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Subject: 2025 Summer Payroll Information and Procedures: Student/Seasonal Employment

Hi,

So quickly the end of the Spring semester has arrived. If you are a supervisor that will be hiring a student employee over the summer, please take a moment to review our payroll practices for summer Fisher student/seasonal employees as detailed below.

FOR SUPERVISORS OF 2025 SUMMER SEASONAL STUDENT EMPLOYEES PAYROLL INFORMATION & PROCEDURES

St. John Fisher University

The summer 2025 hiring process for student employees will continue to be IN PERSON. All new and returning student employees working over the summer will need to come to the Payroll Department, Kearney 217, with their completed **Summer Seasonal Student Employment Form**.

The first day of the summer employment period is Sunday, May 11, 2025 and the last day is Monday, September 2, 2025.

All student employees will be paid New York State minimum wage, currently \$15.50 per hour.

A Department /School must have a Fiscal Year 2025 and/or Fiscal Year 2026 'Temp Services – Seasonal' budget, Account 61303, to support the hiring of a student employee.

A **Job Description Form** for the position must be on file with the Payroll Department.

The Summer Seasonal Student Employment Form consists of a one-page employment form and an informational document 'Payroll Information for 2025 Summer Seasonal Student Employees'. Please take a moment to get acquainted with the information in this document intended for your student employee. **This form and other referenced forms and guides can be found under the Documents & Forms section on the Payroll Department web page, <https://www.sjf.edu/services/payroll/documents-and-forms/>.**

Steps for Completing Summer Seasonal Student Employment:

New Student Employees:

- The student completes Section 1 of the Summer Seasonal Student Employment Form.
- The supervisor completes Section 2 of the Summer Seasonal Student Employment Form.
- The student comes to the Payroll Department with the completed employment form **AND acceptable forms of identification to satisfy the requirements of the I-9: Employment Eligibility Verification Form**.
- While at the Payroll Department the student employee will complete the following employment forms:
 - o I-9 Employment Eligibility Verification form along with presenting acceptable forms of identification.
 - o NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - o Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - o Direct Deposit form. This form is optional.

Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is approved to begin working. **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

Returning Student Employees:

- The student completes Section 1 of the Summer Seasonal Student Employment Form.
- The supervisor completes Section 2 of the Summer Seasonal Student Employment Form.
- The student comes to the Payroll Department with the completed employment form.
- While at the Payroll Department the student employee will complete the following employment forms:
 - o NYS Notice and Acknowledgement of Pay Rate and Pay Day form.
 - o Employee Opt-Out of Paid Family Leave Benefits form. This form is optional.
 - o Direct Deposit form. This form is optional.

Payroll will send an email notification to the supervisor confirming the hiring process is complete and the student employee is approved to begin working. **NO STUDENT SHOULD BEGIN WORKING PRIOR TO NOTIFICATION FROM PAYROLL.**

PLEASE NOTE: Student employees continuing or returning to their position held during the 2024-2025 academic year, MUST complete a Summer Seasonal Student Employment Form if they will be working during the summer 2025 employment period.

General Information:

Student employees may not begin working prior to submitting their employment paperwork, in person, to the Payroll Department. Their employment must be approved. Supervisors will receive an email notification approving the hire. Once received, the student employee may begin working. Expect a processing time of approximately 48 hours.

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 to comply with Federal and New York State Department of Labor laws.

Student employees may work up to 40 hours per work week (7 days, SAT-FRI) over the summer employment period. Student employees working in multiple positions at St. John Fisher University are limited to working a maximum of 40 hours per week combined total for all positions. For further explanation, please contact a Payroll representative.

Payroll Schedule and Time sheets

'Paper' time sheets and/or 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.**

FishRNet & Web Time Entry Electronic Time sheets

All student employees will use electronic time sheets through FishRNet, Employee Services. Student employees enter time worked and submit their completed time sheet electronically. Their assigned 'Approver'(supervisor) will review and approve the time sheet electronically. **Guides for both the student employee and the Approver are available on the Payroll web page under the Web Time Entry section.** If you have any questions concerning Web Time Entry, please contact Payroll.

Paper Time sheets

If a Web Time Entry time sheet is not available, a 'paper' time sheet can be used. A generic 'paper' **time sheet can be found on the Payroll web page** under the Documents & Forms section. The 'paper' 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 and the Supervisor. It is the Supervisor's responsibility to deliver 'paper' time sheets to the Payroll Department.

NYS PAID SICK LEAVE (New York Paid Sick Leave (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 paid sick leave with 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.sjf.edu/media/services/human-resources/documents/EmployeeHandbook.pdf>.

On September 30, 2020, covered employees in New York State began to accrue paid sick 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.

Legal Issues to be familiar with:

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@sjf.edu) for questions concerning NYS Sexual Harassment Training.

Again referenced forms and guides can be found under the Documents & Forms section on the Payroll Department web page, <https://www.sjf.edu/services/payroll/documents-andforms/>.

As always, thank you for your cooperation,

Mary Powley, Director of Payroll and Accounts Payable

Erin O’Connor, Payroll Assistant

Payroll Department payroll@sjf.edu

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

Kearney Administration Building Room 217

Summer Hours: Monday - Thursday 8:00AM - 4:30PM Friday 8:00AM – 12:00PM

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