

# 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
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islanders
- White

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

| <b>X Building/Department</b>  | <b>To The Attention Of</b> | <b>X Building/Department</b>  | <b>To The Attention Of</b> |
|---|----------------------------|---|----------------------------|
| <input type="checkbox"/> 272 Central - Development                    | Tammy Crino                | <input type="checkbox"/> Maytum 7 - Engagement & Economic Dev           | Karen Begier               |
| <input type="checkbox"/> Alumni - Custodial                           | Mark Delcamp               | <input type="checkbox"/> Maytum 8 - Academic Affairs                    | Amy Jo Dorler              |
| <input type="checkbox"/> Alumni - Res Life                            | Res Director               | <input type="checkbox"/> Maytum 8 - College of Visual & Performing Arts | Tracy Horth/Julie Sticek   |
| <input type="checkbox"/> Alumni House - Alumni Affairs                | Patricia Feraldi           | <input type="checkbox"/> Maytum 8 - Curriculum & Academic Support       | Amy Jo Dorler              |
| <input type="checkbox"/> Campus & Community Children Ctr              | Susan Amatuzzo             | <input type="checkbox"/> Maytum Ground - Mail Room                      | Nicole Raynor              |
| <input type="checkbox"/> Chautauqua - Res Life                        | Res Director               | <input type="checkbox"/> McEwen - Communication                         | Carol Smith                |
| <input type="checkbox"/> Disney - Res Life                            | Res Director               | <input type="checkbox"/> McGinnies - Res Life                           | Res Director               |
| <input type="checkbox"/> Dods - Athletics                             | Tracy Wysong               | <input type="checkbox"/> Nixon - Res Life                               | Res Director               |
| <input type="checkbox"/> Dods - Intramurals                           | Tracy Wysong               | <input type="checkbox"/> RAC - Art Gallery                              | Barbara Räcker             |
| <input type="checkbox"/> Eisenhower - Res Life                        | Res Director               | <input type="checkbox"/> RAC - Arts Center                              | Kellie Sacilowski          |
| <input type="checkbox"/> Fenton - America Counts                      | Rebecca Conti              | <input type="checkbox"/> RAC - Theatre & Dance                          | Lisa Schrantz              |
| <input type="checkbox"/> Fenton - Computer & Info Sciences            | Stephanie Teachman         | <input type="checkbox"/> RAC - Visual Arts & New Media                  | Rhonda Byrne               |
| <input type="checkbox"/> Fenton - English                             |                            | <input type="checkbox"/> Reed - Academic Advising                       | Amy LeClair                |
| <input type="checkbox"/> Fenton - Enrollment & Student Services       |                            | <input type="checkbox"/> Reed - DSS                                     | Adam Hino                  |
| <input type="checkbox"/> Fenton - Extended Learning                   | Eric Skowronski            | <input type="checkbox"/> Reed - Learning Center                         | Gloria Hobbs               |
| <input type="checkbox"/> Fenton - Institutional Research              | Xiao Zhang                 | <input type="checkbox"/> Reed - Library                                 | Kerrie Wilkes              |
| <input type="checkbox"/> Fenton - Math                                | Jan Laurito                | <input type="checkbox"/> Reed - Professional Development Center         | Dawn Eckenrode             |
| <input type="checkbox"/> Fenton - Philosophy                          | Mindy Ostrander            | <input type="checkbox"/> Reed - Registrars Office                       | Scott Saunders             |
| <input type="checkbox"/> Fenton - Presidents Office                   | Denise Szalkowski          | <input type="checkbox"/> Schulz - Res Life                              | Res Director               |
| <input type="checkbox"/> Fenton - Sheldon Lab                         | Carol Smith                | <input type="checkbox"/> Science Center - Biology                       | Caldwell Proper            |
| <input type="checkbox"/> Fenton - World Languages & Cultures          | Mindy Ostrander            | <input type="checkbox"/> Science Center - Chemistry & Biochemistry      | Julie O'Connor             |
| <input type="checkbox"/> Gregory - Career Development                 | Jennifer Wilkins           | <input type="checkbox"/> Services Complex - Facilities Svcs             | Shannon McKoon             |
| <input type="checkbox"/> Gregory - Marketing & Communications         | Donna Venn                 | <input type="checkbox"/> Thompson - Applied Professional Studies        | Lisa Weaver                |
