

NYS Temp Service Program Appointment Form

Payroll Office
 SUNY Plattsburgh
 Kehoe Building 912 (9th floor)
 Plattsburgh, NY 12901

NYS Temp Service Program Student Appointment Form

Tel: (518) 564-3113
 Fax: (518) 564-4600

Instructions for Students:

1. Select appropriate academic year and semester(s) to work.
2. Electronically fill out all the required information in the section below.
3. Forward the signed form to your supervisor to complete.

Select Academic Year: Select the semester(s) to work: Fall/Spring

Summer

Student Name: Soldo, Sophia A. Banner ID: 701689471 Email: ssold004@plattsburgh.edu

Are you legally authorized to work in the US or will be by the time of appointment? SUNY Global ID: 2005769180

Do you have another job on campus? Which department?

I certify that I am a matriculated student for the academic year and/or fit the criteria to work for summer at SUNY Plattsburgh.
 It is my responsibility to inform my supervisor if I no longer meet the above criteria.

Expected graduation date:

Student Signature: Sophia Soldo Date: 5 / 6 / 2026

To be completed by the supervisor

Department: Fitness Center Hire Date: 8/24/26

JOB DESCRIPTION	ACCOUNT #	PAYRATE
Group Exercise Instructor	900559-05	16.00

I certify as the supervisor of the above student, that they are registered at SUNY Plattsburgh (see below).

Connie Fesette/3161
 Supervisor Name / EXT (please print)

Connie Fesette 5/7/26
 Supervisor's Signature / Date

Payroll Use

Registered Hours at SUNY Plattsburgh

Payroll Cleared?

Semester	Levl	Reg Hrs
Fall 2026	U	16 <input type="text"/>

Semester	Levl	Reg Hrs
Spring 2027		0 <input type="text"/>

FWS: FWSE: G: E: R: M: