

Revised 6/23/14

STUDENT APPOINTMENT FORM



This completed form **MUST** be received in the Student Payroll Office, Maytum Hall, before a student can be activated on the Student Assistant Payroll. (You may want to send it with the student when they come to complete their employment forms). It must be received by the **PAPERWORK DEADLINE** listed on the Payroll Schedule to enable the student to be paid during the current pay period.

THIS SECTION TO BE COMPLETED BY THE STUDENT

Please **PRINT** legibly using black or blue ink

Student's Full Name (First, Middle, Last): _____

Social Security Number: _____ - _____ - _____ Date of Birth: ____/____/____ (MM/DD/YY)

Students Local/Campus Address: _____

Local Phone Number: _____ - _____ - _____ E-Mail Address: _____

Student's Permanent Home Address: (for W2 mailing) _____

Home Phone Number: _____ - _____ - _____

Cell Phone: (optional) _____ - _____ - _____

Ethnicity: Hispanic? Yes____ No____

Gender: ☐ Male ☐ Female

Race: Select all that apply

☐ American Indian or Alaska Native

☐ Native Hawaiian or Other Pacific Islanders

☐ Asian

☐ White

☐ Black or African American

Student Status: ☐ Part Time (less than 12 credit hours) ☐ Full Time (12 credit hours or more)

If not, where enrolled? _____

Have you previously been on Student Assistant or College Work Study Payroll? ☐ Yes ☐ No

If "No" student **must** complete paperwork with Payroll Office before appointment is valid.

THIS SECTION TO BE COMPLETED BY SUPERVISOR

Department Hiring: _____

Appointment Effective Date: ____/____/____

Hourly Rate: _____

(Scheduled rates over maximum require VP approval below)

Appointment Duration: (check one) ☐ Fall Only ☐ Spring Only ☐ Fall & Spring ☐ Summer

Account Number (with sub-account) to be Charged: _____ . _____

VP Approval (required only for hourly rates above max.) _____

Supervisor's Signature: _____

Supervisor's Name: _____

Supervisor's Phone Number: _____

PLEASE PLACE A CHECK MARK NEXT TO THE APPROPRIATE DISTRIBUTION CODE ON THE REVERSE SIDE OF THIS FORM

(ONLY ONE Distribution Code per student)

