



# **STUDENT EMPLOYEE EMPLOYMENT HANDBOOK**

Payroll Department  
Kearney Administration Building, Room 217  
3690 East Avenue  
Rochester, NY 14618  
(585)385-8057 or (585)385-8056  
<https://www.sjfc.edu/services/payroll/>

Updated 05/2023

## STUDENT EMPLOYEE HANDBOOK

This handbook is provided to you with a general overview of student employment. The information is intended to be helpful to new and current student employees. Please contact the Payroll Department with any questions.

### TABLE OF CONTENTS

- I. ELIGIBILITY FOR CAMPUS EMPLOYMENT
- II. TYPES OF STUDENT EMPLOYMENT PROGRAMS
- III. FINDING A JOB ON CAMPUS
- IV. EMPLOYMENT PAPERWORK  
Student Employment Form, I-9 Employment Eligibility Verification Form, Payroll Taxes,  
Sexual Harassment Training
- V. WORK HOURS, PAY RATE, MEAL PERIODS and BREAKS, JURY DUTY and NYS PAID SICK LEAVE
- VI. PAY PERIOD, HOURS WORKED & TIME SHEETS
- VII. PAYROLL, PAY DAY & PAYMENT OPTIONS
- VIII. REPORTING ACCIDENTS AND INJURIES
- IX. STUDENT CONDUCT AND CONFIDENTIALITY
- X. TERMINATION

### IMPORTANT CONTACTS

Payroll Department, Kearney Room 217

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

Mary R. Powley  
Director of Payroll and Accounts Payable

Phone: (585)385-8057  
Email:mpowley@sjfc.edu

Erin O'Connor  
Assistant

Phone: (585)385-8056  
Email:eoconnor@sjfc.edu  
Fax: (585)385-8438

Center for Career & Academic Planning

Phone: (585)385-8050

Student Financial Services

Phone: (585)385-8042

Your Supervisor

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## I. ELIGIBILITY FOR CAMPUS EMPLOYMENT

### St. John Fisher University Students

During the Academic Year (September – April):

To be eligible for campus employment at St. John Fisher University during the Academic year (Fall and Spring semesters) you must be a matriculated student in an undergraduate or graduate program, enrolled in at least 6 credit hours and have completed your educational registration with the University for the Academic semester in which you will be employed. You must also verify your employment eligibility by completing an I9 Employment Eligibility Verification Form (see section IV), submitting appropriate documentation to the Payroll Department.

During the Summer (May - August):

To be eligible for campus employment at St. John Fisher University during the summer you must be a continuing matriculated student in an undergraduate or graduate program. You must also verify your employment eligibility by completing an I9 Employment Eligibility Verification Form (see section V), submitting appropriate documentation to the Payroll Department.

### St. John Fisher University International Students

To be eligible for campus employment at St. John Fisher University you must meet the same criteria as any St. John Fisher University student (above) for the Academic period in which you will be working and also have a valid F1 or J1 Visa. You are responsible for keeping your Visa status up-to-date and updating your records with the Payroll Department when necessary. You are not eligible to work with an expired status. If you do not have a Social Security number, you will need to apply for one prior to accepting employment.

## II. TYPES OF STUDENT EMPLOYMENT PROGRAMS

### Federal Work Study Program

The Federal Work Study Program is a federally funded work program that provides part-time employment to students based on financial need, as determined by the Federal Government, by compensating them for the work they perform. To be eligible to work in this program, you must meet the criteria of ‘Eligibility for Campus Employment’ (see Section I.). You must also apply for and be awarded financial aid and receive and accept a Federal Work Study award in your financial aid package. Eligibility and earnings limits are based on your personal financial need. Questions concerning your eligibility for this award should be directed to the Student Financial Services Office, Kearney Administration building, room 204.

### St. John Fisher University Non-Work Study Program

The St. John Fisher University Non-Work Study Program is a University funded work program that provides part-time employment to students who are not eligible for the Federal Work Study Program during the Academic year. All students employed during the summer are paid through the Non-Work Study Program. To be qualified to work in this program, you must meet the criteria of ‘Eligibility for Campus Employment’ (see Section I.).

