

STUDENT PERSONNEL ACTION FORM

INSTRUCTIONS FOR COMPLETING STUDENT PERSONNEL ACTION FORM

GENERAL CAMPUS EMPLOYMENT	DINING SERVICES
\$12.00/HOUR	\$15.50/HOUR

1. COMPLETE THIS ENTIRE FORM

Employers must also complete the NYS Notice of Pay form (found on the back). A signed copy of NYS form must be submitted to the Financial Aid Office **before** the student begins working.

2. NEW HIRES

Employment paperwork must be completed by **ALL** new hires (student who have never worked at SLU) **PRIOR TO THE START DATE**.

3. TERMINATING A STUDENT

When terminating a student, please notify the Financial Aid Office at finaid@stlawu.edu.

NOTE: New student positions are created by completing a job description form and submitting it to the Financial Aid Office for approval. Job description forms can be obtained from the Financial Aid Office.

STUDENT NAME (PRINT): _____ **SLU ID:** _____

DEPARTMENT: _____ **ACCOUNT #:** _____

JOB TITLE: _____

PAY GRADE LEVEL FOR POSITION:

GENERAL CAMPUS EMPLOYMENT	DINING SERVICES	STIPEND

START DATE: _____ **END DATE:** _____

SUPERVISOR'S NAME (PRINT): _____

ACADEMIC DEPT CHAIR'S NAME (PRINT): _____

DO NOT WRITE BELOW THIS LINE

NYS FORM _____

PAY RATE _____

I9 _____

POS # _____

W/S _____

ENTERED _____

**Notice and Acknowledgement of Pay Rate and Payday
Under Section 195.1 of the New York State Labor Law
Notice for Hourly Rate Employees**

1. Employer Information

Name: St. Lawrence University

Doing Business As (DBA) Name(s):

FEIN (optional): 15-0532239

Physical Address: Financial Aid Office
Payson Hall
Canton, NY 13617

Mailing Address:
23 Romoda Dr
Canton, NY 13617

Phone: 315-229-5269

3. Employee's rate of pay:

\$ _____ per hour

4. Allowances taken:

- ☒ None
☐ Tips _____ per hour
☐ Meals _____ per meal
☐ Lodging _____
☐ Other _____

5. Regular payday: _____

6. Pay is:

- ☐ Weekly
☒ Bi-weekly
☐ Other

7. Overtime Pay Rate:

\$ _____ per hour (This must be at least
1½ times the worker's regular rate with
few exceptions.)

8. Employee Acknowledgement:

On this day I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated pay day on the date given below. I told my employer what my primary language is.

Check one:

☐ I have been given this pay notice in English because it is my primary language.

☐ My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Print Employee Name

Employee Signature

Date

Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.

2. Notice given:

- ☒ At hiring
☐ Before a change in pay rate(s),
allowances claimed or payday