

STUDENT EMPLOYMENT

AT SUNY POTSDAM

Handbook for Students and Supervisors

Federal Work-study and
Student Assistantship Payrolls

*Prepared by the Offices of
Financial Aid And
Human Resources*

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INDEX

- A. Who is Eligible for Student Employment?
 - 1. Student Assistantship Program
 - 2. Federal Work-study Program
 - (a) What is the Federal Work-study Program
 - (b) Who Is Eligible for Federal Work-study
 - (c) How Do Students Apply for Federal Work-study
 - (d) Proof of Eligibility For Federal Work-study Position
 - 3. Employment of International Students
- B. Student Assistantship Budget Allocations/Federal Work-study Awards
- C. Summer Jobs (Student Assistantships)
- D. How Are Jobs Advertised
- E. How Do Students Apply For Jobs / Sample Interview Topics
- F. Rates Of Pay
- G. Work Schedules/Breaks
- H. Benefits
 - 1. New York State Employees' Retirement System
 - 2. Workers' Compensation
- I. Social Security and Medicare Withholdings
- J. Forms Required For Appointment To The Payroll
 - 1. Student Employment Form OR Federal Work-study Contract
 - 2. Form I-9 Employment Eligibility Verification
 - 3. Tax withholding forms
- K. Timesheets
- L. Paychecks
- M. Direct Deposit
- N. W-2 Form
- O. Student Rights
- P. Responsibilities of Students
- Q. Supervisor Rights
- R. Responsibilities of Supervisors
- S. Confidentiality Statement

T. Campus Policies

1. Reasonable Accommodation
2. Discriminatory Harassment
3. Workplace Violence
4. Equal Opportunity/Affirmative Action

U. Termination of Employment

V. Who to Contact With Questions

A. Who is Eligible for Student Employment?

Student employment is available to undergraduate and graduate students currently enrolled in classes at the State University of New York under the Student Assistantship Program or the Federal Work-study Program. Students who have withdrawn or have been dismissed from school must immediately stop work.

1. Student Assistantship Program

All registered students are eligible for employment under this program, regardless of the number of courses for which they are enrolled.

2. Federal Work-study Program

(a) What is the Federal Work-study Program?

Federal Work-study is a federally funded financial aid program. Students who work under this program will receive a paycheck that can be used to assist with their educational expenses. In addition this program provides students with valuable job experience within the campus administrative and academic settings as well as off-campus community service locations.

The Federal Work-study program at SUNY Potsdam follows the guidelines set forth by the Federal Department of Education, namely:

- To encourage part-time employment of students who demonstrate financial need;
- To provide these same students with practical job experiences that may prove beneficial to them when they leave SUNY Potsdam; and
- To provide work assistance to the college's academic and administrative departments in carrying out their operations.

(b) Who is Eligible for Federal Work-Study?

Federal Work-study is available to undergraduate and graduate students. Eligibility is based on documented financial need and, if eligible, students can earn up to \$1200 during the academic year.

To be eligible to participate in the FWS program, a student must:

- Have a high school diploma or recognized equivalent
- Be enrolled at least half-time as a matriculated student
- Be either a U.S. citizen or eligible non-citizen
- Be making satisfactory progress in a degree program
- Demonstrate financial need (as determined on their financial aid application)
- Complete the Free Application for Federal Student Aid (FAFSA) each academic year.

(c) How Do Students Apply for Federal Work-study?

Students who wish to be considered must:

- Complete the Free Application for Federal Student Aid (FAFSA).
- Complete the FAFSA on-line at www.fafsa.ed.gov after January 1st but **BEFORE March 5th**. Once received by the Financial Aid Office, applications are reviewed to determine which students demonstrate financial need. Financial need for the purpose of determining eligibility is defined as the student's cost of attendance minus the student's estimated family contribution (EFC). The EFC is determined by a formula taking into consideration the reported information on the student's FAFSA.
- Once eligibility has been determined, students will receive an award letter indicating that they have been awarded Federal Work-study for the academic year. The award letter must be signed and returned to the Financial Aid Office.
- Federal Work-study funds are limited and are awarded on a first-come, first-served basis.

