

Information for Student Employees

Welcome to SUNY Geneseo. Congratulations on your appointment to student payroll. The student payroll office has put together a list of helpful tips to educate students on their appointment.

There is a difference between Temp Service and Work Study payrolls. Temp Service is funded by the individual departments. Whereas College Work Study is a federally funded program and only granted to students who meet specific eligibility criteria.

Students should submit all paperwork to your supervisor for processing. Your supervisor will then forward your paperwork to Payroll. The following items must be completed in order to be paid on the student payroll:

* I-9 get it @ Doty Hall 318
* Tax Forms get it @ Department Supervisor
* Retirement Option get it @ Department Supervisor
* Time Sheet get it @ Department Supervisor
* Section A of the Appointment form get it @ Department Supervisor

Completed appointment forms are due in the Payroll Office (Doty 318) the Thursday prior to the time sheet end date. Appointment forms received after that day may not be paid on time

All forms are available on the Payroll website: <http://www.geneseo.edu/hr/forms>

Payroll Schedule

* The Payroll Calendar is available online: [Payroll Calendar](http://www.geneseo.edu/webfm_send/7925)
* Shows the pay period dates, when your time sheet is due, and the check date (if time sheet is submitted by the deadline)

Time Sheets

* Time sheets are available under the Student section: <http://www.geneseo.edu/hr/forms>
* Time sheets are due in the Payroll Office (Doty 318) every other Thursday before noon. Your supervisor is responsible for submitting the time sheets
* Temp Service time sheets are printed on white paper, Work Study on Blue

Payment

* Your first paycheck will be available approximately four weeks after your first time sheet is submitted
* Paychecks are issued every other Thursday direct deposit stubs can be picked up in your department
* Live checks must be picked up in Payroll Office Doty 318
* You must have photo ID and sign a receipt paper to pick up your check
* Paychecks are returned to Albany if they are unclaimed after thirty (30) days

Helpful Tips

* **Cannot work more than 29 hours a week (Thursday –Wednesday) at all times**
* MUST take a 30 minute unpaid lunch break if you work six (6) or more hours a day
* Direct Deposit is available to students with either a checking or savings account
* Work study students CAN NOT exceed their award amount, use this to keep track [Work Study Award Tracker](http://www.geneseo.edu/webfm_send/6965) (you can change the dates)
* The Payroll Office must be notified of any address changes as this is where your W2 will be mailed at year end