



STUDENT NAME: _____
Last First M.I.

CWID: _____

CWS Allocation: _____

CE Allocation: _____

Have you previously worked on campus?

- Yes (If yes, return completed form to the Office of Student Financial Services)
 No (If no, return completed form to the Payroll Office)

PAYROLL USE ONLY

Payroll Approved: _____

SUPERVISOR SECTION* (Must be completed by a supervisor in order to be processed)*****

Student Job Title(s): _____
 (Must provide job description, if not on file already.)

Employment Dates: From: _____ To: _____ (Academic Pay Year: 8/22/2008-5/14/2009)

Supervisor Name: _____ **Campus Ext.:** _____

Department/Office: _____

Budget Account Number(s)	Position Number(s) <i>(Office Use Only)</i>	Assignment Number(s) <i>(Office Use Only)</i>	Approx. Weekly Hours	Pay Rate	Total Earnings
				X	X 26 wks. =
				X	X 26 wks. =
				X	X 26 wks. =
				X	X 26 wks. =

Approximate weekly hours should be based on rate of pay in accordance with the CWS/ CE Earnings/ Allocation Chart. (Revised 8/07/07) Salary offer pending final approval by Director of Student Employment. Based on Job Description on file, determines hourly rate of pay. (Undergraduate Hourly Range is \$7.15 to \$7.75)

Pay rate for graduate students is generally \$8.25-\$10.25 per hour. If a graduate student is working at a position that would normally be filled by an undergraduate, the student should be paid according to the undergraduate scale.

Any undergraduate student earning more than \$7.75 per hour or graduate student earning more than \$10.25 per hour must have that pay rate approved by the Vice President in charge of that department. That approval must be attached to this form.

STUDENT SECTION (Please Print Clearly)

Circle: **FRESHMAN** **SOPHOMORE** **JUNIOR** **SENIOR** **GRADUATE**

Campus/Local Address: _____
Street/PO Box City State Zip

Campus/Local Phone: _____

Permanent Mailing Address: _____

E-mail: _____

LABOR RESTRICTIONS

- A student may not work more than 20 weekly hours in total for ALL campus jobs. Exceptions to this must be requested by the supervisor in a written appeal to the Director of Student Employment and Chief Financial Officer of Marist College.
- A student may not work more than six consecutive hours in one day without taking at least a half hour unpaid break.
- A student may not work more than eight hours per day. (No overtime allowed)
- There will be no holiday pay.
- A student cannot be paid for receiving instruction in a classroom, laboratory, or other academic setting.
- A student may have more than one assignment on campus, but total working hours cannot exceed 20 hours.

Student Financial Services USE ONLY

Processing Date: _____
 Processor Initials: _____

PAPERWORK

- All first time hires must complete the I-9, and the Federal (W-4), and State (IT-2104) tax forms in the Marist College Payroll Office (DN 214).
- A Student Work Authorization must be completed for *each position held*.
- **Completed tax forms as well as Work Authorizations for first time hires must be returned to the Payroll Office (DN 214) before a student begins working.**
- **Student who have previously worked on campus must return completed Student Work Authorization to the Office of Student Financial Services (DN 200) before a student begins work.**
- **Student Financial Services will not process a Student Work Authorization if a student has not completed the necessary paperwork with the Payroll Office.**
- **Receipt of a Payroll generated timesheet will be the supervisor's indication that a student may begin working.**

TIMESHEETS/PAYROLL

- It is the student's responsibility to ensure that all student bi-weekly timesheets are signed and dated by an authorized supervisor.
- The supervisor must submit the timesheets no later than 10:00am on Friday following the end of each pay period. A payroll schedule is available every academic year with appropriate dates.
- Timesheets submitted after the deadlines posted on the published payroll schedule will be held and processed with the next payroll (No exceptions).
- It is the student's responsibility to notify the Payroll Office of address changes.

TAX WITHHOLDINGS

- Any form of cash compensation given to students for their services must be processed through the student payroll.
- All earnings will be subject to both federal and state taxes, and will be reported on the W-2 at the end of the calendar year. (Students may claim "EXEMPT" status by completing a new W-4 (federal) and IT-2104E (state). Exempt forms must be completed by February 15 of each year. Exempt status does not carry over to the next calendar year.)
- During the academic year, enrolled students are generally exempt from FICA.

CONFIDENTIALITY AGREEMENT FOR STUDENT EMPLOYMENT

As a student employed by Marist College, I agree to the following provisions regarding the confidentiality of information that I have access to through my employment. I understand that any violation of this agreement may result in disciplinary action:

1. I will not release any information to any individual which becomes known to me through my employment.
2. I will take responsibility to protect any account from unauthorized access.
3. I will respect the privacy of information stored on the Marist computer system. I agree not to modify, in any way, information belonging to the office in which I am employed, unless otherwise instructed to do so by my supervisor.
4. I agree to use carefully and responsibly any computer devices made available to me, and recognize that I may be responsible for any loss, damage, or destruction of such devices that is caused by my negligence, misuse, abuse, or carelessness.
5. I will neither access nor make available to any individual the office computer facilities for unauthorized purposes.

FEDERAL WORK STUDY STUDENTS ONLY

- Once the maximum dollar amount allowed under the Federal Work Study allocation has been earned, the student will be sent an e-mail from the Office of Student Financial Services. This will notify the student to review his/her award information for any adjustments that may have been made to his/her allocation. Students are responsible for keeping records of their declining award balances.
- To continue eligibility to earn in our Campus Work Study Program, student must meet the verification requirements based on the FSA program requirements. If student is chosen for FSA verification, the information must be verified within 60 consecutive days after the semester enrollment.

I UNDERSTAND AND ACCEPT THE ABOVE STATED PAYROLL REGULATIONS REGARDING MY STUDENT EMPLOYMENT.

SIGNATURES: This form will not be considered an official tax document until all signatures appear below.

Student: _____

Date: _____

Supervisor: _____

Date: _____

MY SIGNATURE CERTIFIES THAT THE STUDENT REFERENCED ABOVE IS NOT A MEMBER OF MY IMMEDIATE OR EXTENDED FAMILY.
EXERCISING DIRECT OR INDIRECT SUPERVISION OF A RELATIVE IS A VIOLATION OF THE COLLEGE'S NEPOTISM POLICY.

Student Employment Director: _____

Date: _____