(d) **Proof of Eligibility for Federal Work-study**

Students who have accepted an award will be mailed a letter outlining the program during the month of August. Enclosed with this information will be a yellow proof of eligibility card. Students will need to retain this card to present to prospective employers as proof of their award. Without the yellow card, students will not be hired for Federal Work-study positions.

3. Employment of International Students

All students must have a US social security number to be placed on the payroll. A college assigned number cannot be used for payroll processing. Students wishing to apply for a social security number should contact the Office of International Student Services in Sisson Hall to obtain the appropriate documentation required by the Social Security Administration Office in Ogdensburg, New York. The Office of International Student Services arranges for transportation to the Social Security Office early each semester. More information on the exact schedule can be obtained from the International Studies Office in 240 Sisson Hall.

Also, students who are non-US citizens must report to the Human Resources Office with the appropriate visa documentation.

Per USCIS regulations, F-1 students are allowed to work 20 hours per week during school session, and 40 hours per week when school is not in session.

B. Student Assistantship Budget Allocations/Federal Work-study Awards

1. Student Assistantship Budget Allocations

Student Assistantship allocations are funded either by a campus Student Assistantship master account, or via departmental funds.

The campus Student Assistantship master account is a limited resource that funds approximately 150 student jobs each academic year. The allocations are reviewed and adjusted annually by the Deans, Vice Presidents, and Provost. Departments receive official notification of their annual allocations from the Office of Human Resources. The department has the flexibility to hire as many students as needed to earn these funds. As there are no additional funds for this program, it is imperative that each department does not over-expend its total allocation

Approximately another 200 student assistantship positions are funded each year through departmental funds.

2. Federal Work-Study

The FWS program is a federally funded initiative and so is technically 'FREE' money for SUNY Potsdam to use. Therefore, supervisors should try to expend all FWS funds before expending Student Assistantship funds, or using departmental funds. This also helps to ensure that SUNY Potsdam utilizes all of the annual FWS allocation given to the university by the federal government. Allocations for FWS funds are reviewed annually by the Financial Aid Office. Once the allocations have been determined, the Financial Aid Office will notify departments of their funds for the academic year. Departments have the flexibility to hire as many students as needed to earn these funds. Please note, however, that the maximum award given to a FWS student is \$1,200. It is very important that a student does not earn more than his/her award. The maximum earnings for each federal work-study student is determined by the amount of the Work-study Award. The amount of the award is listed on the student's Financial Aid Award letter. Federal work-study students cannot be paid on the federal work-study payroll for more than their award amount. If the department lets the student work more

hours than the award allows, the department will be responsible for transferring the student to a student assistantship position and will need to fund those additional hours with departmental funds.

At the point of hire, students and supervisors should discuss the maximum earnings allowed for the appointment. A procedure should be established to insure that the student's earnings are monitored against the available award or allocation that was granted. A spreadsheet could be used to calculate the hourly rate, multiplied by the number of hours worked each pay period, then subtracted from the allocation, showing the available balance. If you would like an Excel version of this spreadsheet, please call Human Resources (x2093 or x2709).

Students must stop working when their allocation is exhausted!

Departmental representatives should obtain the summary of student earnings via the SMRT system to verify the charges to their accounts are correct. Contact the Business Affairs Office for access to this system.

C. Summer Jobs (Student Assistantships)

There are a limited number of summer positions available for student assistantships in the Physical Plant area starting from the end of May and ending by the end of August. Students typically work 30-35 hours per week at \$7.50 per hour. Students must complete an application for these positions. Applications are available in the Human Resources Office, approximately at the beginning of April.

Throughout the summer, other student assistantship positions may become available within varied departments across the campus. As Human Resources is notified, these jobs will be posted on the Student Employment Web Site. Students are also encouraged to contact departments directly if they are seeking summer employment to see if positions are expected to be available.

