

**ST. JOHN FISHER UNIVERSITY ACADEMIC YEAR 2023-2024
STUDENT PAYROLL INFORMATION FOR SUPERVISORS**

The student hiring process will continue IN PERSON. All students who will be working the 2023-2024 Academic Year (Fall 2023 & Spring 2024) must come to the Payroll Department, Kearney 217, with their completed Student Employment Form. **Please note: August 28, 2023 through September 29, 2023, we will be accepting Student Employment Forms between the hours of 10AM and 2PM.**

The Student Employment Form is a one-page document where the student completes Section 1: Student Employee Information & Notification and the supervisor completes all requested information in Section 2: Supervisor & Department/School Information. The supervisor provides the student with a copy of the completed form to bring to the Payroll Department. In addition, a copy of the 'Payroll Information for Student Employees' document should be provided to the student. Please take a moment to get acquainted with the information in the document.

New York State minimum wage is \$15.00/hour, effective 12/31/2023. All student employees will be paid \$15.00/hour over the Spring 2024 semester beginning 12/31/2023.

Student employees are paid by the hour. Time worked must be accurately reported on time sheets; recorded on the correct date and by the minute. Time sheets must be submitted by the scheduled due date for the pay period in order to comply with Federal and New York State Department of Labor laws.

New student employees are required to complete an I9: Employment Eligibility Verification Form at the Payroll Department prior to beginning work. The student will need to present acceptable identification documents to certify eligibility to work in the United States. An I9: Employment Eligibility Verification Form will be provided by the Payroll Department or can be found under the Documents & Forms section on the Payroll Department web page. Located on the last page of the I9 form is the complete list of the acceptable identification documents, <https://www.sjfc.edu/services/payroll/>,

Student employees may not begin working prior to submitting their employment paperwork, IN PERSON, to the Payroll Department. A Payroll representative must approve their employment. Supervisors will receive an email from Payroll once the student employee is approved to begin working. Expect processing time of up to 24-48 hours.

Student employees may work up to 20 hours per work week (7 days, SAT-FRI). Student employees working in multiple positions at St. John Fisher are limited to working a maximum of 20 hours per week combined total for all positions. (For further explanation, contact a Payroll representative.)

You must have a Fiscal Year 2024 Work study (61201 or 61202) and/or Non-Work study (61203) budget to be able to hire a student employee. Budgets must not go over any allocated amount.

Academic "WORKING" Year 2023-2024:

- Summer 2023 student employment ends on Monday, 9/4/2023.
- Academic year 2023-2024 student employment BEGINS on Tuesday 9/5/2023, the first day of classes.
- Academic year 2023-2024 student employment ENDS on Saturday 5/11/2024, Commencement Day.

PLEASE NOTE: Student employees returning to a position held prior to Fall 2023 MUST complete a new Student Employment Form if he/she will be working during the 2023-2024 Academic Year.

FishRNet & Web Time Entry Electronic Time Sheets - All student employees will use electronic time sheets through Web Time Entry, a web-based time entry software system. Student employees enter time worked and submit their completed time sheet to their supervisor electronically. The assigned 'Approver' (supervisor) will review and approve the submitted time sheet electronically. Guides for both the student employee and the Approver are available on the Payroll web page, <https://www.sjfc.edu/services/payroll/web-time-entry/>. If you have any questions concerning Web Time Entry, please contact the Payroll Department.

Paper Time Sheets - If a Web Time Entry time sheet is not yet available, a 'generic' paper time sheet can be used. The 'generic' time sheet will need to contain the student employee's name, student ID, position & Department/School, dates & hours worked, along with the signature of the student employee (whenever possible) and the Supervisor. It is the Supervisor's responsibility to deliver paper time sheets to the Payroll Department.

