

STUDENT ASSISTANT (28021)

*****Effective September 1, 2014, student assistant employment at all times, including semester breaks and during the summer is limited to a maximum of 29 hours per week. It is the primary responsibility of the student working multiple assignments to notify supervisors and to coordinate work hours to not exceed the combined 29 hour cap in a work week (Thursday through following Wednesday). *****

Federal law requires all employees to complete an I-9 form within 3 days of starting work. Failure to complete the I-9 could result in termination until the form is complete as well as delays in processing your paycheck.

- All payments will be made based on the pay rate written on the timesheet and timesheet must be signed by the supervisor.
- Please complete all fields on timesheet to ensure accurate and timely payment.
- HR Forms are required to change hourly rates and SUNY Accounts.
- Students will be charged to SUNY Account/Dept listed on bottom of timesheet.

DEPARTMENTS MUST NOT HOLD TIMESHEETS!

NAME (PRINT LEGAL)	B #	EMAIL ADDRESS

DEPARTMENT (REQUIRED): _____

BI-WEEKLY TIME RECORD FOR THE PERIOD: FROM: _____ TO: _____

WEEK ONE *29 hours per week maximum all SA jobs on-campus included*

DAY	DATE	IN	OUT	IN	OUT	TOTAL
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						

WEEK TWO *29hours per week maximum all SA jobs on-campus included*

DAY	DATE	IN	OUT	IN	OUT	TOTAL
THURSDAY						
FRIDAY						
SATURDAY						
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						

PAY RATE: \$ _____ TOTAL HOURS: _____

STUDENT SIGNATURE/DATE

SUPERVISOR SIGNATURE/PRINT NAME

29hours per week maximum all SA jobs on-campus included

SUPERVISOR E-MAIL ADDRESS/EXTENSION

I hereby certify that the above information reflects a true account of the hourly rate and hours worked by the student listed, and that this student has performed all duties in a satisfactory manner.

TIMESHEETS ARE DUE BY 12:00 NOON ON THE FRIDAY FOLLOWING THE PAYROLL PERIOD.

SUNY ACCOUNT/ SUB ACCOUNT	
ORGANIZATION (DEPT NAME)	