FOR OFFICE USE ONLY

DC _____ DD _____

Rec # _____

PR # _____

INT _____

Check Sort Codes

X Building/Department	To The Attention Of
<input type="checkbox"/> 272 Central - Development	
<input type="checkbox"/> 272 Central - Marketing & Communications	Donna Venn
<input type="checkbox"/> 272 Central - Phonathon	Tim Murphy
<input type="checkbox"/> Alumni - Custodial	Mark Delcamp
<input type="checkbox"/> Alumni - Res Life	Res Director
<input type="checkbox"/> Alumni House - Alumni Affairs	Patricia Feraldi
<input type="checkbox"/> AOC - Environ Health & Safety	Anne Podolak
<input type="checkbox"/> AOC - Mail Room	Janet Parsons
<input type="checkbox"/> AOC - University Services	Terry Tzitzis
<input type="checkbox"/> Campus & Community Children Ctr	Susan Amatuzzo
<input type="checkbox"/> Chautauqua - Res Life	Res Director
<input type="checkbox"/> Disney - Res Life	Res Director
<input type="checkbox"/> Dods - Athletics	Tracy Wysong
<input type="checkbox"/> Dods - Intramurals	Tracy Wysong
<input type="checkbox"/> Eisenhower - Res Life	Res Director
<input type="checkbox"/> Fenner House - Admissions	Kelli Rodney
<input type="checkbox"/> Fenner House APC - Admissions	Marcia Sherwood
<input type="checkbox"/> Fenton - America Counts	Rebecca Conti
<input type="checkbox"/> Fenton - Computer & Info Sciences	Melanie Austin
<input type="checkbox"/> Fenton - Creative Design	Donna Venn
<input type="checkbox"/> Fenton - English	Diane Bohn
<input type="checkbox"/> Fenton - Lifelong Learning	Eric Skowronski
<input type="checkbox"/> Fenton - Math	Denise Byham
<input type="checkbox"/> Fenton - Philosophy	Mindy Ostrander
<input type="checkbox"/> Fenton - Presidents Office	Denise Szalkowski
<input type="checkbox"/> Fenton - Sheldon Lab	Tammy Bankoski
<input type="checkbox"/> Fenton - World Languages & Cultures	Mindy Ostrander
<input type="checkbox"/> Gregory - Career Development	Sharon Harrington
<input type="checkbox"/> Gregory - Res Life	Res Director
<input type="checkbox"/> Gregory - Res Life - Aerobics	Kathy Forster
<input type="checkbox"/> Gregory - Res Net	Ben Hartung
<input type="checkbox"/> Gregory - University Police	Katie Bixby
<input type="checkbox"/> Gregory - Wellness Center	Res Director
<input type="checkbox"/> Grissom - Res Life	Res Director
<input type="checkbox"/> Hemingway - Res Life	Res Director
<input type="checkbox"/> Hendrix - Facilities Planning	Lori Johnson
<input type="checkbox"/> Hendrix - Res Life	Res Director
<input type="checkbox"/> Houghton - Geosciences	Cheryl Bak
<input type="checkbox"/> Houghton - Physics	Cheryl Bak
<input type="checkbox"/> Igoe - Res Life	Res Director
<input type="checkbox"/> Kasling - Res Life	Res Director
<input type="checkbox"/> LoGrasso - Counseling Center	Darleen Livecchi
<input type="checkbox"/> LoGrasso - Health Center	Terry Kuhn
<input type="checkbox"/> LoGrasso - International Education	Amanda Austin
<input type="checkbox"/> Mason - Music	Christi Schmittendorf
<input type="checkbox"/> Maytum 1 - Computing Services	Gale Ver Hague
<input type="checkbox"/> Maytum 2 - Data Communications/ITS	Joseph Nocek
<input type="checkbox"/> Maytum 2 - Financial Aid	Megan Mackowiak
<input type="checkbox"/> Maytum 3 - Payroll Services	Susan Cortes
<input type="checkbox"/> Maytum 4 - Accounting	Sandy Noble

