Labor regulations, the student employee may NOT begin working prior to the Payroll Department receiving and approving the employment paperwork. I further understand I will be provided an approved copy of this form, thus providing notification the student may begin working.

**Authorized Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**3. Payroll Section:** \_\_\_\_\_ **Position:** \_\_\_\_\_

Date of I-9 on file: \_\_\_\_\_ Registered in: \_\_\_\_\_ credit hours: \_\_\_\_\_ semester

Federal Work Study Award: \$ \_\_\_\_\_ FOAPA Budget(s): \$ \_\_\_\_\_

Payroll – Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Taxes: \_\_\_\_/\_\_\_\_ PFL: \_\_\_\_ Form 195.1: \_\_\_\_ DD: \_\_\_\_ I-9 Check: \_\_\_\_

WTE Set up - NBAJOBS: \_\_\_\_ NBAJQUE: \_\_\_\_ OR NBAPOSN: \_\_\_\_ Supervisor POSN: \_\_\_\_\_



# Payroll Information for Student Employees

**PLEASE NOTE:** As a student employee, you may work up to a **maximum of 20 hours per week**, combined total for all positions during the Fall and Spring Academic semesters.

**After the Employment Paperwork has been completed and submitted to the Payroll Department .....What next?**

## 1) Recording Submitting Time Worked:

Your supervisor has provided you a work schedule and you have started. Your supervisor will instruct you on the Department/School's time recording and time sheet submission process. You will record your time worked by completing a paper time sheet OR through FishRNet using an electronic time sheet.

## 2) Submitting Time Worked:

The time sheet must be submitted to the Payroll Department by the due date for the pay period and mode; paper or electronic time sheet. A **paper time sheet** needs to contain your name, your Student ID, your position, the Department/School, the pay period dates and the hours worked each day. The time sheet should be signed and dated by you, the employee. However, your supervisor must sign, date and personally submit the time sheet to payroll.

With an **electronic time sheet**, you will forward the completed time sheet to your supervisor using the 'submit for approval' function. Your supervisor's approval of your hours forwards the information to Payroll.

Time sheets submitted late will be included and paid in the following payroll. Payroll is processed every other week.

## 3) Payday:

Every other Friday is payday. Direct Deposit stubs are available for printing or viewing on Fish-R-Net. Paychecks are distributed on the pay date and the following Monday at the Student Accounts' Office window, Kearney 2nd floor, according to their office hours. Checks not picked up by the end of the day Monday will be mailed to your permanent mailing address listed with the Registrar's Office. You will be required to show a picture ID to receive your check. If there is a question about your pay please stop by the Payroll Department. The person distributing the checks at the Student Accounts' window will not be able to answer specific payroll questions.

Refer to the Payroll Schedule (pay periods, time sheet due dates & pay dates), instructions on accessing your pay stubs through Fish'R'Net, payroll tax withholdings and office contact information. This information and more is also available at Payroll Department, <https://www.sjfc.edu/services/payroll/documents-and-forms/>

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Each Academic year, if you do not complete Payroll Tax Withholding forms, Federal Form W-4 and/or NYS IT-2104, your payroll taxes will automatically be withheld at the Single/Zero allowances level. You must complete Form W-4 and/or IT-2104 forms to request a different withholding level. Please review your individual tax situation to determine an appropriate withholding status. Links to the IRS, New York State, the Federal W-4 form and the NY IT-2101 form are available on the Payroll Department webpage, <https://www.sjfc.edu/services/payroll/tax-withholdings-and-form-w-2/>. Copies of the Federal W-4 form and the NY IT-2101 form are also available in the Payroll Department.

## Fish 'R' Net Access for Direct Deposit Notices

Use Fish 'R' Net to access the Employee Services module for direct deposit notices. You will not receive direct deposit notices by mail.