To be eligible for summer student employment, a student must have been enrolled in classes at a SUNY institution in the previous spring semester. If not enrolled at SUNY Potsdam, the student will be required to submit to the Office of Human Resources official notification of their enrollment at the other SUNY school.

D. How Are Jobs Advertised

Employing departments announce job openings for students by providing Human Resources with data (such as job title, specific hours, job description, contact person, etc.). The position is then "posted" on the campus web site <http://www.potsdam.edu/offices/hr/student.cfm>. Students are always encouraged to inquire with any department on campus as to availability of student positions.

E. How Do Students Apply For Jobs

There are a limited number of student positions available each year. The best time to seek a position is during the first week of the semester. Although there may be some turnover within the jobs during the semester, most positions are filled within the first few weeks of the semester. It is the student's responsibility to contact the department directly if interested in the position posted. Departments conduct their own applicant interview process.

Student assistants may work multiple jobs if their schedule permits. Federal Work-study students, however, may only obtain one position at a time.

Sample Interview Topics

- Detailed description of job requirements, attendance, performance, and any skills required or preferred

- Rate of pay
- Schedule of hours (Be sure the student can work the number of hours per week that is expected. Also be sure that the student’s class schedule does not conflict with the times he/she would be expected to work)
- Discuss any training that might be available to the student
- Discuss departmental policies relating to confidentiality, professionalism, phone courtesy, dress, breaks and absences
- It is an expectation that the student will commit to work the agreed upon schedule. If conflicts arise, discuss expectations of how to request permission in advance to be absent, or outline who the student should contact if a last minute absence should be necessary.

F. Rates of Pay

Students are employed at varying rates of pay. Differences in pay are dependent upon the funding source from which they are paid, job duties, how long they have been in the same job, etc.

The minimum hourly rate is \$7.25. The maximum rate is set by the funding source.

Students are not eligible for overtime pay.

1. Federal Work-study

Federal Work-study students can be paid from a minimum of \$7.25 per hour, up to a maximum of \$10.00 an hour with increments of up to 25 - 50 cents an hour. The student’s wage may be increased for the following reasons:

- If the student is returning to the same position as the year before.
- If the position has a higher skill level requirement.
- If this is a hard-to-fill position. For example, based on the type of job or the time of the job.

Below please find **an example** of differential Pay Scales for different types of FWS jobs. Please note that this scale does not need to be followed, as it is merely to provide supervisors with an idea of how differential pay scales actually work.

Pay Scale Incentives

Prior Years Of Experience	Basic for Continuing Service	Skills Required	Hard to Fill Positions
0	\$7.25	\$7.55	\$8.05
1	\$7.50	\$8.05	\$8.55
2	\$7.75	\$8.55	\$9.05
3	\$8.00	\$9.05	\$9.55
4	\$8.25	\$9.55	\$10.05

Please note that the higher the rate a student is paid, the fewer hours it will take that student to earn his/her award. Take, for example, a student who can work 5 hours a week for 30 weeks (a full academic year). This student can work 150 hours for the full 30 weeks (5 hours x 30 weeks=150 hours). With a \$1200 award this student could earn up to \$8.00 an hour in order to expend their full \$1200. You simply divide the \$1200 award by the 150 total hours that the student can work.

However, this formula is not a catch all for all students. If you have a student that can work 10 hours a week, then it follows that at \$8.00 an hour it will take them less than 30 weeks to earn their full \$1200.

It is not acceptable to base the wage rate on need or any other factor not related to the student's skills or job description.

To calculate how many weeks a student can work, multiply the number of hours per week the student can earn by the hourly rate, then divide that amount into the total award amount (example 6 hrs per week x \$7.25 per hour = \$43.50 weekly. \$1200 divided by \$43.50 weekly = 27.58 weeks).