X Building/Department	To The Attention Of
<input type="checkbox"/> Maytum 4 - Purchasing	Shari Miller
<input type="checkbox"/> Maytum 5 - Finance & Administration	Robyn Reger
<input type="checkbox"/> Maytum 5 - Human Resources	Leah Betts
<input type="checkbox"/> Maytum 6 - Student Affairs	Cindy Haenszel
<input type="checkbox"/> Maytum 7 - College of Education	Cheryl Budniewski
<input type="checkbox"/> Maytum 7 - Engagement & Economic Dev	Karen Begier
<input type="checkbox"/> Maytum 7 - Institutional Studies	Xiao Zhang
<input type="checkbox"/> Maytum 8 - Academic Affairs	Amy Dorler
<input type="checkbox"/> Maytum 8 - College of Liberal Arts & Sciences	Tracy Horth/Julie Sticek
<input type="checkbox"/> Maytum 8 - Curriculum & Academic Support	Gloria Hobbs
<input type="checkbox"/> McEwen - Communication	Tammy Bankoski
<input type="checkbox"/> McGinnies - Res Life	Res Director
<input type="checkbox"/> Nixon - Res Life	Res Director
<input type="checkbox"/> RAC - Arts Center	Sue Levandoski
<input type="checkbox"/> RAC - Theatre & Dance	Lisa Schrantz
<input type="checkbox"/> RAC - Visual Arts & New Media	Rhonda Byrne
<input type="checkbox"/> Reed - Computing Services	Gale Ver Hague
<input type="checkbox"/> Reed - DSS	Karly Davis
<input type="checkbox"/> Reed - Learning Center	Karly Davis
<input type="checkbox"/> Reed - Library	Mary Dewolf
<input type="checkbox"/> Reed - Registrars Office	Scott Saunders
<input type="checkbox"/> Schulz - Res Life	Res Director
<input type="checkbox"/> Science Center - Biology	Dawn Hunt
<input type="checkbox"/> Science Center - Chemistry & Biochemistry	Rachael Leshner
<input type="checkbox"/> Services Complex - Facilities Svcs	Shannon Mckoon
<input type="checkbox"/> Thompson - AIT	John McCune
<input type="checkbox"/> Thompson - Applied Professional Studies	Penny Hite
<input type="checkbox"/> Thompson - Business Admin	Tracy Stokes
<input type="checkbox"/> Thompson - Comm Disorders & Sci	Deborah Mosher
<input type="checkbox"/> Thompson - Curriculum & Instruction	Ann Bowman
<input type="checkbox"/> Thompson - Economics	Tracy Stokes
<input type="checkbox"/> Thompson - EDP	Barbara Yochym
<input type="checkbox"/> Thompson - Field Experiences	Brenda Ludemann
<input type="checkbox"/> Thompson - History	Ruby Nosek
<input type="checkbox"/> Thompson - ITS - Help Desk	Cathie Zakrzewski
<input type="checkbox"/> Thompson - Language, Learning, Leadership	Linda Rex
<input type="checkbox"/> Thompson - Media Center	John Mccune
<input type="checkbox"/> Thompson - Multicultural Affairs	Kim Miller
<input type="checkbox"/> Thompson - Native American	Cheryl John
<input type="checkbox"/> Thompson - Politics & International Affairs	Debra Cambria
<input type="checkbox"/> Thompson - Psychology	Sharon Markham
<input type="checkbox"/> Thompson - Reading First	
<input type="checkbox"/> Thompson - Sociology	Bobbi Peck
<input type="checkbox"/> Thompson - Sponsored Programs	Catherine Kilpatrick
<input type="checkbox"/> University Commons - Res Life	Res Director
<input type="checkbox"/> Williams Center - Campus Life	Mike Lemieux
<input type="checkbox"/> Williams Center - Student Assoc	Kathleen Carrus
<input type="checkbox"/> Williams Center - Ticket Office	Alison Barry

STUDENT EMPLOYEE**SECURITY, RESPONSIBILITY AND CONFIDENTIALITY AGREEMENT**

The information contained in the various databases and print files used by SUNY at Fredonia is confidential in nature and is only to be used in connection with University, SUNY and State business following the SUNY Fredonia Information Security Program and the Family Educational Rights of Privacy Act of 1974 (FERPA) regulations. Access to the data is granted to selected offices with the understanding that the information and any reports generated from the system will be accessible only to appropriate personnel for legitimate business purposes.

As an employee of the State University of New York at Fredonia, I recognize that I may have access to or be required to handle certain information that is confidential, private, and proprietary for the performance of my duties.

I am aware that:

- Dates should be accessed and made available only to authorized persons for College business by authorized departmental personnel following the approved department procedures;
- Assigned functional capabilities (user codes, access to equipment, data or restricted areas) are to be used **ONLY** to perform my assigned duties;
- Any breach of confidentiality or abuse of my position will result in dismissal from my job and possible judicial action.

I agree to follow departmental policies and procedures with respect to confidentiality of records, equipment, user codes and general practices as outlined by my employer, and recognize that failure to do so will be grounds for disciplinary action by SUNY at Fredonia Judicial Office for violations to the Student Code of Conduct.

I have discussed this policy with my immediate supervisor.

Employee Printed Name

Employee Signature

Date

Supervisor Signature

Date

This signed form should be forwarded to Payroll Services, Maytum Hall, with a copy retained in the employee's hiring department personnel file.

Prepared by: Banner Security Committee, SUNY Fredonia

Revised by: Karen Klose, SUNY Fredonia

Reviewed by: President's Cabinet

Adopted on: 06/02/2004; Revision Dates: 06/02/2004