## III. FINDING A JOB ON CAMPUS

St. John Fisher University’s Center for Career & Academic Planning offers a listing of many available jobs on **Handshake**, <https://www.sjfc.edu/student-life/career-readiness/handshake/>. The listing contains many, but not all on campus jobs available to students. Some Departments/Schools advertise their available jobs using signage and by word of mouth. Walk around campus, visit Departments/Schools, talk to friends, professors, coaches and staff concerning job opportunities.

## IV. EMPLOYMENT PAPERWORK

### Student Employment Form

When you have been hired, you and your Supervisor will complete a Student Employment Form. Your Supervisor may have a form or you may be instructed to pick one up at the Payroll Department, Kearney Administration building, room 217. This form must be completed, returned to the Payroll Department and approved by a Payroll representative prior to you beginning to work. Payroll will notify your supervisor once you are approved.

### I-9 Employment Eligibility Verification Form

You may not begin working until an I-9 Employment Eligibility Verification Form is completed and all supporting

identification documentation required by the Department of Homeland Security has been presented at the Payroll Department. Typically, most students present an unexpired State issued Driver's license or school ID card with a photograph AND a Social Security Account Number card or an original or certified copy of a birth certificate issued by a State. A complete list of acceptable documents can be obtained on the Department of Homeland Security web page, <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf> or from the Payroll Department. You need to complete only one I-9 for the entire continuous time you are a student employee at St. John Fisher University.

#### Payroll Tax Withholding Forms

Earnings, including Federal Work Study Program earnings, are subject to federal, state and local taxes. As a student enrolled in a minimum of 6 credit hours, you are exempt from Social Security and Medicare taxes during the Academic year (Fall and Spring semesters). Summer earnings are subject to all taxes: Social Security, Medicare, federal, state and local taxes.

Student employees that elect not to complete payroll tax withholding forms, Federal Form W-4 and/or a NYS IT- 2101 form, will automatically be withheld at the single/zero level. Every new Academic year, a new Federal Form W-4 and/or a NYS Tax Form IT-2101 must be completed to request withholdings other than the single/zero level. Please review your individual tax situation to determine an appropriate withholding status.

Federal Form W-4 and/or a NY IT-2101 form are available at the Payroll Department or by inks available through <https://www.sjfc.edu/services/payroll/tax-withholdings-and-form-w-2/>.

NOTE: Federal Form W-4

To claim "exempt" on a Federal Form W-4 you must meet the following conditions:

- You are not claimed as a dependent on another person's tax return AND
- You had no tax liability for the previous tax year AND
- You expect to have no tax liability for the current tax year
- You must file a new Federal Form W-4 each year to continue your "exempt" status.

NOTE: New York State IT-2104 form

If you are a dependent who is under 18 or a full-time student, you may owe NYS tax if your income is more than \$3,100.00.

To claim "exempt" from New York State income tax withholding, you must file Form IT-2104-E, Certificate of Exemptions from Withholding form with your employer each year.

You are not eligible to claim "exempt" unless the following conditions are met:

- You must be under the age of 18, or over the age of 65, or a full-time student under the age of 25 AND
- You had no New York income tax liability in the prior tax year AND
- You do not expect to have New York income tax liability for the current tax year OR
- You meet the conditions set forth in the Service Members Civil Relief Act, as amended by the Military Spouses Residency Relief Act.

#### Sexual Harassment Training

Required by New York State effective January 1, 2019. All employees of the University, including student workers, are required to complete NYS Sexual Harassment training at the time of hire and annually. Human Resources will send a notification to your Fisher email with the subject "**Welcome – NYS Sexual Harassment Training Notification – Required Training Available**". A link to the training module is included in the email notification. Training should be completed as soon as possible. If you do not complete the required training after several weeks you will be subject to sanctions which include termination of your work assignment. (For University Policy refer to Employee Handbook, D1.2.1 available on the SJF Human Resource web page, <https://www.sjfc.edu/services/human-resources/>)

## V. WORK HOURS & PAY RATE

#### Maximum Hours Per Week

- As a **Federal Work Study** student employee you may work up to a maximum of 20 hours per week (combined total of all positions held) during the Academic year (Fall & Spring semesters). The number of hours per week will be determined by your Supervisor. Most on-campus employers will work around your class schedule. Your gross earnings may not exceed your Federal Work Study award amount. If this occurs, continued employment will be determined by your Supervisor and the Payroll Department.

