

Student Instructions

Complete the following:

- ✓ Student Information section of Student Assistant Appointment Form
- ✓ W-4 Form (federal tax form)
- ✓ IT-2104 or IT-2104-E (New York State tax forms)
- ✓ I-9 Form (Employment Eligibility Verification)

Please note: Payroll cannot give you tax advice. If you have any questions about how to complete the federal or state form, please contact your parent/guardian or a tax professional.

Submit all paperwork to your supervisor for processing. Your supervisor will then forward your paperwork to Payroll.

Completed appointment forms are due in the Payroll office the Friday prior to the time sheet. Appointment forms received after that day may not be paid on time.

All forms are available on the payroll website: www.newpaltz.edu/payroll

Payroll Schedule

- Available in the Payroll office or online
- Shows the pay period dates, when your time sheet is due and the date your paycheck will be issued (if submitted by the deadline)

Time Sheets

- Time sheets are available in the Payroll office and online: www.newpaltz.edu/payroll/34-006.pdf
- The digital version is fill-able and savable with the proper version of Adobe Acrobat.
- Time sheets are due in the Payroll Office (HAB 301) every other Thursday before noon. Your supervisor is responsible for submitting the time sheets.

Payment

- Your first paycheck will be available approximately three weeks after your first time sheet is submitted.
- Paychecks are issued every other Thursday and can be picked up in the Telecommunications/Parking Office (HAB 35).
- You must have a photo ID to pick up paychecks.
- Paychecks are returned to Albany if they are unclaimed after sixty (60) days.
- Paychecks that arrive after the semester has ended will be mailed to students if they have provided the Telecommunications/Parking Office (HAB 35) with a stamped, self-addressed envelope.

Summer Session

- See the Payroll Schedule for summer session work dates
- You may work during the summer session period if you are taking summer session classes or are enrolled at least half-time for the following fall semester
- If you are not taking summer session classes, you are required to pay FICA/Social Security taxes. If you are taking a summer class and working, please inform Payroll so you will be taxed correctly.
- Limitations for work hours are the same for summer session as the academic year—see below.

Number of Hours You Can Work

- The pay week runs from Thursday through Wednesday
- While classes are in session during the Academic Year, you may only work 20 hours per pay week for *all* student assistant and college work study jobs
- During vacation periods, you may work up to 40 hours per pay week for *all* student assistant and college work study jobs

International Students

You will need to make an appointment with Payroll prior to the start of your employment in order to determine your income tax obligation. 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
- ✓ Work authorization documents
- ✓ Other forms as necessary

Please call Payroll at 257-3145 to make an appointment. For help applying for a social security number, you may go to the International Student Services Office located in the Guest House.