

MARIST

2008-2009 Stipend Authorization/Agreement Form(7/1/2008 through 6/30/2009)

STUDENT NAME:

Last First M.I.

CWID:

Have you previously worked on campus?

☐

Yes

(If yes, return completed form to the Office of Student Financial Services)

☐

No

(If no, return completed form to the Payroll Office)

PAYROLL USE ONLY

Payroll Approved: _____

Total Contracted Stipend Amount: _____

SUPERVISOR SECTION* (Must be completed by a supervisor in order to be processed)*****

Attach Job Description

Student Job Title(s): _____

Supervisor Name: _____

Campus Ext.: _____

Department/ Office: _____

Budget Account Number(s)	Position Number	Period START Date	Period END Date	Total STIPEND Amount	Number of Pay Periods	Earnings Bi-Weekly

Start and End Dates Must Coincide with
Student Payroll Schedule

STUDENT SECTION (Please Print Clearly)

Circle:

FRESHMAN

SOPHOMORE

JUNIOR

SENIOR

GRADUATE

Campus/ Local Address: _____

Street/PO Box

City

State

Zip

Campus/ Local Phone: _____ Permanent Phone: _____

Permanent Mailing Address: _____

E-mail: _____

LABOR RESTRICTIONS (These Restrictions MAY NOT apply to Stipend Employees)

- SUPERVISORS are required to keep track of students actual hours worked
- **A student may not work more than 20 weekly hours in total for ALL campus jobs.** A student may not work more than six consecutive hours in one day without taking at least a half hour unpaid break.
- **A student shall not be employed in a department where one relative exercises indirect or direct supervision over the student.**
- A student may not work more than eight hours per day. *(No overtime allowed)*
- There will be no holiday pay.
- A student cannot be paid for receiving instruction in a classroom, laboratory, or other academic setting.

FINANCIAL AID USE ONLY

Processing Date: _____

Processor Initials: _____

PAPERWORK

- All first time hires must complete the I-9 and the federal (W-4), and state (IT-2104) tax forms in the Marist College Payroll Office (DN 214).
- An authorization must be completed for *each position held*.
- **Completed tax forms as well as Stipend Authorizations for first time hires must be returned to the Payroll Office (DN 214).**
- **Students who have previously worked on campus must return completed Stipend Authorization to the Office of Student Financial Services (DN 200) before a student begins work.**
- **Student Financial Services will not process a Stipend Authorization if a student has not completed the necessary paperwork with the Payroll Office.**
- **The Student agrees and accepts the terms of this stipend and will be paid the Total Contracted Stipend Amount over the pay periods indicated for the job title indicated above.**

PAYROLL

- Student payroll checks can be picked up in the Business Office (DN 210) 10:00am-4:00pm on the designated pay dates (Friday) listed on the payroll schedule. Students that miss the designated pay date may pick up their paychecks from the Payroll Office (DN 214).
- It is the student's responsibility to notify the Payroll Office of address changes.

TAX WITHHOLDINGS

- Any form of cash compensation given to students for their services must be processed through the student payroll.
- All earnings will be subject to both federal and state taxes, and will be shown on a W-2 at the end of the calendar year. (Students may claim "EXEMPT" status each year by completing a new W-4 (federal) and IT-2104E (state) prior to February 15 of the new year.)

CONFIDENTIALITY AGREEMENT FOR STUDENT EMPLOYMENT

As a student employed by Marist College, I agree to the following provisions regarding the confidentiality of information that I have access to through my employment. I understand that any violation of this agreement may result in disciplinary action:

1. I will not release any information to any individual which becomes known to me through my employment.
2. I will take responsibility to protect any account from unauthorized access.
3. I will respect the privacy of information stored on the Marist computer system. I agree not to modify, in any way, information belonging to the office in which I am employed, unless otherwise instructed to do so by my supervisor.
4. I agree to use carefully and responsibly any computer devices made available to me, and recognize that I may be responsible for any loss, damage, or destruction of such devices that is caused by my negligence, misuse, abuse, or carelessness.
5. I will neither access nor make available to any individual the office computer facilities for unauthorized purposes.

I UNDERSTAND AND ACCEPT THE ABOVE STATED PAYROLL REGULATIONS REGARDING MY STIPEND

SIGNATURES: This form will not be considered an official document until all signatures appear below.

Student: _____

Date: _____

Supervisor: _____

Date: _____

Student Employment Director: _____

Date: _____