



## 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 two years with 250+ 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. Our general guidelines and the timesheet that the student can use to report his/her hours worked is on the CASE website 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 scope of work, a description of job duties, and the hourly pay rate. 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. If you choose to write a purchase order, please use the address at the bottom of this document. A sample invoice that you'll receive for the approved hours worked by the student and a sample offer letter are on the CASE website for your reference.

### Directions for Time Sheet Reporting

The student’s time sheet (available on the CASE website) should be approved and **signed by the employer supervisor** each week no later than Thursday morning.

There are several ways a time sheet can be submitted:

- The signed document can be faxed to CASE at 315-443-4745.
- The student can scan the signed document and attach in an email to Marilyn Polosky at the CASE office email address [case@syr.edu](mailto:case@syr.edu)
- You can forward a signed copy of your timesheet to Marilyn Polosky at the CASE office email address [case@syr.edu](mailto: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://hrses.syr.edu/students/pay\\_day.html](http://hrses.syr.edu/students/pay_day.html)

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

**David C. DiMaggio**

Program Manager

CASE Center Industry Co-op Program

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