

Hourly Student Worker

Rensselaer Student Payroll Authorization / Cancellation Form

New **Use EPAF - do not submit this form**
 Revision (not for funding)
 Cancellation

 Contact Name & Number

 Timesheet Org #

 Rensselaer ID # Last Name First Name M.I. US Citizen (y/n)

Job Information

Graduate (293 or 293s)
 Undergraduate (282 or 282s)
 Undergraduate Research Program (URP)
 (281 or 281s)

I-9 Verification

Student name and RIN on daily I-9 list
 Completed section 2 of electronic I-9

Job Classification Code

Pay Information

Authorized Work Period		Hourly Rate	Fund	Org	Acct	Prog	Actv	%
Start (mon-dd-yy)	End (mon-dd-yy)							

Cancellation Information

Last Day Worked (mon-dd-yy)

Required Signatures

Student Employment Liaison	Signature	Print /Type Name	Date
Financial Authorizer	Signature	Print /Type Name	Date
Supervisor	Signature	Print /Type Name	Date
Office of Graduate Education or URP (only required for grad jobs or URP)	Signature	Print /Type Name	Date

Comments

Payroll Use Only

Position # _____ Earn Code _____

INSTRUCTIONS

Hourly Student Worker; Rensselaer Student Payroll Authorization/Cancellation Form

Type of Action

New	A new job that has not been authorized in the past. Must be submitted using the Electronic Personnel Action Form (EPAF) in Rensselaer Self-Service Information System.
Revision	A job that has already been authorized but needs to be changed in some way (ie: change in hourly rate). If you are only revising the FOAPAL do NOT use this form. Please complete a Labor Distribution Change Form.
Cancellation	Any job previously authorized that needs to be cancelled. If this is selected, please enter the Last Day Worked in the Cancellation Information section.

General Information

US Citizen	Indicate if the student is a US Citizen. If you do not know this information you must ask the student. All information with regards to non-US citizens will be gathered by the Payroll Office.
Job Information	Select the job type that corresponds with the student you are hiring. All undergraduate students should be paid hourly; for one-time payments to Resident Assistants (RA) and Resident Learning Assistants (LA), please use the Salaried Student Worker Authorization/One-Time Payment Form.
I-9 Verification	This information is required and you must choose one of the existing options. Either the student name and RIN are on the daily I-9 list or you have just completed section 2 of the I-9 in the Equifax system.

Job Classification Code

A Job Classification Code is used to determine the appropriate rate of pay for students. Reference the Student Job Classification rates and descriptions on the Student Employment website for more information.

<u>Code</u>	<u>Job Classification</u>	<u>Code</u>	<u>Job Classification</u>
01	Academic Services	06	IT Support
02	Administrative Services	07	Labor/Facilities
03	Art/Entertainment	08	Library
04	Athletic & Recreation Services	09	Research/Field Lab
05	Fundraising	10	Services/Community

Pay Information	Enter the dates the student is eligible to work. The authorized work period cannot be more than an Academic Year. Please refer to the academic calendar for dates.
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Required Signatures	All three signatures are required on the form. If you are functioning in more than one of these roles, sign the form twice next to the appropriate role. If you are functioning in all three of these roles, <u>your</u> supervisor must sign on the supervisor line.
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Additional Approver

If the authorization is for a graduate student, the Office of Graduate Education must sign. If the authorization is for a student in the Undergraduate Research Program (URP), the Office of Undergraduate Education must sign.