Please be extremely cautious, as with each student earning different pay rates it will be very easy for departments to over-expend their total allocation. Please monitor your payroll expenditures frequently, as your allocation is for the academic year and cannot be increased.

2. Student Assistantships That Are Funded By Campus Master Account

Student assistantships that are funded by the campus master account can be paid from a minimum of \$7.25 per hour, up to a maximum of \$10.00 per hour with increments of up to 25 - 50 cents an hour. The student's wage may be increased for the following reasons:

- If the student is returning to the same position as the year before.
- If the position has a higher skill level requirement.
- If this is a hard-to-fill position. For example, based on the type of job or the time of the job.

The same pay rate incentives listed above for the Federal Work-study students also apply to these assistantships.

3. Student Assistantships That Are Funded By Departments

Student assistantships that are funded by departments can be paid from the minimum of \$7.25 per hour, up to a maximum of \$17.91 per hour.

G. Work Schedules/Breaks

Although it is not always recommended, students who are in good academic standing may be allowed to work more than 20 hours a week while classes are in session, under the Student Assistantship program. Students who are struggling academically should continue to be limited to 20 hours per week. Students are allowed to work up to a maximum of 40 hours per week (for those students working in multiple positions, this is a combination of all hours submitted - not 40 hours per position).

The exceptions to this rule are F-1 students and Federal Work-Study students who are only allowed to work a maximum of 20 hours per week while school is in session.

Students working more than 6 or more consecutive hours are required to take a one-half hour break, which must be recorded on the timesheet.

Rest/coffee breaks should be established for the student employees in the same manner as granted to other employees within your department.

H. Benefits

Students are in the non-competitive class of Civil Service and are not assigned to a bargaining unit. No fringe benefits are accorded to individuals in these positions. Their work status is temporary and no long-term commitments are possible. Student employees are paid at an hourly rate only for hours actually worked.

1. New York State Employees' Retirement System

Student employees are eligible to enroll in the New York State Employee's Retirement System. Enrollment requires a 3% salary contribution to the Retirement System. The equivalent of ten years of full-time service is needed to become eligible for pension benefits.

2. Worker's Compensation

Students are covered by the College's Worker's Compensation Policy. If injured while on-the-job, the student should complete a CS-13 form, available from the University Police Office as soon as possible. They should seek medical care where appropriate and tell the medical provider it is a work-related injury and all bills should be directed to the State Insurance Fund. If prescriptions are needed, these too should be billed to the State Insurance Fund and the pharmacy should be told it is a work-related injury. The supervisor should notify Human Resources of the accident. Students are not paid for time lost due to injury.

I. Social Security and Medicare Withholdings

Student employees are typically exempt from Social Security and Medicare withholdings as long as they are enrolled full-time in classes. During the summer, FICA is withheld from student checks unless they are enrolled in a minimum of 6 credit hours for summer classes. Students holding J-1 and F-1 visas are always exempt.

J. Forms Required For Appointment To The Payroll

The employing department representative and newly hired student must complete the

- Student Assistant Employment Information Form
- or
- Federal Work-study Employment Information Form
- Form I-9 Employment Eligibility Verification, and
- Form W-4 Federal Employee's Withholding Allowance Certificate
- Form IT-2104 NYS Employee's Withholding Allowance Certificate or IT-2104E Certificate of Exemption from NYS Withholding

These forms must be **fully completed** and delivered to Human Resources **before** work begins. Appointments to the appropriate payroll cannot be processed until all forms are complete and filed with Human Resources. Do not allow a student to begin work until these forms are completed and delivered to Human Resources. Appointments to the payroll system are processed on a biweekly cycle with a strict deadline schedule imposed by the Office of the State Comptroller. Any contracts not received by the appropriate deadline will have to be recorded within the next payroll cycle, which will result in a delay in the first paycheck.

1. Student Employment Form or Federal Work-study Contract

Student Employment Forms as well as Federal Work-study Contracts are available in the Human Resources Office. These forms contain the basic appointment information (appointment dates, pay rate, account number to be charged, as well as information relating to the student employee).