- As a St. John Fisher University **Non-Work Study** student employee, you may work up to a **maximum of 20 hours per week** (combined total of all positions held) during the Academic year (Fall & Spring semesters). The number of hours per week will be determined by your Supervisor. Most on-campus employers will work around your class schedule.
- As a St. John Fisher University **Summer Non-Work Study** student employee, you may work up to a maximum of **40 hours per week** (combined total of all positions held) over the summer. The number of hours per week will be determined by your Supervisor.

### Pay Rate

All student employees will be paid New York State's current minimum wage \$14.20 per hour, as of 12/31/2022.

### Overtime

Overtime for student employees is rare. 20 hours per week is the maximum number of hours a student employee can work during the Academic year (Fall and Spring semesters). Overtime is calculated on hours worked in a payroll week (7 days, Saturday to Friday) that are greater than 40. On the rare occasion overtime might occur you will be paid the rate of one-and-one-half times your regular hourly rate for hours worked over 40.

### Meal Periods and Breaks

- Student employees who work a shift of more than six hours which extends over the 11 a.m. to 2 p.m. period are entitled to an unpaid meal period of at least 30 minutes between 11 a.m. and 2 p.m.,
- Student employees who work a shift starting before 11 a.m. and continuing later than 7 p.m. are entitled to an unpaid meal period of at least 20 minutes between the hours of 5 p.m. and 7 p.m.,
- Student employees who work a shift of more than six hours starting between 1 p.m. and 6 a.m. are entitled to an unpaid meal period of at least 30 minutes at some point midway between the beginning and end of the shift.

Meal periods of 20 minutes or more are not counted as work time, thus employers do not pay for that time. Other "Breaks" are not required. If a break (less than 20 minutes) is permitted, then it should be paid as working time.

### Jury Duty

As a student employee who is serving Jury Duty, you will be paid for the first 3 days served, provided you are serving on your regular scheduled work days. You will be paid your regular wage for the day or \$40, whichever is less. The court will provide you with a 'statement of service' form for proof of service dates. This form must be submitted to your Supervisor and turned in with your time sheet so that you can be paid.

### NYS Paid Sick Leave ([New York Paid Sick Leave \(ny.gov\)](https://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.

## VI. PAY PERIOD, HOURS WORKED & TIME SHEETS

### Pay Period

A pay period consists of two consecutive work weeks, beginning on a Saturday and ending on a Friday. A Payroll Schedule is available at <https://www.sjfc.edu/services/payroll/>.

### Work Week

A work week consists of a specified 7 day time frame, beginning on a Saturday and ending on the following Friday.

### Calculating Hours Worked

Record hours worked on an electronic time sheet under the appropriate date to the minute using decimal conversion of minutes. Examples: 4.25 = 4 hours & 15 minutes, 2.7 = 2 hours & 42 minutes, 3.43 = 3 hours & 26 minutes.

Conversion Table available at <https://www.sjfc.edu/services/payroll/web-time-entry/>.

### Recording Hours Worked

Each Department/School has their own time keeping procedure. Check with your Supervisor concerning where and how you should be recording your hours worked. We encourage you to keep your own documentation of dates and hours worked for reference.

### Time sheets

A time sheet consists of one bi-weekly pay period, a specified 14 day time frame beginning on a Saturday and ending on a Friday. Time sheets are accessible through FishRNet, Employee Services. Using the web-based time entry software system, Web Time Entry, you will record your hours worked on your electronic time sheet. At the end of the bi-weekly pay period, you will electronically submit your completed time sheet to your Supervisor (Approver) for approval. Web Time Entry User Guides are available on the Payroll intranet page, <https://www.sjfc.edu/services/payroll/web-time-entry/>

Time sheets are due bi-weekly by a scheduled date and time. Once the deadline has passed the electronic time sheet for the pay period is no longer accessible to you or your Supervisor (Approver). A Department/School may have their own time sheet completion process and schedule. Check with your Supervisor concerning the process and schedule you should follow.

