



## **STUDENT HANDBOOK 2016-2017**

Dear Student Employee:

Welcome to the Student Employment Program here at Delhi, Inc. As a student employee, you join a group of over 100 SUNY Delhi students in helping provide various non-academic services on campus. Included are clerical, computers, maintenance, custodial etc. As an employer, we recognize that as a student your primary goal while attending SUNY Delhi is to receive a quality education. In appreciation of this, we try to provide students with valuable work experience while earning money to offset the expenses of college.

While working in your unit, your primary role is that of an employee. While in that role, you are entitled to certain rights and entrusted with certain responsibilities. The intention of this handbook is to highlight these rights and responsibilities. If you have a question concerning any area of the handbook, feel free to stop by the Human Resources Office, 103 Bush Hall.

SUNY Delhi values the input of its student employees and encourages them to share their thoughts and ideas with management. We hope that by maintaining open lines of communication we will reap benefits in student employee satisfaction and increased productivity.

Whether you are a new student on campus or a returning one, we welcome you and look forward to a fruitful year at the State University of New York at Delhi.

## **Equal Employment Opportunity**

SUNY Delhi is dedicated to the principles of Equal Opportunity in Employment. In doing so, the corporation maintains full compliance with all federal, state, and local statutes pertaining to these policies. In addition, the corporation asserts that it will:

- Disregard race, creed, color, sex, age, national origin, disability, veteran's status, or sexual preference as a factor in the recruitment, hiring, and promotion of any of its employees.
- Use only job related criteria and qualifications for the basis of its employment decisions and in the application of its policies.
- Encourage the appropriate representation of women, minorities, and the disabled in the population employed by SUNY Delhi.

## **Eligibility for Employment**

To secure a Federal Work Study Program position you must be a registered student here at SUNY Delhi and qualify financially for the program. If you have not been awarded Work Study on your Financial Aid Award letter – please contact the Financial Aid Office to see if you qualify financially for one of these positions. You must maintain a 2.0 GPA in order to keep participating in the Federal Work Study program.

Student Assistant positions are filled by qualifications. Any student who maintains full-time status is eligible to apply for these positions. During the summer, this definition will mean having maintained or maintaining part-time or full-time student status for the previous or present semester and be registered for the following semester.

## **What are your responsibilities?**

As a student employee, you maintain a dual role in the community. Your primary responsibility, of course, is as a student. However, when you assume the responsibility of being an employee of SUNY Delhi, the role becomes one of service to the college community. Because of this very important participation, there is a certain expectation placed upon you. This expectation is directed toward the goal of providing the best quality service to students, faculty, staff, alumni, and visitors to our campus in the most efficient manner possible. It is also intended to provide you with an experience that will help you prepare for your post-graduation environment.

You should be punctual in arriving for work and prepared to undertake your assignments. If you anticipate you will be late for your scheduled work, you must call the unit supervisor as soon as possible so your duties can be assigned to someone else. If these calls are pervasive, however, your employment status will be in jeopardy.

## **Appearance and Attire**

There are no specific attire requirements – HOWEVER – if your assignment is located in an administrative office or if you will be working in and around the public, you should dress accordingly – i.e. shorts and flip-flops are not appropriate office attire. If your assignment is custodial related or requires working outdoors – please wear the appropriate clothing and/or outerwear.

## **Accidents**

You must report all accidents immediately, no matter how minor, to management or the supervisor on duty. An incident report is to be completed.

## **Safety**

Care and diligence are necessary while you are working. Your health and safety are of primary concern. Your supervisor or manager will make you aware of all safety procedures and concerns in your work area. Please observe these rules and work with safety in mind.

## **Privacy**

As an employee, you are to abide by The Family Educational Rights and Privacy Act (FERPA). It limits the right of the University and its campuses to disclose education records or information contained in such records without the student's consent. The University is committed to protecting the privacy of personally identifiable information contained in education records in accordance with FERPA. Additional information and guidance can be found at FPCO's Web site: <http://www.ed.gov/policy/gen/guid/fpc/index.html>

## **How do I get paid?**

Paychecks are distributed every other Thursday after 9:00 a.m. and will be located in your campus mailbox. Please refer to page five for distribution dates. If you have not completed a payroll packet, you cannot work! During breaks, checks are held until students return. Between semesters and over the summer, checks are mailed to the address on the check. Please be sure this address is correct. If you wish to make alternate arrangements please contact Human Resources before leaving campus.

## **Employment forms required for completion and submission**

- W-4
- IT-2104 or IT-2104E
- I-9
- Application for Employment
- Employment Questionnaire
- Retirement System Membership/Declination
- Confidentiality Statement

## **W-2**

W-2's will be sent to the permanent address indicated on your W-4. Please remember to make sure you have the appropriate address on your W-4. W-2's are sent by January 31 of each year.

## **Change of Address**

You may change your address by coming to the Human Resources office and filling out a change of address form. You may also find this form on the Human Resources website under forms.

## **Direct Deposit**

Barnes and Noble located in Farrell Hall have a check-cashing limit of \$200.00. Because of this, we encourage you to sign up for direct deposit. You can pick up a form in the Human Resources office, 103 Bush Hall. If the deposit is into a checking account, fill out the top portion and attach a blank, voided check. If the deposit is for a savings account, you will have to take the form to your bank for their signature. Please bring the completed form to our office. Please note: Anyone whose name is on the bank account must sign the direct deposit form.

