



Cornell University

02/08/2022

Rohan George Philip

Dear Rohan,

I am very pleased to confirm the terms of your student appointment to the position of Student Food/Hosp Asst I (SCLDIN Martha's) at SCLCL - Din - Martha's Student Operations with Jill A. Shufelt. As we have discussed your appointment will begin on 02/08/2022 and is anticipated to continue through 05/25/2022. The start date of this position is contingent upon the completion of all requirement tasks, including but not limited to the completion of the form I-9. In addition, employment in this position through the intended term is contingent on you maintaining registered student status, your successful performance and continued funding.

Your position will utilize Federal Work Study Funding: No

Your Workday position number is: 00449165

As a student employee, you will be paid on a biweekly basis every other Thursday at an hourly rate of \$14.20. If applicable, you will be paid overtime at the rate of \$21.30. If you have two or more non-exempt appointments at the University your overtime rate will be 1.5 times the weighted average of your hourly rates. The weighted average is the total regular pay divided by the total hours worked in the week. The overtime rate may vary from week to week depending upon the number of hours worked at each rate of pay.

New York State Paid Sick Leave: Student appointments are covered under New York State paid sick leave policy and will accrue 1 hour for every 30 hours worked. The maximum usage is up to 56 hours or 7 days of paid sick leave each calendar year, and only paid sick leave accrued may be used. Full details of the policy are available within the Sick Leave section of [University Policy 6.9](#). Leave can be viewed and requested within Workday.

NEXT STEPS:

REQUIRED Form I-9 Task:

If you have not completed an electronic Form I-9 (a USCIS required document that verifies your identity and employment eligibility) you will receive a Workday email with details on completing the Form I-9.

Note: *If you are a returning student and have previously completed an I-9, a new Form I-9 is not required.*

Timecard tasks (applicable to employees paid an hourly rate):

- Please refer to the **How-To Guides for Students** section of the [Employees Managers page](#) of the Cornell HR website.
- Hours worked should be entered each day as you are working and submitted at the end of each week.
- Please review and comply with all University break policies found at [Student Break Policies](#).
- You will be required to submit your hours worked on your timecard by logging into [Workday](#). The weekly deadline for submitting your time is established by your supervisor but no later than 12pm on the last day of the [pay period](#).

Tax related tasks:

- **US Citizens and permanent residents:** Update Federal and State Withholding Tax Allowances (W-4). The W-4 form provides tax status information so that the University can withhold the correct amount of Federal income tax from your pay. If a W-4 form is not on file in Workday, the standard deduction will be single/zero exemptions.
- **Foreign nationals:** You are required to complete the [Foreign National Questionnaire](#) once you have obtained your U.S. Social Security Number. Please do not complete the tax forms. Have questions? Contact the [Division of Financial Affairs](#) for more information. Find how to apply for Social Security Number [here](#).

Other tasks:

- **Sign up for Direct Deposit:** Students may elect to have their wages directly deposited to their domestic savings or checking account. Follow these instructions to setup [direct deposit](#).
- **Update your address:** Use the [Student Center](#) and make sure a current address is listed as the "Student Local" address.
- **Review Student Employee Rights and Responsibilities:** Be informed! [Review the Student Employee Rights and Responsibilities](#) from Student Employment.

Please contact your supervisor if you have any questions.

Sincerely,

Jill A. Shufelt

Senior Retail Manager