

STUDENT APPOINTMENT FORM



This completed form **MUST** be received in the Student Payroll Office, Matyun 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 Legal Name (First, Middle, Last): _____

****Legal Name should match as it appears on Social Security Card**

Preferred Name: _____

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

Students Local/Campus Address: _____

Home Phone Number: _____ - _____ - _____ Cell Phone: _____ - _____ - _____

E-Mail Address: _____

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

Ethnicity: Hispanic? Yes ___ No ___

Sex: Male Female

Gender Identity: Male Female Non-binary

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: _____

FOR OFFICE USE ONLY	
DC _____	DD _____
Rec # _____	
PR # _____	INT _____



**STUDENT EMPLOYEE
SECURITY RESPONSIBILITY AND CONFIDENTIALITY AGREEMENT**

In accordance with the [Public Officers Law §74](#) Code of Ethics, information contained in the various electronic systems and physical files used by State University of New York at Fredonia (“Fredonia”) is confidential in nature and is only to be used in connection with official State business following the Fredonia Information Security Program. Access to the electronic or physical information is granted to selected offices with the understanding that the information and any reports generated from various systems will be accessible only to appropriate personnel for legitimate business purposes.

As an employee of 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:

- Data should be accessed and made available only to authorized persons for State business by authorized departmental personnel following approved departmental procedures;
- Assigned functional capabilities (user codes, access to equipment, data or restricted areas, keys) 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 all applicable 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 the Office of Student Conduct for violations of the Student Rights and Responsibilities (Code of Conduct). I have discussed this policy with my immediate supervisor.

Employee Printed Name

Date

Employee Signature

Date

Supervisor Printed Name

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: Information Security Committee, Fredonia
Reviewed by: President’s Cabinet
Adopted on: 6/02/2004
Revision Date: 7/25/2018