**International Students**

In most cases, international students can work but do have additional requirements and limitations depending on the country of their residence. To be able to work, international students will need to acquire a social security number. Please come to our office for further information.

**TIME SHEET INSTRUCTIONS**

The following time sheet instructions are to help answer any questions that you may have regarding your time sheet. It is to help ensure that your time sheets are done correctly and that there will be no delay in processing.

Only use one time sheet for each pay period that you work. To keep track of the current pay period, use the pay period dates on the next page. When you begin each pay period, write the dates on your time sheet. Then for each day you work, enter your hours on the correct date.

Example: The pay period dates for the time sheet below are from 3/24 – 4/6, so only those days are to be listed on that time sheet. The last day of that pay period is to be written where it says “For Payroll Period Ending” on the top of your time sheet. At the end of each pay period, make sure you print your name legibly (if we can’t read your name, we don’t know who to pay). Also, be sure to sign your name and date the time sheet before you hand it in to your supervisor.



**STUDENT ASSISTANT TIME SHEET**

For Payroll Period Ending: 4/6/2016

Week 1							Week 2						
Date		In	Out	In	Out	Total Hrs	Date		In	Out	In	Out	Total Hrs
3/24	Thurs	10	12			2	3/31	Thurs	10	1			3
3/25	Fri	5:15	7:30			2.25	4/1	Fri					
3/26	Sat						4/2	Sat					
3/27	Sun						4/3	Sun					
3/28	Mon	5:15	7:30			2.25	4/4	Mon	10	1			3
3/29	Tues						4/5	Tues					
3/30	Wed	10	12			2	4/6	Wed	10	12			2
<b>Total Hours Week 1</b>						<b>8.5</b>	<b>Total Hours Week 2</b>						<b>8</b>

I certify that the hours shown above are true and accurate.

Employee: Josephine Doe  
Please print

**DO NOT FORGET TO SIGN HERE**  
Signature

Date: 04/6/2016

Supervisor: Jonathan Doe  
Please print

Signature

Date: 04/6/2016

Total Hours 16.5

Rate/hour 8.00

Total Salary 132.00

Distribution: *White – Human Resources    Yellow Copies – Supervisor    Pink Copy – Student*

You will then hand in your time sheet to your supervisor who will add your total time worked and will sign the bottom agreeing that you worked the hours submitted. Time sheets are to be submitted to Human Resources by your supervisor(s).

It is important that your time sheets be turned in correctly and on time to Human Resources. ***They are to be turned by the supervisors by noon on the Friday following the end of the payroll period.*** Example: If the pay period ends Wednesday, 4/6, time sheets should be submitted to Human Resources on Friday 4/8. ***You need to be sure to have your timesheet submitted to your supervisor before that Friday.*** When time sheets are turned in late, they potentially have to wait two weeks to be entered into the payroll program, and another two weeks for the check to arrive as checks are not prepared at this location. Please submit your time sheets promptly so this does not occur. It is a long wait!

Your first paycheck will take approximately three and a half weeks to receive. After that, you will receive a check every two weeks. Refer below to see when you will receive your checks. For pay period ending 4/6, your first check would arrive on 4/28. Checks arrive every other Thursday, please review the dates below.

### Student Pay Period & Check Dates for 2016-2017 Fiscal Year

Payroll Year	Payroll Number	Begin Date	End Date	Check Date
20162017	01	3/24/2016	4/6/2016	4/28/2016
20162017	02	4/7/2016	4/20/2016	5/12/2016
20162017	03	4/21/2016	5/4/2016	5/26/2016
20162017	04	5/5/2016	5/18/2016	6/9/2016
20162017	05	5/19/2016	6/1/2016	6/23/2016
20162017	06	6/2/2016	6/15/2016	7/7/2016
20162017	07	6/16/2016	6/29/2016	7/21/2016
20162017	08	6/30/2016	7/13/2016	8/4/2016
20162017	09	7/14/2016	7/27/2016	8/18/2016
20162017	10	7/28/2016	8/10/2016	9/1/2016
20162017	11	8/11/2016	8/24/2016	9/15/2016
20162017	12	8/25/2016	9/7/2016	9/29/2016
20162017	13	9/8/2016	9/21/2016	10/13/2016
20162017	14	9/22/2016	10/5/2016	10/27/2016
20162017	15	10/6/2016	10/19/2016	11/10/2016
20162017	16	10/20/2016	11/2/2016	11/24/2016
20162017	17	11/3/2016	11/16/2016	12/8/2016
20162017	18	11/17/2016	11/30/2016	12/22/2016
20162017	19	12/1/2016	12/14/2016	1/5/2017
20162017	20	12/15/2016	12/28/2016	1/19/2017
20162017	21	12/29/2016	1/11/2017	2/2/2017
20162017	22	1/12/2017	1/25/2017	2/16/2017
20162017	23	1/26/2017	2/8/2017	3/2/2017
20162017	24	2/9/2017	2/22/2017	3/16/2017
20162017	25	2/23/2017	3/8/2017	3/30/2017

If you have any questions, you may e-mail Alayna Weingates at [weingaas@delhi.edu](mailto:weingaas@delhi.edu) or call 746-4497. If you need immediate assistance, you may call the Human Resources direct line at 746-4495.