State Student Assistant Appointment Form
Upon Completion, return to Office of Human Resources, 216 Bray Hall

Supervisor to Complete: Required Information

Student's Last Name: ___________________________Student's FirstName: _______________
(Name student chooses to go by)

Student email: _____________________________________________________________
Advises 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

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

Hourly Rate: ____________ ($13.20 minimum - $25.36 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 02.17.22

Office of Human Resources ● 216 Bray Hall ● 1 Forestry Drive ● Syracuse, NY 13210 ● Phone: 315-470-6611 ● www.esf.edu