

STUDENT PERSONNEL ACTION FORM
INSTRUCTIONS FOR COMPLETING STUDENT PERSONNEL ACTION FORM

JOB TITLE: Title of Position from list of Approved Student Work Study Titles and Levels

POSITION GRADE LEVEL: From the list of Approved Student Work Study Titles and Levels

D	C	B	A	Calling All Saints Security & Safety	Dining Services
\$7.70	\$7.90	\$8.10	\$8.30	\$8.50	\$10.40

NOTES: New Student Work Study positions are created by completing a Job Description form and submitting it to the Financial Aid Office for approval.

1. COMPLETE THIS ENTIRE FORM

Employers must also complete the NYS Notice of Pay form found on the back. A signed copy of this form must be submitted to the Financial Aid Office before the PA form can be processed. See reverse side for instructions.

2. Employment paperwork must be completed by ALL new hires (students who have never worked at SLU) PRIOR TO START DATE

3. Terminating a student

When terminating a student, please notify the Financial Aid Office.

Student's Name _____ **SLU I.D. #** _____

Department _____ **Account #** _____

Job Title _____

Grade Level for Job:

A B C D CAS/SEC DS Flat Rate _____

Start Date _____ **End Date** _____

Supervisor's Signature _____

Academic Chair's Signature _____

DO NOT WRITE BELOW THIS LINE

NYS FORM _____

PAY RATE _____

I9 _____

POS # _____

W/S _____

ENTERED _____



Notice and Acknowledgement of Pay Rate and Payday Under Section 195.1 of the New York State Labor Law Notice for Hourly Rate Employees

1. Employer Information

Name: St. Lawrence University

Doing Business As (DBA) Name(s):

FEIN (optional): 15-0532239

Physical Address:

Financial Aid Office
Payson Hall

Mailing Address:

23 Romoda Drive
Canton, NY 13617

Phone: 315-229-5269

3. Employee's rate of pay:

\$_____ per hour

4. Allowances taken:

- None
- Tips _____ per hour
- Meals _____ per meal
- Lodging _____
- Other _____

5. Regular payday: _____

6. Pay is:

- Weekly
- Bi-Weekly
- Other

7. Overtime Pay Rate:

\$_____ per hour (This must be at least 1 ½ times the worker's regular rate with few exceptions.)

8. Employee Acknowledgement

On this day, I have been notified of my pay rate, overtime rate (if eligible), allowances, and designated payday on the date given below. I told my employer what my primary language is.

Check one:

- I have been given this pay notice in English because it is my primary language.
- My primary language is _____. I have been given this pay notice in English only, because the Department of Labor does not yet offer a pay notice form in my primary language.

Print Employee Name

Employee Signature

Date

Preparer's Name and Title

The employee must receive a signed copy of this form. The employer must keep the original for 6 years.

Please note: It is unlawful for an employee to be paid less than an employee of the opposite sex for equal work. Employers also may not prohibit employees from discussing wages with their co-workers.