Stipend Authorization

2010-2011

http://www.marist.edu/financialaid/pdfs/stipendagreement.

Have you previously worked on campus? □ Yes: (If yes, return completed form to the Office of Student Financial Services, Donnelly 200)
□ No: (If no, return completed form with the additional New Hire forms to the Payroll Office, Donnelly 214)

The student employee must complete the following New Hire forms: Employment Eligibility Verification (I-9) Form and present any of the accepted forms of identification specified on the I-9 Form, W-4 Tax Form and NYS IT-2103 Tax Form.
New Hire Forms must be returned to the Payroll Office, Donnelly 214

Important:
Before a student is allowed to work on campus, all paperwork must be completed and processed. Student with more than one job on campus, (which includes work authorization and stipend assignments) must not exceed 20 hours per week during the Academic year and 40 hours per week during summer employment. Refer to website for employment information.

Student Name: __________________________ CWID: __________________________

Student Job Title: __________________________ Student Cell Phone: __________________________

(Please refer to website for Department’s Job Descriptions) www.marist.edu/webapps/studentworker/viewdesc.html

Department/Office: __________________________ Department Ext: __________________________

Supervisor Name: __________________________ Supervisor Position #: __________________________

Period Start Dates: __________________________ Period End Dates: __________________________
(Must start with first day of a payroll cycle and end on a last day of a payroll cycle)

Total Stipend Amount: __________________________

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<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Number of Pay Periods</th>
<th>Earnings Bi-Weekly</th>
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* Important: Stipend Assignments must indicate # of hours students will be required to provide under this agreement. Supervisor must inquire with students as to whether they have existing assignment(s).
SUPERVISOR

- Form must be completed. If not, form will be returned unprocessed to you.
- DEPARTMENT, FUND, ORGANIZATION, ACCOUNT AND PROGRAM NUMBERS must be provided
- If form is returned to you unprocessed, student’s work assignment can not be set up to be paid.

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

- A student may not work more than 20 weekly hours in total for ALL campus jobs during the academic year. 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.
- The office of 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 Stipend Amount within Start and End Dates.

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 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.)

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: __________________