

Please complete all fields marked with an asterisk (*) to ensure student compensation is processed.
*Note: this form is only for paying students hourly. The university may provide you a work-study student free of charge.
 For information on how to hire a work-study student, please email mgtstuhr@buffalo.edu.*

PLEASE RETURN THIS FORM TO MGTSTUHR@BUFFALO.EDU

STUDENT INFORMATION:

First Name:* _____
 Last Name:* _____
 Email Address:* _____
 Person Number:* _____

DESCRIPTION OF WORK:*

Grading: Course Number: _____ Course Support (all non-grading support)
 Research Support Course Number: _____
 Administrative Support Other (explain): _____

OTHER CURRENT APPOINTMENTS:

Does this student hold any other current student employment appointments?
Note: Mark Yes if the student has held any other student appointments within the last year

Please choose:* No Yes If yes, where: _____
 Payroll title: _____

TIME FRAME OF WORK: Fill in the semester OR the beginning and ending dates.*

Semester(s) to be covered: _____
OR
 Beginning date: _____
 Expected end date: _____

FUNDING:

Total Compensation:
 A. Rate per hour:* _____
 B. Maximum hours to be worked:* _____
****See attached instructions for calculating maximum hours**
 Total Maximum Pay (A x B): _____
 Account to be Charged:* _____

REQUIRED SIGNATURES:

Supervisor Name:* _____
 Supervisor Signature:* _____
 Chair or Department Head Name:* _____
 Chair or Department Head Signature:* _____

FORM INSTRUCTIONS

REQUIRED FIELDS:

All required fields (indicated by *) must be completed. Incomplete forms will not be accepted or processed.

CALCULATING MAXIMUM HOURS:

The School of Management requires maximum hours and maximum pay to accurately gauge the estimated cost of student employees for each department. To ensure the accuracy of the information submitted, please use the following to calculate these numbers.

- A. If your student has a set number of hours to work over the time period indicated, please enter that number in the maximum hours to be worked field.

I.e. If your student grader will perform 30 hours of grading over the course of the semester, enter 30 in the maximum hours to be worked.

- B. If your student will work a set number of hours each week, please multiply that number by the number of weeks in the timeframe of work and use the total in the maximum hours to be worked field.

The following chart outlines the number of weeks in some standard work timeframes.

Timeframe	Number of Weeks
Fall Semester	20
Spring Semester	20
Academic Year (Fall – Spring Semester)	40
Calendar Year (Fall – Summer Semester)	52

- C. If you have a set budget amount allocated to the student, but are unsure of the total number of hours the student will work, please divide the budget amount by the hourly rate to calculate the maximum number of hours.

$$\text{Total Budget Allocation} \div \text{Rate Per Hour} = \text{Maximum Hours to be Worked}$$

I.e. If you have \$5,000 allocated to the student's employment, and the student will earn \$12.50 per hour, calculate maximum hours as follows:

$$\$5,000 / 12.50 = 400 \text{ Maximum Hours}$$

Additional Notes for Calculating Maximum Hours:

- It is better to overestimate rather than underestimate the maximum hours your student will work.
- Please keep in mind that student assistants are subject to weekly hour limits during the semester and over breaks. For information on hourly maximums, please review the Time at Work Rules found here: <http://www.buffalo.edu/administrative-services/for-faculty-staff/time-attendance/state/student-assistants.html>
- If you have any questions about calculating your student employee's maximum hours, please email mgtstuhr@buffalo.edu for assistance.