LABOR RESTRICTIONS

- A student may not work more than 40 weekly hours (for summer) 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 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 40 hours.

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.
- Student Financial Services will not process a Student Work Authorization if a student has not completed the necessary paperwork with the Payroll Office.

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 10:00 am on Monday 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).
- The student must 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.)

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 be careful and responsible with any computer device(s) 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 SUMMER WORK AUTHORIZATION

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

Student: __________________________ Date: ______________

Supervisor: ______________________ Date: ______________

Student Employment Director: ______________ Date: ____________
### 2010 Summer Work Authorization

Have you previously worked on campus?  
- Yes: (If yes, return completed form to the Office of Student Financial Services at Donnelly 200)  
- No: (If no, return completed form with the additional New Hire forms to the Payroll Office at 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, (Social Security Card, Drivers License, Passport, or Birth Certificate), **W-4 Tax Form, and NYS IT-2103 Tax Form**

---

**Important:**
Before a student is allowed to work on campus, all paperwork must be completed and processed.
Students with more than one job on campus, (which include work authorization and stipend agreements) must not exceed 40 hours per week.

Student Name: ____________________________  Cell Phone #: ____________________________

CWID: ____________________________  Department Contact: (Phone Ext): __________

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

Department /Office: ____________________________  Department Ext: ____________________________

Supervisor Name: ____________________________  Supervisor Position #: ____________________________


<table>
<thead>
<tr>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Approx. Weekly Hours</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

These forms are available in the Office of Student Financial Services or on our website at www.marist.edu/financialaid/forms.html

Employment during the winter and summer is always paid under Campus Employment. The pay rates for the summer intersession are determined by the department supervisor, but should not exceed $9 for undergraduates, or $11 for graduates. The pay rate should not increase more than $1.00 per hour from the student's academic year pay.

---

**Student Financial Services  USE ONLY**

<table>
<thead>
<tr>
<th>Processing Date</th>
<th>Position Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. __________</td>
</tr>
<tr>
<td>Processor Initials:</td>
<td>2. __________</td>
</tr>
<tr>
<td></td>
<td>3. __________</td>
</tr>
</tbody>
</table>