| <input type="checkbox"/> Gregory - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - Business Admin                      | Tracy Stokes               |
| <input type="checkbox"/> Gregory - Res Life - Aerobics                | Kathy Forster              | <input type="checkbox"/> Thompson - Comm Disorders & Sci                | Cathleen Derby             |
| <input type="checkbox"/> Gregory - Res Net                            | Mark Mackey                | <input type="checkbox"/> Thompson - Curriculum & Instruction            | Ann Bowman                 |
| <input type="checkbox"/> Gregory - University Police                  | Katie Bixby                | <input type="checkbox"/> Thompson - Economics                           | Tracy Stokes               |
| <input type="checkbox"/> Gregory - Wellness Center                    | Res Director               | <input type="checkbox"/> Thompson - EDP                                 | Jennifer Szymanski         |
| <input type="checkbox"/> Grissom - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - Field Experiences                   | Rhonda Gominiak            |
| <input type="checkbox"/> Hemingway - Res Life                         | Res Director               | <input type="checkbox"/> Thompson - Graduate Studies                    | Wendy Dunst                |
| <input type="checkbox"/> Hendrix - Environmental Health & Safety      | Sarah Laurie               | <input type="checkbox"/> Thompson - History                             | Ruby Nosek                 |
| <input type="checkbox"/> Hendrix - Facilities Planning                | Lori Johnson               | <input type="checkbox"/> Thompson - Intercultural Center                | Kim Miller                 |
| <input type="checkbox"/> Hendrix - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - ITS - Service Center                | Tyler Cardone              |
| <input type="checkbox"/> Igoe - Res Life                              | Res Director               | <input type="checkbox"/> Thompson - Language, Learning, Leadership      | Linda Rex                  |
| <input type="checkbox"/> Jewitt - Geology & Environmental Sciences    | Barbara Sheldon            | <input type="checkbox"/> Thompson - Native American                     | Cheryl John                |
| <input type="checkbox"/> Jewitt - Physics                             | Barbara Sheldon            | <input type="checkbox"/> Thompson - Politics & International Affairs    | Annette Caruso             |
| <input type="checkbox"/> Kasling - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - Psychology                          | Donna Lee                  |
| <input type="checkbox"/> LoGrasso - Counseling Center                 | Darleen Livecchi           | <input type="checkbox"/> Thompson - Reading Tutor Training              | Cindy Bird                 |
| <input type="checkbox"/> LoGrasso - Health Center                     | Debbie Dibble              | <input type="checkbox"/> Thompson - Sociocultural & Justice Sciences    | Bobbi Fisher               |
| <input type="checkbox"/> LoGrasso - International Education           | Amanda Austin              | <input type="checkbox"/> Thompson - Sponsored Programs                  | Heidi Moldenhauer          |
| <input type="checkbox"/> Mason - Music                                | Tammy Bankoski             | <input type="checkbox"/> University Commons - Res Life                  | Res Director               |
| <input type="checkbox"/> Maytum 1 - Computing Services                | Gale Ver Hague             | <input type="checkbox"/> University Village - Res Life                  | Dan Goodwin                |
| <input type="checkbox"/> Maytum 2 - Financial Aid                     | Mark Zaffalon              | <input type="checkbox"/> Williams Center - Student Assoc                | Kathleen Carrus            |
| <input type="checkbox"/> Maytum 2 - Network Design & Development      | Joseph Nocek               | <input type="checkbox"/> Williams Center - Student Engagement           | Lisa Noody                 |
| <input type="checkbox"/> Maytum 3 - Payroll Services                  | Susan Cortes               | <input type="checkbox"/> Williams Center - Ticket Office                | Alison Barry               |
| <input type="checkbox"/> Maytum 4 - Purchasing                        | Shari Miller               |   |                            |
| <input type="checkbox"/> Maytum 4 - University Services               | Janet Parsons              |   |                            |
| <input type="checkbox"/> Maytum 5 - Human Resources                   | Leah Betts                 |   |                            |
| <input type="checkbox"/> Maytum 6 - Admissions                        | Kelli Rodney               |   |                            |
| <input type="checkbox"/> Maytum 6 - New Student & Transition Programs | Erin Mroczka               |   |                            |
| <input type="checkbox"/> Maytum 7 - College of Education              | Carolyn Ginnitti           |   |                            |



**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