Supervisors must complete an appointment form for all new and returning students. Please click here to access the electronic appointment form.

Students must complete the following:

- W-4 form (Federal tax form)
- IT-2104 (New York State forms)
- I-9 Form (Employment Eligibility Verification)
  - This form must be completed within three days of hire.
  - All documents provided as proof of identity for the I-9 must be original. No photocopies will be accepted! After you have seen the original and completed page 2 of the I-9 and signed that you are witness to the original documents, please make a copy. Email the I-9, copies of documents, W-4, and IT-2104 to payroll@oswego.edu.

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
  - Other forms as necessary
  - W-4 form
  - IT-2104
  - Please note: Payroll cannot give students tax advice. If they have any questions about how to complete the Federal or state form, please have them contact their parent/guardian or a tax professional.

We strongly suggest students enroll in Direct Deposit. Click here for the Direct Deposit form.

All required forms are due to the Payroll office 7 to 10 business days prior to the time sheet due date. Paperwork received after that day may not be paid on time.

Payroll Schedule

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

Number of hour’s students 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 recess periods, student employees may work up to 29 hours per pay week.
- Minimum wage is currently $11.80 per hour.

Please call the Payroll office at 312-3641 with questions or email payroll@oswego.edu.