



State University of New York College of Environmental Science and Forestry

State Student Assistant Appointment Form
Upon Completion, return to Office of Human Resources, 216 Bray Hall
All questions and forms can be directed to the ATTN of: Jessica Rea jrea04@esf.edu

Supervisor to Complete: Required Information

Student's Last Name: Student's First Name:
(Students Legal name must be listed correctly to match as it appears on their Legal Documents in order to meet I9 verification Requirements)

Student email: Student's Preferred Name:
Advise student to watch for an email to complete online paperwork from "Interview Exchange" (Name student chooses to go by)

Anticipated Weekly Hours: (25 hour limit per week) 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: (\$16.00 minimum - \$28.27 maximum)

Department/Unit: Account # to be charged:

Brief Description of Duties:

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

Direct Supervisor: Print Name: Signature: Date:

Account Signatory: Print Name: Signature: Date:

(Only required if different from Direct Supervisor)

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:

Revised 1/5/2026