Any change to this initial data (pay rate, account number, appointment dates) will require that a new form be submitted to Human Resources with the effective date of the change.

2. I-9 Form Employment Eligibility Verification

This form is required by federal law to show eligibility to work in the United States. To complete the I-9 Form, students must present the original copies (photocopies are not acceptable) of the documents listed on the I-9 Form. One document from list A, or a combination of one document from list B and one from list C is required.

3. Tax Withholding Forms

Student salaries are subject to federal and New York State tax withholdings. All student employees must complete a W-4 form and either a IT-2104 NYS Employee's Withholding Allowance Certificate or a IT-2104E NYS Certificate of Exemption from Withholding. These forms should be read carefully to determine the appropriate withholding status. Students ARE NOT automatically exempt from tax withholding.

K. Timesheets

Student employees are paid at an hourly rate only for actual hours worked and reported on a biweekly timesheet. It is very important that the student complete the appropriate timesheet for the program he/she is hired under. Please keep in mind that timesheets cannot be processed until the Student Employment Form (or the Federal Work-study contract), the I-9 and tax forms are on file in Human Resources.

Hours must be indicated in one-quarter increments (i.e. 2:15 pm – 4:45 pm, **not** 2:17 pm – 4:43 pm). Students and supervisors should review each timesheet for accuracy and completeness before delivering to Human Resources for processing. While every effort is taken by Human Resources staff to verify the computations listed on each timesheet, it is the responsibility of the student and the supervisor to insure that the information provided is as accurate as possible.

Signatures of **both** the student and the supervisor are required on each timesheet. If the student did not sign the timesheet by the timesheet deadline, the supervisor may sign the timesheet and deliver it to Human Resources without the student's signature. The check will not be issued to the student, however, until he/she appears in Human Resources to sign the timesheet.

Timesheets must be completed in blue or black ink. Timesheets completed in pencil may be processed, however, the student will be required to come to the Human Resources Office to complete the timesheet in ink before the check will be issued.

Students and supervisors should make sure timesheets are submitted to the Human Resources Office by the deadlines. Timesheets received after the established deadline will be processed with the next payroll cycle. The deadlines are strict deadlines set by the Office of the State Comptroller. They are not campus deadlines that can be changed "for special circumstances".

If a timesheet is not submitted by the appropriate deadline, do not hold the timesheet until the next payroll deadline. Please deliver the timesheet to Human Resources as soon as it is located. Although it cannot be processed until the next payroll cycle, it will help Human Resources answer any questions as to why there is not a check for that student for that particular pay date.

L. Paychecks

Paychecks are issued on a biweekly cycle, on Thursdays. Paychecks are available to be picked up from the Purchasing & Payables Office, 416 Raymond Hall, during normal business hours. Any paychecks not picked up within two weeks are automatically mailed to the address on file.

When students know they will not be able to pick up their paycheck on payday, they should contact the Human Resources Office and request that their paycheck be automatically mailed to whatever address they will be at. This will allow prompt delivery of the paycheck. It will not be held in the Purchasing & Payables Office for two weeks.

M. Direct Deposit

Students may have their paychecks (or just a portion of each paycheck) deposited electronically into their checking and/or savings accounts -- at one or more financial institutions. A direct deposit advice will be issued each payday and can either be picked up from the Purchasing and

Payables Office on payday, or the advice can be mailed to the student's campus address. In addition to the usual information on specific earnings and deductions, the direct deposit advice indicates how much was deposited to each account in each financial institution.

Direct deposit offers you a safer, faster and easier way to receive your pay. Direct deposited funds are available on the actual pay date. You can save yourself some time. You no longer need to stand in line to pick up your paycheck, and you won't need to go off campus to a local bank to make a checking or savings account deposit. If you still have a timesheet or two to be processed when you are away from campus over breaks or at the end of the semester, these paychecks continue to be deposited. And, as a State taxpayer, you will also appreciate that direct deposit saves the State money each time funds are transferred electronically.

