

# Student Payroll Signature Authorization Form

For Work Assignment Forms/Timesheet submission

Department/School Name: \_\_\_\_\_

Department Org: \_\_\_\_\_

- In section 1, list and obtain the signature of the one individual in the above Department/School who will be the Approver of student timesheets submitted through Banner \*Web Time Entry, if WTE is the approved mode.
- In sections 2 and 3, list and obtain the signature of individual(s) who will have authorization to hire students, sign the Student Work Assignment Forms and/or approve hours recorded on students' paper time sheets.
- Each person listed must initial they have read the Roles and Responsibilities below.

**Roles & Responsibilities:** By signing this form, I understand that:

- 1) In accordance to federal and NYS Department of Labor laws a student **may not** begin working prior to the Payroll Department receiving and approving the employment paperwork.
- 2) When the student has provided me, the supervisor, a copy of the approved Student Work Assignment Form the student may begin working.
- 3) If, as a Student Employee Supervisor, I allow a student employee to work prior to employment paperwork being completed I may be putting the College at risk and may forfeit the opportunity for my department to employ student workers.
- 4) When I sign/approve a student employee's time sheet I am certifying I have reviewed the time sheet for accuracy and agree all hours worked have been recorded.
- 5) As a student employee supervisor, it is my responsibility to ensure time sheets for each payroll are submitted by the scheduled due date for that pay period.
- 6) By signing this form I agree to abide by my Department's/School's parameters for student employment.

1) Will be the **Approver of Time sheets** submitted through Banner Web Time Entry (WTE)

Name: \_\_\_\_\_  
(Please Print)

Employee ID: @ \_\_\_\_\_

Signature: \_\_\_\_\_

\_\_\_\_\_  
***I have read and  
acknowledged the Roles  
& Responsibilities***

Initials required above.

2) Has authorization to sign: \_\_\_\_\_ Work Assignment Forms (Hire) and/or \_\_\_\_\_ Paper Time sheets

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

\_\_\_\_\_  
***I have read and  
acknowledged the Roles  
& Responsibilities***

Initials required above.

3) Has authorization to sign: \_\_\_\_\_ Work Assignment Forms (Hire) and/or \_\_\_\_\_ Paper Time sheets

Name: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

\_\_\_\_\_  
***I have read and  
acknowledged the Roles  
& Responsibilities***

Initials required above.

**Dean/Department Head or Budget Authority Approval:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_