

## 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:**

- 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](mailto: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](mailto:payroll@oswego.edu)**