



CASE

at Syracuse University

IDEAS. INNOVATION. INCUBATION.

Standard Employer Co-op Engagement Process

Because this student is in F-1 Student Nonimmigrant status, he or she is eligible to work by virtue of the federal regulation permitting “on campus employment at an off campus location.” The student will therefore have to be paid by a Syracuse University check to be in compliance with Department of Homeland Security guidelines. We will pay the student weekly based on hours submitted and approved by you and pass through those payroll charges via CASE Center-SU invoice to your company on a monthly/bimonthly basis with no mark up or fringes since he/she is considered a student employee. This method has been widely used over the past several years with 1000+ Syracuse University students working through the CASE Center co-op Program therefore I do not anticipate any issues internally at your firm.

Co-op Agreement:

Please review, complete the blanks and sign the co-op agreement and return to me as soon as possible. I will obtain the SU signature and return an executed copy to you for your files. I've also enclosed our general guidelines and the timesheet that the student can use to report his/her hours worked for your reference.

Assuming we have a verbal agreement of this arrangement, I can add the student to our payroll effective immediately provided that the necessary documents are in place. The student is authorized to work through the CASE Co-op program through this arrangement and should not complete a new I-9 at your firm since Syracuse University is the employer of record.

Offer Letter:

We will need a brief, written offer letter addressed to the student stating the work period, the specific scope of work including technologies to be utilized, a description of job duties, and the hourly pay rate. Foreign national students can only work on projects directly related to their field of study. Also state the understanding that he will be paid by Syracuse University CASE Center at the quoted rate and the CASE Center will invoice your company on a monthly basis for hours submitted and approved by you. I've included a sample invoice that you'll receive for the approved hours worked by the student. I've also included a sample offer letter for you reference.

Directions for Time Sheet Reporting

Attached is the time sheet that you should have approved and **signed by the employer supervisor** each week no later than Thursday morning.

There are several ways the time sheet can be submitted:

- You can scan the signed document and attach in an email to the CASE office email address case@syr.edu

- If the student emails the time sheet to you, you can forward the timesheet to the CASE office email address case@syr.edu and indicate that the time is approved in the subject line.

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, or the student can set up direct deposit.

If there are questions, please contact me for immediate resolution.

Marilyn Polosky

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