



Because you are on an F-1 Student Nonimmigrant status, you are eligible to work by virtue of the federal regulation permitting “on campus employment at an off campus location.” You will therefore have to be paid by a Syracuse University check to be in compliance with Department of Homeland Security guidelines.

- 1) Obtain a brief offer letter signed by the employer describing the job duties including the work period, the scope of work and your hourly pay rate. The written offer letter should be addressed to you directly. The written letter should also state the understanding that you, the student will be paid by Syracuse University CASE at the quoted rate and that CASE will invoice the company on a monthly basis for hours submitted by you and approved by the company.
- 2) Obtain the completed Co-op agreement form. CASE works in coordination with employers and SU to obtain the necessary signatures to complete the Co-op agreement. You will need a copy of this form before visiting the Slutzker Center. A sample Co-op agreement form is on the CASE website for your reference.
- 3) Complete the SCIS form and take it to your academic advisor for signature.
- 4) Visit the Slutzker Center with the above documents to obtain the necessary approvals. The Slutzker Center will need to sign the SCIS form.
- 5) Send a copy of the signed SCIS form to CASE when this process is complete.

As soon as the documentation is complete you will be added to the payroll for CASE. The following section explains the directions for Time Sheet Reporting as well as a blank timesheet.

Directions for Time Sheet Reporting

Your time sheet should be approved and **signed by your supervisor** each week no later than Thursday morning.

There are several ways your time sheet can be submitted:

- The signed document can be faxed to CASE at 315-443-4745.
- You can scan the signed document and attach in an email to Marilyn Polosky at the CASE office email address **case@syr.edu**
- Your supervisor can forward a signed copy of your timesheet to Marilyn Polosky at the CASE office email address **case@syr.edu**.

The payroll week runs Thursday to Wednesday and paychecks are issued the Wednesday of the following week. The time sheet can be reused each week by entering the Thursday date in the yellow field which will in turn populate the dates. Please do not mix two payroll weeks on one time sheet. The paychecks will come here, to CASE or can be mailed to the student's home or can be direct deposited.

Instructions for direct deposit can be found here:

<http://humanresources.syr.edu/resources/students/pay-checks/>

If you have any questions, please call CASE. Contact Information is listed below.

David C. DiMaggio

Program Manager

CASE Industry Co-op Program

2-290 Center for Science & Technology

Syracuse University

Syracuse, NY 13244-4100

315-443-5018/ fax 315-443-4745

315-436-1124-cell