To enroll in direct deposit, simply complete the enrollment form. These forms are available in the Human Resources Office or you can print it from <http://www.osc.state.ny.us/payroll/files/ac2772.pdf>. If you are depositing to a checking account, all you need to do is bring your enrollment form along with a voided check to the Human Resources Office. If you wish to deposit to a savings account, your financial institution needs to complete a section of the enrollment form verifying your account information.

N. W-2 Forms

W-2 forms report the student's earnings for the calendar year, and are necessary for filing federal and state tax returns. W-2 forms are printed by the Office of the State Comptroller in Albany and are mailed to the address that appears on the paycheck/direct deposit advice. Students should notify Human Resources of all home address changes. The payroll address information is not updated from the Bearpaws system.

O. Student Rights

- Receive confidentiality in all matters relating to your financial background and award.
- Be given meaningful work in an amount sufficient to earn your full award/allocation.
- Contact the Financial Aid Office or Human Resources Office if a serious matter develops in the work situation that cannot be solved.
- Know the reasons for being dismissed.

P. Responsibilities of Students

- Contact supervisors to arrange interviews.
- Submit all required paperwork to the Office of Human Resources prior to beginning work.
- Honor the employment contract for the entire academic year. Once the work begins, the student should remain employed with the employer for the period specified. The student should understand the job requirements before agreeing to be hired.
- Report to work on time each scheduled day. If there is a need to be absent due to illness, it is your responsibility to contact the supervisor immediately. Permission to be absent should be requested, not expected.
- Maintain the same standards of conduct as those expected of other employees.
- Dress appropriately for the work environment.
- Act in a professional manner.
- Maintain confidentiality at all times.
- Report actual hours worked on each time sheet. Under no circumstances may non-worked hours be reported.
- Keep track of your earnings. Discuss with your supervisor the maximum amount you are allocated to earn. Federal Work-study students cannot earn more than their award amount.
- Discuss with your supervisor any intentions of terminating employment. You should give your supervisor two weeks notice.
- Ensure that you do not exceed more than the federal limit of 20 hours per week for all FWS students.

Q. Supervisor Rights

- Hire student(s) you feel are the most qualified for your positions(s).
- Expect students to report on time unless the student has made other arrangements with you in advance.
- For the student(s) you employ, you have the right to know their FWS award to assist them in tracking their earned wages. Remember that students may not earn more than their FWS award.
- Be given notice if student(s) wish(es) to terminate their employment.

R. Responsibilities of Supervisors

- Interview students for allocated positions. Establish and discuss specific guidelines and expectations with the student before they begin work.
- Complete all the necessary paperwork with the student. Be sure the paperwork is delivered to Human Resources before allowing the student to work.
- If the student is being hired as a Federal Work-study student, be sure to obtain his/her yellow proof of eligibility card before you hire them.
- Notify the Office of Human Resources when all allocated positions are filled.
- Provide job training.
- Ensure adequate supervision.
- Provide sufficient work for scheduled hours.
- Provide safe and reasonably comfortable working conditions.
- Verify and submit timesheets to Human Resources. We recommend that copies be made of timesheets. Pay close attention to submission deadlines. Late timesheets may cause late paychecks for the students.
- Keep track of the biweekly earnings of the student and be sure that the student does not earn more than his/her student assistantship allocation, or his/her Federal Work-study allocation. It is the department's responsibility to pay for any wages earned in excess of these amounts.
- Ensure that the FWS student(s) and students with F-1 visas do not exceed the 20 hour workweek limit.

S. Confidentiality Statements

It is highly recommended that student employees sign a statement of confidentiality. This statement ensures that students understand their responsibility to protect confidential or sensitive information seen or heard at their workplace. Statements should be discussed between the supervisor and student, and signed prior to the start of employment.

