Student Instructions

Complete the following:
- Student Information section of Student Assistant Appointment form
- W-4 Form (Federal tax form)
- IT-2104 (New York State forms)
- I-9 Form (Employment Eligibility Verification)

Please note: Payroll cannot give you tax advice. If you have any questions about how to complete the federal or state form, please contact your parent/guardian or a tax professional.

Submit all paperwork to your supervisor for processing. Your supervisor will then forward your paperwork to Payroll.

Completed appointment forms with I-9’s and tax forms are due in the Payroll Office the Friday prior to the time sheet. Appointment forms received after that day may not be paid on time.

All forms are available on the Payroll website: www.oswego.edu/human_resources/info.html

Payroll Schedule
- Available in the Payroll office or online
- Shows the pay period dates, when your time sheet is due, and the date your paycheck will be issued (if submitted by the deadline).

Time Sheets
- Time sheets are available in the Payroll office or online
- Time sheets are due in the Payroll office every other Thursday before 4:00 pm. Your supervisor is responsible for submitting the time sheets.
- Students turning in their own time sheet must submit it in a sealed envelope, signed by supervisor.

Payment
- Your first paycheck will be available approximately three weeks after your first time sheet is submitted.
- Paychecks are issued every other Thursday and can be picked up in Student Accounts, 408 Culkin Hall.
- Paychecks that arrive after the semester has ended will be mailed to students if they have provided a stamped, self-addressed envelope.

Number of hours you can work
- The pay week runs from Thursday through Wednesday.
- While classes are in session during the Academic Year, student employees may work a maximum of 20 hours per pay week. Shifts of more than six hours must include a 30-minute, unpaid break.
- During vacation periods, student employees may work up to 40 hours per pay week.

International Students
- The following documents will need to be provided (as applicable)
  - Completed Student Assistant Appointment form
  - Completed I-9
  - I-20 or DS2019
  - Passport
  - Visa
  - I-94
  - Social Security Card
  - Work authorization documents
  - Other forms as necessary

Please call the Payroll office at 312-3641 with questions.