



Student Employee Instructions for Supervisors

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: [Click here to access the forms](#)

- 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 to access the Direct Deposit form](#).

If the student had a break in service since a prior position, their direct deposit authorization is inactive. To ensure timely payment, the student must reactivate their direct deposit by completing the [Direct Deposit Reactivation Form](#), and returning it to the Payroll Office.

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 \$15.50 per hour.

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