



Student Employment Procedures- Spring 2025

The student hiring process remains in-person. All students who will begin a position for the Spring 2025 semester will need to come to the Payroll Department, Kearney 217, with their completed Student Employment Form. (Students returning to a position(s) they began in the Fall 2024 do not need to complete a new Student Employment Form for working the Spring 2025 semester.)

The Student Employment Form is a one-page document where the student completes Section 1 and the supervisor completes Section 2. All student employees will be paid minimum wage, \$15.50/hour, effective 1/1/2025.

A step-by-step guide, referenced forms and guides for Web Time Entry (User and Approver) can be found on the Payroll web page, <https://www.sjf.edu/services/payroll/>. All questions regarding student employment and the hiring process should be directed to Erin at 385-8056 / eoconnor@sjf.edu or Mary at 385-8057 / mpowley@sjf.edu.

Student Employment Form:

After Sections 1 and 2 are completed, the student employee must bring the form to the Payroll Department, Kearney 217. No student should begin working prior to the supervisor being notified by Payroll that the hiring process is complete, and the student employee is eligible to begin working.

Returning Student Employees: (Returning student employees beginning a new position Spring 2025)

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form.
- While in Payroll the student employee will complete the following employment forms:
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$15.50/hour, effective 1/1/2025.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working.
- **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

New Student Employees: (New student employees working for the University for the first time Spring 2025)

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form and is prepared to complete the I-9 Employment Eligibility Verification Form. A list of acceptable forms of identification can be found on the Payroll web page <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>.
- While in Payroll the student employee will complete the following employment forms:
 - The I-9 form (Identification documents are required for this form.)
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$15.50/hour, effective 1/1/2025.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working.
- **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

As always, thank you for cooperation,
Mary & Erin