



MARIST

Summer 2008 Student Work Authorization/Agreement Form 05/16/2008-08/21/2008

STUDENT NAME:

_____ Last First M.I.

Student
ID # _____

Summer Earnings Code: 028

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)

SUPERVISOR SECTION (To be completed by the supervisor only)

Supervisor Name: _____ Campus Ext.: _____

Department/Office: _____

Student Job Title: _____ Pay Level: _____

Employment Dates: From: _____ To: _____

Budget Account Number(s)	Position Number(s) (Office Use Only)	Assignment Number(s) (Office Use Only)	Approx. Weekly Hours		Pay Rate		Total Earnings
				X		X 14 wks. =	
				X		X 14 wks. =	
				X		X 14 wks. =	
				X		X 14 wks. =	

The pay rates for the summer intersession are determined by the department supervisor, but should not exceed \$9 for undergraduates or \$11 for graduates.

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 40 weekly hours in total for ALL campus jobs. (In Summer)
- 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.

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.
- Students 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.
- The Summer Student Work Authorization cannot be processed until all the necessary paperwork with the Payroll Office is completed.
- Receipt of a Payroll generated timesheet will be the supervisor's indication that a student may begin working.

SFS USE ONLY	
Processing Date:	_____
Processor Initials:	_____

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).
- Student payroll checks are available for pickup in the Business Office from 10:00am-4:00pm on the designated pay dates listed on the payroll schedule. Checks are available for pickup in the Payroll Office on non-pay dates between the hours of 10:00am-3:30pm.
- 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 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.

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

SIGNATURES: This form will not be considered an official 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: _____