

STUDENT EMPLOYMENT APPOINTMENT FORM

★Please bring along with SS Card or Passport to Career Development, 110 Netzer, for processing ★

To be completed by Student

SSN# _____

Student **Full Legal Name**
(Please Print Clearly) Last _____ First _____ Middle Initial _____

Student Preferred Name _____

Email Address _____ Phone # _____

I hereby certify I am an enrolled student at a State University of New York and will provide proof if requested.

Student Signature _____ Date _____

To be completed by Supervisor

Pay Rate change ONLY

Federal Work Study

Student Temp Service - Hourly

Student Temp Service - Stipend/Fee Payment*

Hourly Rate of Pay \$ _____ Acct # _____

**If stipend/fee, please contact Payroll Dept for "Stipend Payment Request Form"*

Department _____

Job Title _____

Dates of Employment: From _____ To _____

Supervisor Name (Print) _____

Approver of Timesheet _____

Term: Fall Spring Summer (Temp Svc Only)

Department Head/Supervisor Signature _____ Date _____

To be completed by Career Development, 110 Netzer

Date of I-9 _____ CDC Initial _____ SES Signature _____ Date _____

For Federal Work Study Award Only:

Family Income Level (Letter Only) _____ Total Award \$ _____

Purpose of Notice _____

Payroll Office Use ONLY

Hire Code: **ACTIVE** **CCH** **HIR** **REH** Line #: _____

Record #: _____ Appointment Date: _____

Retirement: **FRC** **FNR** SUNY ID: _____

Banner: Sum1 Sum2 Fall

Retirement SUNY HR entered New Hire Email

Spreadsheet Tax forms

Preferred Name Maildrop: _____

Date Stamp

STUDENT EMPLOYEE APPOINTMENT VITA FORM

This form must be **completed in its entirety** to be placed on Payroll; Please return to **Netzer 110** for processing.

| | | | |
|---|-----|--------------------------|--------------|
| Name: (as it appears on your Social Security card) | | | |
| First: | MI: | Last: | Maiden Name: |
| Date of Birth: | | Gender: | |
| ____ / ____ / ____ | | [] Male [] Female | |

| | | | |
|--|--------------|-----------------|----------------|
| US Citizenship: | [] By Birth | [] Naturalized | Date: _____ |
| Permanent Resident: | [] Yes | [] No | |
| Foreign Citizen: | [] Yes | [] No | Country: _____ |
| <i>**If foreign citizen please complete I9 Form and Tax Forms in Payroll, Netzer 213</i> | | | |

| | | |
|--|---|-------------------------------|
| Ethnicity: (check one) | [] Hispanic or Latino | [] Not Hispanic or Latino |
| Race: (check one or more) | [] American Indian or Alaska Native | [] Asian |
| | [] Native Hawaiian or Other Pacific Islander | [] Black or African American |
| | [] White | |

Please note: Disclosure of Social Security number is mandatory and used to comply with Social Security payroll withholding and reporting requirements. Authority to solicit the Social Security number has been established under Section 355 of the Education Law of the State of New York.

New York State Policy permits soliciting of the above information following appointment.