Alfred University
STUDENT/SUMMER PAYROLL AUTHORIZATION FORM
(NON-WORK STUDY AU STUDENT or SUMMER EMPLOYEES ONLY)

NOTE: NO EMPLOYEE MAY WORK PRIOR TO THE FULL APPROVAL OF THIS FORM

Name of Candidate/Employee:

Banner/Student ID Number: Is Student/Employee under age 18? ☐ Yes ☐ No

Title/Position:

Supervisor/Timesheet Approver: Timesheet Org#   **T**

Effective Date of Action: End Date:

Hourly Rate*:   Overtime Rate of Pay:
* Written Justification is required to pay undergraduate students more than current minimum wage.

Hours per Week: (Max of 20 hrs/week when classes are in session)
Status (Please select one): ☐ AU Undergraduate Student   ☐ AU Graduate Student
☐ AU Graduate Student (Course work complete, not defended)
☐ Community Member - Not an AU Student (Other College, High School, Etc)

Graduate Program Director: _____
   (If work in addition to course work and/or assistantship, Grad Program Director authorization required.)

ACCOUNT INFORMATION

FOAP (Fund, Org, Account, Program)**:
   **Hourly rate, time period, and total hours per week must correspond to actual funds available.

REQUIRED SIGNATURES FOR APPROVAL

Routing Order:	Print/Type Name	Signature	Date
Supervisor:			
Research Acct (if needed):			
Human Resources:			

Attention
All hires are must sign and be given a copy of the Notice and Acknowledgement of Pay Rate and Payday form required by Section 195.1 of the NYS Labor Law. Supervisors must also provide a copy of the current payroll schedule and return the signed original Labor Law form along with this form to the Human Resources Office for processing.
Web timesheets will not be available until this form has been fully approved and entered into Banner.

HUMAN RESOURCES Office Use Only:

I-9 completed ☐ Yes ☐ No   If no; employee must report to Human Resources before working.

Labor Law Form completed ☐ Yes ☐ No   If no; employee must submit form before working.

Background Check ☐ Yes ☐ No   If no; Community employees must report to Human Resources before working.

   Copy Distribution   ☐ Supervisor   ☐ Payroll   **Date:**