



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 _____

Please carefully read each statement. Sign and date below:

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 acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law, and immediate termination from all College held positions.

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. I understand that with each new academic year, a new Federal Tax Form W-4 and/or a NYS Tax Form IT-2101 must be completed to request withholdings other than 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 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, Academic Year: Fall/Spring, Account: 61203
- Federal Work study or Community Service position, Academic Year: Fall/Spring, Account: 61201 or 61202
- Summer/Seasonal position, May through August, Account: 61303

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

Department: _____

Charge Department FOAP: _____ Department Activity: _____
 (if applicable)

Anticipated # of hours per week: _____ Start date: _____ End date: _____

Supervisor's Name: _____

Time sheet Delivery Location: _____
 (Name of Person &/Or Department Location)

I authorize the hiring of the above student for employment in my department. I acknowledge all wages will be expensed to the Department FOAP indicated and have verified that funds are available. I understand that in accordance with NYS and Federal Department of Labor requirements the student may not begin working prior to the Payroll Department receiving and approving the employment paperwork. I understand that I will be provided an approved copy of this form representing notification that 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: \$ _____ Department Budget(s): \$ _____

Payroll – Approved by: _____ Date: _____

Form W-4: _____ IT-2101: _____ DD: _____

I-9 Checked: _____ Job Description on file: _____ Form Section 195.1: _____ Department Copy sent: _____



Payroll Information for Student Employees

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/>

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 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 Information: Your Supervisor is to complete section 2, providing all requested information, before you submit the Work Assignment Form to a Payroll representative in person.

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. To view your current banking information use Fish 'R' Net 'Employee' Services module, under 'Pay Information' select 'Direct Deposit Information'.

Direct Deposit is very simple and convenient. By the time you wake up on a 'payroll Friday', the net amount of your pay has already been deposited into the account you specified. **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 check replacement fee to replace a stolen, damaged, lost or stale dated check.

STEP 3: 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.)

STEP 4: Return the Payroll approved copy of the Student Work Assignment Form to your Supervisor. You may now be scheduled to begin working.

After the Employment Paperwork has been completed and submitted to the Payroll DepartmentWhat next?

Payroll is processed every other week. A timesheet must be submitted to the Payroll Department by the due date for the pay period. The timesheet will need to contain your name, student ID, position & department employed by, dates of the pay period, hours worked each day and must be signed & dated by your supervisor. If a timesheet is submitted late, the hours will not be processed immediately. The hours will be processed in the following pay date. Please check with your supervisor concerning their time recording and timesheet submission process.

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 page 2 for the Payroll Schedule (pay periods, timesheet 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/>.

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 IRS, New York State and Federal W-4 form and NY IT-2101 form are available at the Payroll Department or Payroll Department at <https://www.sjfc.edu/services/payroll/tax-withholdings-and-form-w-2/>

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 either your social security number or 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.

Student Payroll Schedule

Payroll Date	Payroll #	Pay Period		Timesheet Due @ Noon on
		Saturday through Friday		
		Start Date	End Date	
September 22, 2017	19	9/2/2017	9/15/2017	9/14/2017
October 6, 2017	20	9/16/2017	9/29/2017	9/28/2017
October 20, 2017	21	9/30/2017	10/13/2017	10/12/2017
November 3, 2017	22	10/14/2017	10/27/2017	10/26/2017
November 17, 2017	23	10/28/2017	11/10/2017	11/09/2017
December 1, 2017	24	11/11/2017	11/24/2017	11/23/2017
December 15, 2017	25	11/25/2017	12/8/2017	12/07/2017
December 29, 2017	26	12/9/2017	12/22/2017	12/21/2017
January 12, 2018	1	12/23/2017	1/5/2018	1/04/2018
January 26, 2018	2	1/6/2018	1/19/2018	1/18/2018
February 9, 2018	3	1/20/2018	2/2/2018	2/01/2018
February 23, 2018	4	2/3/2018	2/16/2018	2/15/2018
March 9, 2018	5	2/17/2018	3/2/2018	3/01/2018
March 23, 2018	6	3/3/2018	3/16/2018	3/15/2018
April 6, 2018	7	3/17/2018	3/30/2018	3/29/2018
April 20, 2018	8	3/31/2018	4/13/2018	4/12/2018
May 4, 2018	9	4/14/2018	4/27/2018	4/26/2018
May 18, 2018	10	4/28/2018	5/11/2018	5/10/2018

The **Bold Italic** Timesheet due dates are tentative. Timesheet due dates may be subject to change. Supervisors will be notified of any changes in the above schedule. Academic year employment begins on September 5, 2017 and ends on May 12, 2018. Academic year employment for School of Pharmacy begins on August 21, 2017 Summer 2017 employment began on May 8, 2017, ending on September 4, 2017

Payroll Department
 Kearney Administration Building Room 217
 Office Hours: Monday - Friday 8:30AM - 4:30PM
 (585)385-8056 or (585)385-8057
<https://www.sjfc.edu/services/payroll/>



St. John Fisher College Direct Deposit Request Form

Name: _____

(Please Print)

Social Security No or SJFC ID No: _____

I authorize St John Fisher College to directly deposit the proceeds of **Payroll and/or** of credit balances on my **Student Tuition Account** and the proceeds of any **Accounts Payable** reimbursements. I understand that receipt of funds may be delayed if any of the banking information I provide is incorrect.

I understand this authorization will remain in effect until I have provided written notification to the appropriate department at St. John Fisher College to either terminate or change banking information on this direct deposit request form.

At this time I am declining Direct Deposit. I understand checks will be distributed in accordance with the current Payroll policies. I also understand that I must pay a check replacement fee if I request a lost, destroyed, stolen or stale dated check be reissued.

Signature: _____ Date: _____

Payroll Direct Deposit:

For Payroll Direct Deposit, select either a checking and/or savings account by completing the required information. If you elect your pay to be deposited into more than one account you must indicate either the percentage or the amount to be deposited into each account.

Checking (Please attach a voided check.)

Savings (Please verify routing and account number with bank)

Percent _____ Amount _____

Percent _____ Amount _____

If choosing checking, the bank routing number and your account number are printed on your checks. The sample check below indicates where these numbers can be found.

If choosing savings, you should contact your bank to verify the routing number and proper account number

Bank Routing No: _____

Bank Routing No: _____

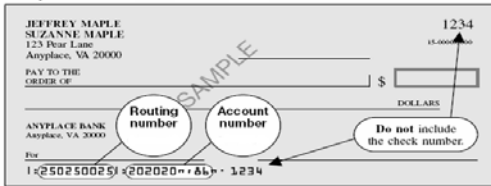
Bank Name: _____

Bank Name: _____

Account No: _____

Account No: _____

Sample Check—



Student Tuition Account/Accounts Payable Direct Deposit:

Student Tuition Account Refunds and Accounts Payable reimbursements can be deposited into only one bank account. Select either a checking or savings account by completing the required information below:

Use the same Checking or Savings bank information provided that was provided above.

OR Use the banking information provided below:

Checking Savings

Bank Routing No: _____

Bank Name: _____

Account No: _____

For checking, please attach a voided check. For savings, please verify the routing and account number with your bank.