Step 1: Go to the College's intranet page, <https://my.sjfc.edu/>

Step 2: Click Fish 'R' Net icon

Step 3: Click Employees Enter Secure Area

Step 4: Enter your Student ID number. Enter your PIN.

Step 5: Click 'Employee Services'

Step 6: Click 'Pay Information', Select 'Pay Stub', Select a pay stub year.

Step 7: You will be provided a list of pay stubs to choose from for the year selected. Click on the date you wish to view.

## Payroll Schedule Year 2018 - 2019

Payroll Date	Payroll #	Pay Period		Paper Timesheets Due at Noon on Thursday	Web Time Entry (WTE) Submission	
		Saturday through Friday			Employee submission by 11:59PM on Saturday	Supervisor submission by 2PM on Monday
		Start Date	End Date			
<b>September 21, 2018</b>	<b>19</b>	<b>9/1/2018</b>	<b>9/14/2018</b>	<b>9/13/2018</b>	<b>9/15/2018</b>	<b>9/17/2018</b>
October 5, 2018	20	9/15/2018	9/28/2018	9/27/2018	9/29/2018	10/1/2018
October 19, 2018	21	9/29/2018	10/12/2018	10/11/2018	10/13/2018	10/15/2018
November 2, 2018	22	10/13/2018	10/26/2018	10/25/2018	10/27/2018	10/29/2018
November 16, 2018	23	10/27/2018	11/9/2018	11/8/2018	11/10/2018	11/12/2018
<b>November 30, 2018</b>	<b>24</b>	<b>11/10/2018</b>	<b>11/23/2018</b>	<b>11/19/2018</b>	<b>11/24/2018</b>	<b>11/26/2018</b>
December 14, 2018	25	11/24/2018	12/7/2018	12/6/2018	12/8/2018	12/10/2018
<b>December 28, 2018</b>	<b>26</b>	<b>12/8/2018</b>	<b>12/21/2018</b>	<b>12/19/2018</b>	<b>12/19/2018</b>	<b>12/20/2018</b>
<b>January 11, 2019</b>	<b>1</b>	<b>12/22/2018</b>	<b>1/4/2019</b>	<b>1/3/2019</b>	<b>1/5/2019</b>	<b>1/7/2019</b>
January 25, 2019	2	1/5/2019	1/18/2019	1/17/2019	1/19/2019	1/21/2019
February 8, 2019	3	1/19/2019	2/1/2019	1/31/2019	2/2/2019	2/4/2019
February 22, 2019	4	2/2/2019	2/15/2019	2/14/2019	2/16/2019	2/18/2019
March 8, 2019	5	2/16/2019	3/1/2019	2/28/2019	3/2/2019	3/4/2019
March 22, 2019	6	3/2/2019	3/15/2019	3/14/2019	3/16/2019	3/18/2019
April 5, 2019	7	3/16/2019	3/29/2019	3/28/2019	3/30/2019	4/1/2019
April 19, 2019	8	3/30/2019	4/12/2019	4/11/2019	4/13/2019	4/15/2019
<b>May 3, 2019</b>	<b>9</b>	<b>4/13/2019</b>	<b>4/26/2019</b>	<b>4/25/2019</b>	<b>4/27/2019</b>	<b>4/29/2019</b>
May 17, 2019	10	4/27/2019	5/10/2019	5/9/2019	5/11/2019	5/13/2019
May 31, 2019	11	5/11/2019	5/24/2019	5/23/2019	5/25/2019	5/27/2019

The **Bold Italic** time sheet due dates are tentative due to holiday closures. Time sheet due dates may be subject to change. Supervisors will be notified of any changes in the above schedule.

Academic year employment begins on September 4, 2018 and ends on May 11, 2019.

Summer 2018 employment began on May 13, 2018, ending on September 3, 2018

Payroll Department

Kearney Administration Building Room 217

Office Hours: Monday - Friday 8:30AM - 4:30PM

(585)385-8056 or (585)385-8057

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