Paper time sheets and electronic time sheets must be submitted every other week according to the scheduled due date and time for the pay period to comply with Federal and New York State Department of Labor laws. Please refer to the Payroll Schedule available on the Payroll web page, <https://www.sjfc.edu/services/payroll/>,

Important Legal Issues to Remember

Minimum Reporting Time – An employee who reports to work and is sent home early (before the end of their scheduled work hours) will be paid based on minimum reporting time. This means they will be paid their full schedule, or a minimum of four hours, whichever is less. **Please keep minimum reporting time in mind.** If a schedule needs to be changed, such that an employee does not need to report to work, as much notice as possible should be provided to the employee to cancel the scheduled shift. No pay is required for a cancelled schedule if done in advance of the individual reporting for work.

The Wage Theft Prevention Act of New York State - has been in effect since 2011. The Act is intended to protect employees. Employers who fail to comply with the Act are subject to severe financial penalties. How this Act impacts the student hiring and time sheet submission process:

- Student employees must submit their employment paperwork IN PERSON to the Payroll Department prior to beginning to work. At the time of hire the Payroll Department is required to provide a separate signed and dated employee acknowledgement notice to the student employee.
- Time sheets must be submitted by the scheduled due date for each pay period.
- In accordance with the Act, student employees pay stubs must include the dates of work covered by the payment. To accomplish this requirement and pay students on time, time sheets must be submitted for the pay period by the scheduled due date.

NYS SEXUAL HARASSMENT TRAINING

All student employees are required to complete NYS Sexual Harassment Training at the time of hire, and annually. Employees that are required to complete the training will receive an email notification from the Human Resource Department with the subject **“Welcome – NYS Sexual Harassment Training Notification – Required Training Available”**. A link to the training module is included in the email. Time spent on training should be recorded as time worked. Those who do not complete the required training after several weeks will be subject to sanctions which may include termination. Contact Human Resources (humanresources@sjfc.edu) for questions concerning NYS Sexual Harassment Training.

NYS PAID SICK LEAVE ([New York Paid Sick Leave \(ny.gov\)](http://www.ny.gov))

On April 3, 2020, legislation was signed establishing New York State’s paid sick leave law requiring employers with five or more employees or net income of more than \$1 million to provide paid sick leave to employees. Student employees are covered under this law. Student employees may use accrued leave following a verbal or written request to their supervisor for the following reasons impacting the student employee or a member of their family for whom they are providing care or assistance with care:

Sick Leave:

- For mental or physical illness, injury, or health condition, regardless of whether it has been diagnosed or requires medical care at the time of the request for leave or
- For the diagnosis, care, or treatment of a mental or physical illness, injury or health condition; or need for medical diagnosis or preventive care.

Safe Leave:

- For an absence from work when the employee or employee’s family member has been the victim of domestic violence as defined by the State Human Rights Law, a family offense, sexual offense, stalking, or human trafficking due to any of the following as it relates to the domestic violence, family offense, sexual offense, stalking, or human trafficking:

Please refer to the SJF Employee Handbook for additional explanation & information, <https://www.sjfc.edu/media/services/human-resources/documents/EmployeeHandbook.pdf>.

On September 30, 2020, covered employees in New York State began to accrue leave at a rate of one hour for every 30 hours worked. On January 1, 2021, employees could start using accrued paid sick leave. Student employees can view their available leave balance through FishRNet, Employee Services, select Current Leave Time Balances and History.