When a time sheet deadline is missed, please contact your Supervisor and/or the Payroll Department concerning what steps are required to submit a late time sheet.

Payroll Schedule: <https://www.sjfc.edu/services/payroll/web-time-entry/>.

## VII. PAYROLL, PAY DAY & PAYMENT OPTIONS

### Payroll

Payroll is processed bi-weekly according to the published payroll schedule. It is imperative that time sheets for the pay period be turned in by the deadline. Late time sheets will not be processed until approximately 7-10 days after submission. Payroll Schedule: <https://www.sjfc.edu/services/payroll/web-time-entry/>

### Pay Day

The last day of the pay period is a Friday. Payday is 7 days later on the following Friday.

### Payment Options

Direct Deposit: You are strongly urged to elect direct deposit into one or more checking or savings accounts at a bank or financial institution of your choice. Accounts do not have to be at the same bank or institution. Direct Deposit is very simple and convenient. To begin Direct Deposit, complete a Direct Deposit Request Form. Forms can be obtained at <https://www.sjfc.edu/services/payroll/direct-deposit/> or stop by the Payroll Department with your checking or savings account banking information. When direct deposit is elected, you will view your pay stub on the Employee Services module of FishRNet, <http://fishrnet.sjfc.edu>.

Paycheck: You will receive a “live” paycheck if you do not elect payroll direct deposit. Paychecks are mailed to your legal mailing address listed with the University.

If a paycheck is lost, destroyed, stolen or stale dated, notify the Payroll Department as soon as possible.

## VIII. REPORTING ACCIDENTS AND INJURIES

Any accident that occurs while conducting University business must be reported immediately to your Supervisor/Manager. Should an injury result from the accident, you and your Supervisor/Manager must immediately contact the Safety and Security Department. Additionally, an Accident Report Form (<https://www.sjfc.edu/media/services/human-resources/documents/AccidentReport.pdf>) must be completed as soon as possible and signed by you & your Supervisor/Manager. The Supervisor/Manager forwards the completed report to the Human Resources Department, [humanresources@sjfc.edu](mailto:humanresources@sjfc.edu). These steps are important, among other reasons, to protect your rights under the provisions of New York’s Workers’ Compensation law.

## IX. STUDENT CONDUCT AND CONFIDENTIALITY

### Student Conduct

Student employees are representatives of St. John Fisher University. SJF student employees are expected to act in an appropriate manner, be punctual, reliable, dress appropriately and perform work in a satisfactory manner.

Working under the influence of alcohol or controlled substances is not permitted. Theft of tangible items or computer time, or misuse of telephones, equipment or facilities available to students during their work hours is grounds for immediate dismissal and possible prosecution. Student employees are paid for actual hours worked, any student found reporting unauthorized work hours will be immediately terminated from employment and may face criminal charges.

As student employees, you are entitled to be treated fairly and with respect. You should be asked and expected to complete tasks and meet responsibilities detailed in a job description. If you have questions or concerns about the tasks you are asked to complete or the manner in which you are treated, you should speak with their supervisor and seek to identify a solution. If you continue to have concerns, you may speak with the director of the department, the department chair, or the dean of the school in which you are employed. You may also seek advice from staff in Human Resources.

### Confidentiality

The University is committed to the privacy of individuals (students, professors, employees, volunteers) and the confidentiality of records, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA) and St. John Fisher University. As an employee you have the responsibility of making sure that this commitment is upheld. If you have been given information in confidence or have been authorized to secure sensitive information, you are entrusted with maintaining the confidentiality of that material. Breaches of confidentiality may be subject to corrective action.

## X.TERMINATION

It is important to note that St John Fisher University Student Employment is an “at-will” employment relationship. This means that either party can end the employment relationship at any time and for any or no reason. While St. John Fisher University expressly reserves the right to terminate the employment relationship at will, conduct such as, but not limited to, the examples below are causes for disciplinary action up to and including discharge:

- Repeated absences or late arrival to work
- Inability to perform job requirements
- Unsatisfactory completion of work assignments.
- Dishonest alteration of time sheet(s)
- Breach of confidentiality.
- Completion or elimination of job and/or loss of funding.

It is generally expected that students will give the Supervisor a two-week notice prior to leaving his/her position whenever possible.