STUDENT PERSONNEL ACTION FORM

INSTRUCTIONS FOR COMPLETING STUDENT PERSONNEL ACTION FORM

GENERAL CAMPUS EMPLOYMENT	DINING SERVICES
\$10.25/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 <u>ALL</u> new hires (student who have never worked at SLU) **PRIOR TO THE START DATE**.

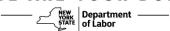
3. TERMINATING A STUDENT

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: SUPERVISOR'S NAME (PRINT):			
ACADEMIC DEPT CHAIR'S NAME (PRI			
DO NO	OT WRITE BELOW THIS L	INE	
NYS FORM		PAY RATE	
19		POS#	

WE ARE YOUR DOL



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
2. Notice given: X At hiring

Before a change in pay rate(s), allowances claimed or payday

3. Employee's rate of pay:
\$ per hour
4. Allowances taken: X None Tips per hour Meals per meal
Lodging
Other
5. Regular payday: Friday
6. Pay is:
Weekly
X 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.