

# Salaried Student Worker or One-Time Payment

## Rensselaer Student Payroll Authorization / Cancellation Form

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

\_\_\_\_\_  
 Contact Name & Number

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

**Job Information**

Teaching Assistant (291 or 291s)  
 Research Assistant (IRA/ERA) (292 or 292s)  
 Fellowship (18F or 188)  
 Resident Learning Assistant (ALAC) (283 or 283s)  
 One-time Payment (any account above)  
 Explanation of one-time payment \_\_\_\_\_

I-9 Form  
 Student name and RIN on daily I-9 list  
 Completed section 2 of electronic I-9  
 Job Classification Code

**Pay Information (select all that apply)**

Fall Semester    Spring Semester    Summer Session I    Summer Session II    Summer Session III    Other (enter dates below)

Authorized Work Period for Other		Salary or One-time Payment \$	Avg Hours per Week						
Start (mon-dd-yy)	End (mon-dd-yy)			Fund	Org	Acct	Prog	Actv	%

**Cancellation Information**

Last Day Worked (mon-dd-yy)

Revised Total Salary

**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 Residence Life or ALAC	Signature	Print /Type Name	Date

Comments

**Payroll Use Only**

Position # \_\_\_\_\_ Earn Code \_\_\_\_\_

## INSTRUCTIONS

### Salaried Student Worker or One-Time Payment; Rensselaer Student Payroll Authorization/Cancellation Form

#### Type of Action

New	A new job that has not been authorized in the past. <b>Must be submitted using the Electronic Personnel Action Form (EPAF) in Rensselaer Self-Service Information System</b>
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 <b>NOT</b> 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. List the revised total salary from start to cancellation date. Payroll will analyze what was paid to-date and either pay the amount due to the student or try to recover any overpayments.

#### 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.
Explanation of a one-time payment	One-time payment should be used for payment to Resident Assistants. For all other one-time payments, an explanation is required. Payroll may call if more clarification is needed.
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** This code is used to determine the appropriate rate of pay for students. Reference the Student Job Classification rates 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** Select term(s) that corresponds to student employment period. If other, enter start and end dates in authorized work period box. Please note the following:

- Fall – Paid over the Full Fall Semester.
- Spring – Paid over the Full Spring Semester.
- Summer Term I – Paid over the Full Summer Term (12 weeks)
- Summer Term II – Paid over 1<sup>st</sup> 6-weeks of Summer
- Summer Term III – Paid over 2<sup>nd</sup> 6-weeks of Summer

**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, your 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