NEW/REHIRE FORM - Please return the completed form to jmomara@esf.edu AND robryant@esf.edu

PROJECT DIRECTOR TO COMPLETE

Employee Last Name _____ First Name _____ Middle _____

Employee Title _____ Employee Email _____
(Email to which the letter of appointment and documents should be sent- if an ESF student, use their ESF email, not SYR email address)

Tuition ____Yes ____No

Full Tuition _____ OR _____# of Credits/indicate academic year Fall _____ Spring _____

Check One:
Dr.____ Ms.____
Mrs.____ Mr.____
Miss____ Mx.____

Salary Start Date: _____ **Salary End Date:** _____

Salary Actual Earnings

$ _____ Total Remuneration (hourly employees not applicable)

$ _____ Annual Salary ($ amount should reflect within % working)

____ BiWeekly $ _____

____ Hourly $ _____

____ Summer $ _____

Work Week *

____ Full Time

____ Part Time-FTE% _____

____ For Hourly Appointments, approximate hours per week

_____ Work Region # (See below **)

Project #	Award #	Task #	LD %

____ Employee-Regular ____ Employee-Postdoctoral Associate

____ Employee-Summer ____ Employee—SUNY FT Undergraduate

____ Employee—SUNY FT Graduate: ____Masters or ____PhD

Project Director Approval (Required for all appointments)

Print Name:_____

Signature:_____

Date: _____ Office Phone #: _____

Department: _____

Department Chair/Director Approval (required for summer faculty appointments only

Print Name

Signature Date

Number	Work Region **	Description
#1	Great NYS	Other than NYC, Long Island and Westchester
#2	International	Outside of the United States
#3	Long Island and Westchester	Suffolk, Nassau, and Westchester Counties
#4	NYC	Manhattan, Brooklyn, Queens, Bronx, Staten Island Boroughs
#5	Out of State	In the United States but not in New York State

* For purposes of pay calculation under the requirements of the Fair Labor Standards Act (FLSA) of 1938 as amended, the Research Foundation (RF) has established a workweek period that extends from Saturday at 12:00 a.m. through Friday at 11:59 p.m. Within this workweek period, the Research Foundation has established either a 37.5-hour or 40-hour standard workweek as the basis for full-time employment [1.0 Full Time Equivalent (FTE)]. Part-time employment is calculated on the standard workweek. The designation of standard work week is based upon position requirements. Although assigned a specific standard workweek relative to the core business hours of the college which is 37.5 hours per week, exempt employees are not covered under the overtime provisions contained within the Fair Labor Standards Act (FLSA). As such, they may be required to work hours outside of their standard workweek, based upon job responsibilities or business.

For HR Office Use Only:

Date Submitted to HR _____

Employee Number _____

____37.5 Exempt or ____37.5 Non-Exempt

Date Processed into Onboarding _____

Visa Type _____

I-9 Completed: ____Yes ____No If no, Date Employee Emailed _____

Work Authorization Ex. Date _____

Date I-9 Completed _____

Grad/VISA Share File Done _____

E-Verify Date _____

Training Completed Date: LG1 _____ LG2 _____

Case Verification # _____

LG3 _____ RST _____

Student Status Checked _____

Credential Verification (all non-student employees) _____

Scan to Payroll _____

Retro Required ____No ____Yes Dates:_____

Date Appointment Input in Oracle _____ Initials _____

Retro LD Input Date _____

Date LD Input into Oracle _____

Special Notes

Revised 10.7.2026