

## Confidentiality Statement for Student Employees

As part of your job at Marist College, you will have access to confidential information about Marist Students and/or Personnel. Please read the Following Statements as regards to confidentiality and employment standards at the College.

- I understand that all information gained from student and/or personnel files (office or computer generated) or heard in the course of my employment, is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. In addition, no files or copies of records will leave this office without approval. Files will not be left unattended in public areas for others to view.
- I agree that if any computer passwords are provided to me they are not to be used outside of the office, and are not to be shared with anyone other than those authorized
- I understand that violation of confidentiality is illegal, and as such is a breach of ethics and is subject to termination of employment as a student employee at Marist College. I further acknowledge that any legal or punitive measures taken by taken by subjects who may be affected by a breach of confidentiality for which I am responsible is my own responsibility.

I have read and understand the conditions of my employment.

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Student/Employee Signature

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Date



# MARIST Student Employment Guidelines

Student Name \_\_\_\_\_ CWID (Campus Wide ID) \_\_\_\_\_ Academic Year \_\_\_\_\_

Please Check Correct Title: Campus Work Study \_\_\_\_\_ Campus Employment \_\_\_\_\_

Department \_\_\_\_\_ Student Job Title \_\_\_\_\_ Hourly Pay Rate \_\_\_\_\_

Schedule to Work: Mon \_\_\_\_\_ Tues \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_  
Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

**\* STUDENT: Complete an EPAF (Electronic Personnel Action Form) with Supervisor**

## LABOR RESTRICTIONS

- A student may not work more than 20 weekly hours in total for ALL campus jobs. (Except during academic breaks with your supervisor's approval)
- A student may not work more than six consecutive hours in one day without taking at least a half hour unpaid break.
- A student shall not be employed in a department where one relative exercises indirect or direct supervision over the student.
- A student may not work more than eight hours per day. (No overtime allowed)
- There will be no holiday pay.
- A student cannot be paid for receiving instruction in a classroom, laboratory, or other academic setting.

## PAPERWORK

- All first time hires must complete the I-9, and the Federal (W-4), and State (IT-2104) tax forms in the Marist College Payroll Office (DN 214).
- A Student Work Authorization must be completed for *each position held*.
- Completed tax forms as well as Work Authorizations for first time hires must be returned to the Payroll Office (DN 214) before a student begins working.
- Students who have previously worked on campus must return completed Student Work Authorization to the Office of Student Financial Services (DN 200) before a student begins work.
- Student Financial Services will not process a Student Work Authorization if a student has not completed the necessary paperwork with the Payroll Office.

## TIMESHEETS/PAYROLL

- It is the student's responsibility to ensure that all student bi-weekly timesheets are completed and submitted to your supervisor.
- The supervisor must submit the timesheets no later than 10:00 am on Monday following the end of each pay period. A payroll schedule is available every academic year with appropriate dates.
- Timesheets submitted after the deadlines posted on the published payroll schedule will be held and processed with the next payroll (No exceptions).
- The student must notify the Payroll Office of address changes.

## TAX WITHHOLDINGS

- Any form of cash compensation given to students for their services must be processed through the student payroll.
- All earnings will be subject to both federal and state taxes, and will be shown on a W-2 at the end of the calendar year. (Students may claim "EXEMPT" status by completing a new W-4 (federal) and IT-2104E (state). Exempt forms must be completed by February 15 of each year. Exempt status does not carry over to the next calendar year.)

## I UNDERSTAND AND ACCEPT THE STUDENT EMPLOYMENT REQUIREMENTS

**SIGNATURES:** This form will not be considered an official document until all signatures appear below.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_