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 payroll is funded by the individual departments. Whereas College Work Study is a federally funded program and is only granted to students who meet specific eligibility criteria.

Payroll information does not transfer from one payroll to another. For example if you are currently employed on Temp Service payroll you would be required to fill out ALL new payroll forms for a Work Study award.

The following items must be completed in order to be paid on the student payroll:

- □ I-9 → Blake A
- □ Tax forms → Department Supervisor
- □ Retirement Option → Department Supervisor
- □ Time sheet → Department Supervisor
- □ Section A of the Appointment Form → Department Supervisor

Helpful Tips
- Cannot work more than 40 hours in a pay period (2 weeks). No exceptions!
- Cannot work more than 20 hours in a week while classes are in session.
- Direct Deposit is available to students with either a checking or savings account.
- Paychecks are available for pickup in the Student Accounts Office, Erwin 103.
- Direct Deposit statements are to be picked up in your department.
- Unclaimed paychecks are mailed to your permanent address 2 weeks after the issue date.
- Work Study students may not exceed their award.
- The Payroll Office must be notified of any address changes.
- Paperwork and timesheet due dates can be viewed online at http://hr.geneseo.edu