

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.