



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, October 31, 2001, Number 1228

STUDENT PAYROLL NEWS:

To better service the departments who hire Work Study/Student Assistants, a copy of the clearance form will be sent to the hiring supervisor, when the clearance packet is completed. (For many this is the same day the student is hired.) For those students who are hired, yet do not have all the necessary paperwork on them to complete the clearance packet, a copy of the application along with a brief explanation as to what is needed, will also be sent to you as an attempt to let you know which students actually made it down to the Director's Office, with their applications. Hopefully this will assist you in tracking the employment status of the students you wish hired.

INFO TO KEEP HANDY:

As Per Student Payroll, students will be able to work additional hours for the Thanksgiving Break and Intercession as follows:

PP#17(11/8/01-11/21/01)	First week - 20 Hrs Second week - 32 hrs
PP#18(11/22/01-12/5/01)	First week - 28 Hrs Second week - 20 hrs
PP#20(12/20/01-1/2/02)	First week - 32 Hrs Second week - 40hrs
PP# 21(1/3/02-1/16/02)	First week - 40 Hrs Second week - 40Hrs
PP#22(1/17/02-1/30/02)	First week - 36 Hrs Second week - 20Hrs

Thank you
Pam