**State Student Assistant Appointment Form**

**Upon Completion, return to Office of Human Resources, 216 Bray Hall**

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**Supervisor to Complete Required Information**

Student's Last Name: ___________________ Student's First Name: ___________________

(Name student chooses to go by)

Student email: ________________________

Advise student to watch for an email to complete online paperwork from “Hirezon/Interview Exchange”

Anticipated Weekly Hours: __________ (25 hour limit per week) [https://www.esf.edu/business/documents/maxhours.xlsx](https://www.esf.edu/business/documents/maxhours.xlsx)

Appointment Start Date: ___________ End Date: ___________ (hours worked should not begin prior to start date or after end date)

Hourly Rate: ___________ ($11.80 minimum - $24.37 maximum)

Department/Unit: __________________________ Account # to be charged: ___________

Brief Description of Duties: __________________________

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**If student is working more than 20 hours per week, certification is required.**

_____ Check here certifying the above student is in good academic standing at SUNY-ESF

Advise Student that a time record is required to be submitted biweekly and accurate in order for payment to be processed. Payments are issued on an extra lag basis. If everything is submitted on time, the first payment will be processed 16 business days after the end date of the first pay period worked. See schedules online: [https://www.esf.edu/business/payroll/forms.htm](https://www.esf.edu/business/payroll/forms.htm)

Direct Supervisor: Print Name: ___________ Signature: ___________ Date: _____

Account Signatory: Print Name: ___________ Signature: ___________ Date: _____

(Only required if different from Direct Supervisor)

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**Human Resources Office to Complete:**

I-9 Done Date: _____ US Citizen: _____ Yes _____ No If no, Country of Citizenship: ______________________

Work Authorization Expiration Date: _______________ Visa Type: _______________

Visa Effective Date: ___________ Visa Expiration Date: _______________

Onboarding Entered: ___________ Onboarding Complete: ___________

Sent to Payroll: ___________ Completed Initials: ___________

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Revised 6/11/20

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