

Student Instructions

New Hire Forms:

- ✓ W-4 (Federal tax form)
- ✓ AC 2772 Direct Deposit 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 tax form, please contact your parent/guardian or a tax professional.

Student Assistants must complete the *Student Assistant Appointment* form with their supervisor. This form should be submitted to Payroll by the supervisor afterwards. The I-9 form must be completed by Payroll using **original** documents for verification of Section 2. Completed appointment forms along with other employment documents are due in the payroll office BEFORE starting work.

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

Payroll Schedule

- Available in the payroll office or website
- Shows the pay period dates, when your time record is to be submitted and the date your paycheck will be issued (if approved by supervisor by the deadline)

Time Records – online using TAS

- Work hours are to be recorded using the online Time and Attendance System (TAS).
- Sign into TAS from my.newpaltz.edu>Students tab>Employment Resources>SUNY Self-Service>Time and Attendance.
- Follow Payroll Schedule for TAS submission dates.
- From SUNY Self-Service you may also use the links for *View Paycheck* - current paycheck can be viewed the Monday prior to payday and past paychecks; *SUNY HR Self Service* – to update address; and *NYS Payroll Online* to disable your direct deposit paystub, update tax withholding or to print prior year W-4's.

Payment

- Paychecks are issued every other Thursday and are mailed directly from The Office of the State Comptroller in Albany, NY.
- We highly recommend completing the direct deposit form as paychecks are mailed to your permanent address on file. We **do not** have control over USPS and delivery.

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.

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 winter and summer break period, you may work no more than 29 hours per pay week for *all* student assistant and college work study jobs if not taking classes
- See *SUNY New Paltz Policy on Student Work Hours* for more detailed information

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
- ✓ Section 1 of I-9 form
- ✓ I-20 or DS2019
- ✓ Passport
- ✓ Visa
- ✓ I-94
- ✓ Social Security Card
- ✓ Work authorization documents
- ✓ Other forms as necessary

Please call Payroll at (845)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 VH 201.