**Student Instructions**

Complete the following:

* W-4 form (Federal tax form) (<https://www.oswego.edu/human-resources/sites/www.oswego.edu.human-resources/files/irs_form_w-4_2016.pdf>)
* IT-2104 (New York State forms) (<https://www.oswego.edu/human-resources/sites/www.oswego.edu.human-resources/files/nys_it-2104_2016.pdf>)
* I-9 Form (Employment Eligibility Verification) (<http://www.oswego.edu/Documents/human_resources/I-9%20Form%20-%202013.pdf>)
	+ This form must be completed within **three days** of hire.
* Direct Deposit Form (<https://www.osc.state.ny.us/payroll/files/ac2772_f.pdf>)
* Student Retirement Form (<http://www.oswego.edu/Documents/human_resources/Student%20Worker%20Retirement%20Option.pdf>)

**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. Supervisors must include Student Assistant appointment form ([http://www.oswego.edu/Documents/human\_resources/StudAssntTempAppoint09.18.14%20(1).pdf)](http://www.oswego.edu/Documents/human_resources/StudAssntTempAppoint09.18.14%20%281%29.pdf%29)

Completed appointment forms with I-9’s and tax forms are due in the Payroll office, 409 Culkin Hall, seven 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 (<https://www.oswego.edu/human-resources/sites/www.oswego.edu.human-resources/files/student_pay_schedule_2016-2017_3-16_0.pdf>)
* Shows the pay periods, 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 (<http://www.oswego.edu/Documents/human_resources/STSTimeSheet.pdf>)
* Time sheets are due in the Payroll office every other Friday before 4:00 pm. Your supervisor is responsible for submitting the time sheets. ***Early Payroll deadlines may require earlier submission***.
* 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 one month 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 recess periods, student employees may work **up to 29 hours per pay week**.
* Minimum wage is currently $9.75 per hour.

***International Students***

* The following documents will need to be provided (as applicable)
	+ Completed Student Assistant Appointment form
	+ Completed I-9 (by superior)
	+ I-20 or DS2019
	+ Passport/Visa/I-94
	+ Social Security Card
	+ Other forms as necessary

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