

STUDENT PERSONNEL ACTION FORM
INSTRUCTIONS FOR COMPLETING STUDENT PERSONNEL ACTION FORM

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

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 student begins working. 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 at finaid@stlawu.edu

NOTE: New Student positions are created by completing a job description form and submitting it to the Financial Aid Office for approval. Job description forms can be obtained from the Financial Aid Office

Student Name (PRINT) _____ **SLU ID #** _____

Department _____ **Account #** _____

Job Title _____

Pay Grade Level for Position:

☐ **A** ☐ **B** ☐ **C** ☐ **D** ☐ **CAS/SEC** ☐ **DS** ☐ **Stipend** _____

Start Date _____ **End Date** _____

Supervisor's Name (PRINT) _____

Academic Dept Chair's Name (PRINT) _____

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

1½ 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 pay day 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

2. Notice given:

- ☒ At hiring
☐ Before a change in pay rate(s),
allowances claimed or payday

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.