Payroll Department

<https://www.sjfc.edu/services/payroll/>

Kearney Administration Building Room 217

Department Hours: Monday - Friday 8:30AM - 4:30PM

(585)385-8056 or (585)385-8057

Academic Year 2023-2024 Payroll Schedule

Payroll Date			Paper Payroll Timesheets Number Due		Web Time Entry Information						Employee Able to View on WTE Until	Approver Until
					Employee			Approver				
					Timesheets Accessible on	Timesheet Must be Submitted By	Timesheets Must be Approved By	Timesheets Accessible on	Timesheet Must be Submitted By	Timesheets Must be Approved By		
Start Date	End Date											
September 1, 2023	8/12/2023	8/25/2023	18	8/25/2023	8/12/2023	8/28/2023	10:00 AM	8/28/2023	2:00PM	10/31/2023	10/31/2023	
September 15, 2023	8/26/2023	9/8/2023	19	9/8/2023	8/26/2023	9/11/2023	10:00 AM	9/11/2023	2:00PM	11/14/2023	11/14/2023	
September 29, 2023	9/9/2023	9/22/2023	20	9/22/2023	9/9/2023	9/25/2023	10:00 AM	9/25/2023	2:00PM	11/28/2023	11/28/2023	
October 13, 2023	9/23/2023	10/6/2023	21	10/6/2023	9/23/2023	10/9/2023	10:00 AM	10/9/2023	2:00PM	12/12/2023	12/12/2023	
October 27, 2023	10/7/2023	10/20/2023	22	10/20/2023	10/7/2023	10/23/2023	10:00 AM	10/23/2023	2:00PM	12/26/2023	12/26/2023	
November 10, 2023	10/21/2023	11/3/2023	23	11/3/2023	10/21/2023	11/6/2023	10:00 AM	11/6/2023	2:00PM	1/9/2024	1/9/2024	
November 24, 2023	11/4/2023	11/17/2023	24	11/17/2023	11/4/2023	11/20/2023	10:00 AM	11/20/2023	2:00PM	1/23/2024	1/23/2024	
December 8, 2023	11/18/2023	12/1/2023	25	12/1/2023	11/18/2023	12/4/2023	10:00 AM	12/4/2023	2:00PM	2/6/2024	2/6/2024	
December 22, 2023	12/2/2023	12/15/2023	26	12/15/2023	12/2/2023	12/18/2023	10:00 AM	12/18/2023	2:00PM	2/20/2024	2/20/2024	
January 5, 2024	12/16/2023	12/29/2023	1	12/20/2023	12/16/2023	12/21/2023	10:00 AM	12/21/2023	2:00PM	3/5/2024	3/5/2024	
January 19, 2024	12/30/2023	1/12/2024	2	1/12/2024	12/30/2023	1/12/2024	10:00 AM	1/12/2024	2:00PM	3/19/2024	3/19/2024	
February 2, 2024	1/13/2024	1/26/2024	3	1/26/2024	1/13/2024	1/29/2024	10:00 AM	1/29/2024	2:00PM	4/2/2024	4/2/2024	
February 16, 2024	1/27/2024	2/9/2024	4	2/9/2024	1/27/2024	2/12/2024	10:00 AM	2/12/2024	2:00PM	4/16/2024	4/16/2024	
March 1, 2024	2/10/2024	2/23/2024	5	2/23/2024	2/10/2024	2/26/2024	10:00 AM	2/26/2024	2:00PM	4/30/2024	4/30/2024	
March 15, 2024	2/24/2024	3/8/2024	6	3/8/2024	2/24/2024	3/11/2024	10:00 AM	3/11/2024	2:00PM	5/14/2024	5/14/2024	
March 29, 2024	3/9/2024	3/22/2024	7	3/22/2024	3/9/2024	3/25/2024	10:00 AM	3/25/2024	2:00PM	5/28/2024	5/28/2024	
April 12, 2024	3/23/2024	4/5/2024	8	4/5/2024	3/23/2024	4/8/2024	10:00 AM	4/8/2024	2:00PM	6/11/2024	6/11/2024	
April 26, 2024	4/6/2024	4/19/2024	9	4/19/2024	4/6/2024	4/22/2024	10:00 AM	4/22/2024	2:00PM	6/25/2024	6/25/2024	
May 10, 2024	4/20/2024	5/3/2024	10	5/3/2024	4/20/2024	5/6/2024	10:00 AM	5/6/2024	2:00PM	7/9/2024	7/9/2024	
May 24, 2024	5/4/2024	5/17/2024	11	5/17/2024	5/4/2024	5/20/2024	10:00 AM	5/20/2024	2:00PM	7/23/2024	7/23/2024	

Academic year employment begins on September 5, 2023 and ends on May 11, 2024
 Summer 2023 employment ends on September 4, 2023