



Information for New 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.

Payroll Schedule

- There is a 3-week lag built in. This means from the timesheet end date, it's 3 weeks before you are paid for that first 2 weeks worked.
- Pay day is Thursday every 2 weeks see [Payroll Calendar](#)

Time Sheets

- Time sheets are available online at SUNY.edu/time
- Students are responsible for submitting their time sheets to their supervisor. Supervisors are responsible for checking and approving student time sheets every other Friday before 3pm.

Payment

- Paychecks and direct deposit stubs are mailed to the permanent address on file with Payroll
- [Direct Deposit](#) is available to students with either a checking or savings account, many banks offer great deals to new customers. There are six (6) different banks located in and around SUNY Geneseo.
- You must be taking a minimum of 6 credit hours to be exempt from FICA taxes. You are subject to state, federal, and local taxes if applicable.

Helpful Tips

- **Cannot exceed 29 hours of work in a week (Thursday –Wednesday) at any time**
- MUST take a 30-minute unpaid lunch break if you work six (6) or more hours a day
- Work study students CAN NOT exceed their award amount, use this to keep track [Work Study Award Tracker](#) (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