



Student Employment Procedures for Supervisors, Fall 2026

The student hiring process remains in-person. All students beginning work in a student work study or non-work study position Fall 2026 will need to come to the Payroll Department, Kearney 217, with their completed Student Employment Form. (Students returning to a position(s) held prior to Fall 2026 will need to complete and submit a new Student Employment Form to begin working Fall 2026 through Spring 2027.)

Student Employment Form:

The Student Employment Form is a one-page document where the student completes Section 1, and the supervisor completes Section 2. All student employees will be paid the current NYS minimum wage of \$16.00/hour effective 1/1/2026.

After Sections 1 and 2 are completed, the student employee must bring the form to the Payroll Department, Kearney 217. No student should begin working prior to the supervisor being notified by Payroll that the hiring process is complete and the student employee is eligible to begin working.

Returning Student Employees: (Returning student employees beginning a new or returning to a previously held position)

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form.
- While in Payroll the student employee will complete the following employment forms:
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$16.00/hour, effective 1/1/2026.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working.
- **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

New Student Employees: (New student employees working for the University for the first time)

- The student completes Section 1 of the Employment Form when meeting with their supervisor or per the supervisor's direction. The supervisor completes Section 2.
- The student comes to Payroll with the completed employment form and is prepared to complete the I-9 Employment Eligibility Verification Form which requires acceptable forms of identification. A list can be found on the Payroll web page or <https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>.
- While in Payroll the student employee will complete the following employment forms:
 - The I-9 form (Identification documents are required for this form.)
 - NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - Direct Deposit form. This form is optional.
- All employees will be paid minimum wage, \$16.00/hour, effective 1/1/2026.
- Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is eligible to begin working.
- **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

Student Employment Information, Forms, Guides for Web Time Entry (User and Approver) and a Payroll Schedule can be found on the Payroll web page, <https://www.sjf.edu/services/payroll/>. All questions regarding student employment and the hiring process should be directed to Erin at 385-8056 / eoconnor@sjf.edu or Sheila at 385-8057 / sharris@sjf.edu.

As always, thank you for your cooperation,
Sheila & Erin