

STUDENT GOVERNMENT LEADERS POLICY

Note: Payments are considered income and as such students are responsible for self-reporting the amount on their personal income tax depending on their particular tax circumstance.

1. What are Student Government Leaders?

Students will assume the duties and responsibilities of a college-wide elected position (i.e. Student Government Executives & Representatives).

2. How are Student Government Leaders paid?

Total cost of payments for Student Government Leaders must be incorporated in the annual budget. The annual budget must be submitted to the Student Activities Association Board of Directors for review.

3. What are the required documents for payment?

Memorandum on a Student Government letterhead

- *Names of Student Government Executives/Representatives*
- *Titles of Positions*
- *Term length*
- *Payrate*
- *Pay frequency*

List of Students with Complete Screening Questionnaires

Students are required to complete and sign a Screening questionnaire (s) no less than two weeks prior to start of each term.

Student Government Leaders must be approved within CUNY's Vendor Management Unit (VMU). The following documents are required for VMU:

- *CUNY Substitute W-9 Form*
- *CUNY Vendor/Payee Direct Deposit (ePayment) Request Form*
- *Memorandum (see details above)*

Student Government Leaders must be approved in VMU prior to submitting the following*:

- *Check Request Form*
- *Timesheet(s)*

**Student Government Representatives must submit at the end of each semester.*

**Student Government Executives must submit at the end of each month.*

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FREQUENTLY ASKED QUESTIONS (FAQ)

1. Are students who are not authorized to work in the US able to participate in the Student Government?

Students who are not authorized to work within the U.S. may participate in Student Government but are ineligible to receive payment from the Student Activities Association. Students are eligible to participate but must provide a written affirmation that they are participating voluntarily and have no expectation of payment for their participation. This letter must be submitted to SAABO prior to participation. No Exceptions.

2. Are students with F1 status eligible to participate in the Student Government?

Students with approved F1 status by the College's designee may participate up to 20 hours/week for on-campus employment. If students are already employed on campus in another department, they may participate but are ineligible to receive payment if hours are over the approved 20 hours per week.

Foreign students are not precluded from holding office on a student board or getting paid stipends for that work. However, foreign students who are nonresidents for tax purposes must have all income reported on form 1042-S, as opposed to a 1099 form, as per IRS rules and regulations.

If the foreign student is determined to be a resident for tax purposes, then the above guidelines are applicable and the student should submit the Sprintax status determination form as proof of their eligibility and college staff can proceed to request the student be processed as a vendor addition.

For any additional questions please contact the Student Activities Association, Inc. Business Office at: saabo@jjay.cuny.edu