MARIST


STUDENT NAME: ___________________________ CWID: __________________

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)

Total Contracted Stipend Amount: ___________________________

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

Student Job Title(s): ___________________________ Supervisor Name: __________________________

Department/Office: ___________________________ Campus Ext.: __________________________

<table>
<thead>
<tr>
<th>Budget Account Number(s)</th>
<th>Position Number</th>
<th>Period START Date</th>
<th>Period END Date</th>
<th>Total STIPEND Amount</th>
<th>Number of Pay Periods</th>
<th>Earnings Bi-Weekly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Start and End Dates Must Coincide with Student Payroll Schedule

STUDENT SECTION (Please Print Clearly)

Circle: FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATE

Campus/Local Address: ___________________________ Street/PO Box: ___________________________

City: ___________________________ State: ___________________________ Zip: ___________________________

Campus/Local Phone: ___________________________ Permanent Phone: ___________________________

Permanent Mailing Address: ___________________________

E-mail: ___________________________

LABOR RESTRICTIONS (These Restrictions MAY NOT apply to Stipend Employees)

- Supervisors are required to keep track of students actual hours worked
- A student may not work more than 20 weekly hours in total for all campus jobs. A student may not work more than six consecutive hours in one day without taking at least a half hour unpaid break.
- A student shall not be employed in a department where one relative exercises indirect or direct supervision over the student.
- 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.
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).
- An authorization must be completed for each position held.
- Completed tax forms as well as Stipend Authorizations for first time hires must be returned to the Payroll Office (DN 214).
- Students who have previously worked on campus must return completed Stipend Authorization to the Office of Student Financial Services (DN 200) before a student begins work.
- Student Financial Services will not process a Stipend Authorization if a student has not completed the necessary paperwork with the Payroll Office.
- The Student agrees and accepts the terms of this stipend and will be paid the Total Contracted Stipend Amount over the pay periods indicated for the job title indicated above.

PAYROLL

- Student payroll checks can be picked up in the Business Office (DN 210) 10:00am-4:00pm on the designated pay dates (Friday) listed on the payroll schedule. Students that miss the designated pay date may pick up their paychecks from the Payroll Office (DN 214).
- 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 shown on a W-2 at the end of the calendar year. (Students may claim “EXEMPT” status each year by completing a new W-4 (federal) and IT-2104E (state) prior to February 15 of the new year.)

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.

I UNDERSTAND AND ACCEPT THE ABOVE STATED PAYROLL REGULATIONS REGARDING MY STIPEND

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

Student: ______________________________________________________ Date: _________________

Supervisor: ____________________________________________________ Date: _________________

Student Employment Director: ________________________________ Date: _________________