T. Campus Policies

1. Reasonable Accommodation

SUNY Potsdam is committed to assuring equal employment opportunity and equal access to services, programs and activities for persons with disabilities. It is the policy of SUNY Potsdam to provide reasonable accommodation to a qualified person with a disability to enable such person to perform the essential functions of the State government position for which he or she is applying or in which he or she is employed.

2. Discriminatory Harassment

SUNY Potsdam is committed to maintaining an academic, residential, and working environment which is free of inappropriate and disrespectful conduct of a derogatory nature regarding any protected category: age, race, religion, national origin, sex, disability, or sexual orientation, especially when such conduct adversely affects a student's or an employee's work/educational environment or creates an intimidating, hostile or offensive campus environment.

3. Workplace Violence

SUNY Potsdam has adopted a policy of zero tolerance regarding workplace violence. Our goal is to create and maintain an environment free from threatening behavior, acts of violence, and harassment. SUNY Potsdam will not tolerate violence, threatening behavior, or harassment of any type, from any source. It is the responsibility of all college employees to create and maintain a workplace free from threats and acts of violence.

4. Equal Opportunity/Affirmative Action

It is the policy of SUNY Potsdam to provide equal opportunity in employment and upward mobility for all qualified persons, to prohibit discrimination in employment because of race, sex, age, national origin, religion, marital status, disability, veteran status, or sexual orientation.

5. Generally Applicable Management Policies and Procedures

The New York State Governmental Accountability, Audit and Internal Control Act of 1987 (Chapter 814 of the Laws of 1987), which became effective April 1, 1989, includes a provision requiring the University to "make available to each officer and employee of the agency a clear and concise statement of the generally applicable management policies and standards with which the officer or employee of such agency will be expected to comply."

The purpose of this memorandum is to provide you with a statement of generally applicable management policies and standards as required by the New York State Governmental Accountability, Audit and Internal Control Act of 1987. In addition to these generally applicable policies and standards, you are expected to comply with those standards and policies applicable to your specific duties and responsibilities.

Specifically, you are expected to comply with those policies and standards applicable to all campus employees including the campus smoking policy, the campus traffic and parking regulations, the sexual harassment policy and other policies and standards. You may review these policies in the Office of Human Resources.

U. Termination of Employment

Appointments to the student payrolls are temporary. The student, or the supervisor, can terminate the appointment at any time.

The student and the supervisor should work together to try to resolve any problems, if at all possible, that might arise that could lead to possible termination (unacceptable work performance, excess tardiness or absence without prior notification, improper dress, breach of confidentiality, etc).

Students should notify the supervisor as soon as possible if they cannot continue in their job for any reason. It is preferable that a two-week notice be given.

Supervisors should first notify the student of any problem with verbal warnings. A meeting between the supervisor and the student should be held detailing the problem, suggested possible solutions, and a date established by which these improvements should be noticeable. It is important that any dates set should be promptly monitored. If the problem is still not resolved by the date established, the supervisor may want to present the student with a written warning. If problems still continue, it is recommended that once again a meeting be held with the student and follow it up with a written statement documenting the conversation. If the problem still persists, a job change or termination may be necessary. The supervisor should notify the student in writing of the termination, with an appropriate effective date, with a copy to Human Resources for processing.

V. Who to Contact With Questions

Questions relating to Financial Aid eligibility and awards should be directed to:
Office of Financial Aid, Raymond Hall 3rd Floor, 267-2162

Questions relating to appointment and payroll should be directed to:
Sheila Scott, Payroll Manager, 219 Raymond Hall, 267-2096
scottsh@potdam.edu

Jessica Haggett, Calculations Clerk 2
219 Raymond Hall, 267-2093, haggetjl@potdam.edu

Annette Kelley, Keyboard Specialist 2
219 Raymond Hall, 267-2709, kelleyar@potdam.edu

Student Employment Web Address
<http://www.potdam.edu/offices/hr/student.cfm>