

# 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

| <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 - College of Education Dean's Office | Carolyn Ginnitti           |
| <input type="checkbox"/> Alumni - Custodial                           | Mark Delcamp               | <input type="checkbox"/> Maytum 7 - Engagement & Economic Dev          | Karen Begier               |
| <input type="checkbox"/> Alumni - Res Life                            | Res Director               | <input type="checkbox"/> Maytum 7 - School of Business                 | Robyn Reger                |
| <input type="checkbox"/> Alumni House - Alumni Affairs                | Patricia Feraldi           | <input type="checkbox"/> Maytum 8 - Academic Affairs                   | Amy Jo Dorler              |
| <input type="checkbox"/> Campus & Community Children Ctr              | Susan Amatuzzo             | <input type="checkbox"/> Maytum 8 - College of Liberal Arts & Sciences | Tracy Horth                |
| <input type="checkbox"/> Chautauqua - Res Life                        | Res Director               | <input type="checkbox"/> Maytum 8 - Curriculum & Academic Support      | Amy Jo Dorler              |
| <input type="checkbox"/> Disney - Res Life                            | Res Director               | <input type="checkbox"/> Maytum Ground - Mail Room                     | Nicole Raynor              |
| <input type="checkbox"/> Dods - Athletics                             | Tracy Wysong               | <input type="checkbox"/> McEwen - Communication                        | Carol Smith                |
| <input type="checkbox"/> Dods - Intramurals                           | Tracy Wysong               | <input type="checkbox"/> McGinnies - Res Life                          | Res Director               |
| <input type="checkbox"/> Eisenhower - Res Life                        | Res Director               | <input type="checkbox"/> Nixon - Res Life                              | Res Director               |
| <input type="checkbox"/> Fenton - America Counts                      |                            | <input type="checkbox"/> RAC - Art Gallery                             | Barbara Räcker             |
| <input type="checkbox"/> Fenton - Computer & Info Sciences            | Kimberly Hollman           | <input type="checkbox"/> RAC - Arts Center                             | Kellie Sacilowski          |
| <input type="checkbox"/> Fenton - English                             | Kimberly Hollman           | <input type="checkbox"/> RAC - Theatre & Dance                         | Lisa Schrantz              |
| <input type="checkbox"/> Fenton - Enrollment & Student Services       | Amanda Austin              | <input type="checkbox"/> RAC - Visual Arts & New Media                 | Julie Sticek               |
| <input type="checkbox"/> Fenton - Extended Learning                   | Eric Skowronski            | <input type="checkbox"/> Reed - Academic Advising                      | Amy LeClair                |
| <input type="checkbox"/> Fenton - Institutional Research              | Xiao Zhang                 | <input type="checkbox"/> Reed - DSS                                    | Jennifer Ruhland           |
| <input type="checkbox"/> Fenton - Math                                | Jan Laurito                | <input type="checkbox"/> Reed - Learning Center                        | Gloria Hobbs               |
| <input type="checkbox"/> Fenton - Philosophy                          | Annette Caruso             | <input type="checkbox"/> Reed - Library                                | Kerrie Wilkes              |
| <input type="checkbox"/> Fenton - Presidents Office                   | Denise Szalkowski          | <input type="checkbox"/> Reed - Professional Development Center        | Dawn Eckenrode             |
| <input type="checkbox"/> Fenton - Sheldon Lab                         | Carol Smith                | <input type="checkbox"/> Reed - Registrars Office                      | Scott Saunders             |
| <input type="checkbox"/> Fenton - World Languages & Cultures          | Donna Venn                 | <input type="checkbox"/> Schulz - Res Life                             | Res Director               |
| <input type="checkbox"/> Gregory - Career Development                 | Jennifer Wilkins           | <input type="checkbox"/> Science Center - Biology                      | Caldwell Proper            |
| <input type="checkbox"/> Gregory - Marketing & Communications         |                            | <input type="checkbox"/> Science Center - Chemistry & Biochemistry     | Julie O'Connor             |
| <input type="checkbox"/> Gregory - Res Life                           | Res Director               | <input type="checkbox"/> Services Complex - Facilities Svcs            | Shannon McKoon             |
| <input type="checkbox"/> Gregory - Res Life - Aerobics                | Kathy Forster              | <input type="checkbox"/> Thompson - Applied Professional Studies       | Lisa Weaver                |
| <input type="checkbox"/> Gregory - Res Net                            | Mark Mackey                | <input type="checkbox"/> Thompson - Business Admin                     | Tracy Stokes               |
| <input type="checkbox"/> Gregory - University Police                  | Katie Bixby                | <input type="checkbox"/> Thompson - Comm Disorders & Sci               | Cathleen Derby             |
| <input type="checkbox"/> Gregory - Wellness Center                    | Res Director               | <input type="checkbox"/> Thompson - Economics                          | Tracy Stokes               |
| <input type="checkbox"/> Grissom - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - EDP                                | Jennifer Szymanski         |
| <input type="checkbox"/> Hemingway - Res Life                         | Res Director               | <input type="checkbox"/> Thompson - Education Department               |                            |
| <input type="checkbox"/> Hendrix - Environmental Health & Safety      | Sarah Laurie               | <input type="checkbox"/> Thompson - Field Experiences                  | Rhonda Gominiak            |
| <input type="checkbox"/> Hendrix - Facilities Planning                | Lori Johnson               | <input type="checkbox"/> Thompson - Graduate Studies                   | Wendy Dunst                |
| <input type="checkbox"/> Hendrix - Res Life                           | Res Director               | <input type="checkbox"/> Thompson - History                            | Donna Venn                 |
| <input type="checkbox"/> Igoe - Res Life                              | Res Director               | <input type="checkbox"/> Thompson - International Education            | Stephanie Teachman         |
| <input type="checkbox"/> Jewitt - Geology & Environmental Sciences    | Barbara Sheldon            | <input type="checkbox"/> Thompson - ITS - Service Center               | Tyler Cardone              |
| <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"/> Mason - Music                                | Tammy Bankoski             | <input type="checkbox"/> Thompson - Sponsored Programs                 | Heidi Moldenhauer          |
| <input type="checkbox"/> Maytum 1 - Computing Services                | Gale Ver Hague             | <input type="checkbox"/> University Commons - Res Life                 | Res Director               |
| <input type="checkbox"/> Maytum 2 - Financial Aid                     | Mark Zaffalon              | <input type="checkbox"/> University Village - Res Life                 | Dan Goodwin                |
| <input type="checkbox"/> Maytum 2 - Network Design & Development      | Joseph Nocek               | <input type="checkbox"/> Williams Center - Intercultural Center        | Kim Miller                 |
| <input type="checkbox"/> Maytum 3 - Payroll Services                  | Susan Cortes               | <input type="checkbox"/> Williams Center - Student Assoc               | Kathleen Carrus            |
| <input type="checkbox"/> Maytum 4 - Contract Services                 | Jody Myers                 | <input type="checkbox"/> Williams Center - Student Engagement          | Lisa Noody                 |
| <input type="checkbox"/> Maytum 4 - Purchasing                        | Shari Miller               | <input type="checkbox"/> Williams Center - Ticket Office               | Raleigh Hawk               |
| <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               |  |                            |