

THIS FORM IS NOT FOR COLLEGE WORK STUDY STUDENTS

STATE UNIVERSITY COLLEGE AT CORTLAND

Payroll Office 607-753-2415

APPOINTMENT FORM

STUDENT ASSISTANT PAYROLL

This form needs to be filled out on **ALL** Student Assistants.

THIS FORM MUST BE COMPLETED BY THE DEPARTMENT

1: STUDENT:

PLEASE PRINT

STUDENT NAME:
SOCIAL SECURITY NUMBER:
HOME ADDRESS: (NOT CAMPUS ADDRESS)
SUNY STUDENT: ___NO ___YES where:

2: DEPARTMENT

DEPARTMENT NAME:	
ACCOUNT NUMBER:	I HOURS APPOINTED WEEKLY:
HIRE DATE:	 HOURLY RATE:
APPOINTED FOR:	FALL SPRING BOTH SUMMER
<i>CIRCLE WHICH SEMESTER HIRED FOR (BOTH BEING FOR FALL AND SPRING)</i>	

3: Department Signature:

--

4: Department: Send this form to the Payroll Office, Room 330 Miller Building.

5: Student must take employment card to **Career Services, B4 Van Hoesen.**
Career Services will be responsible for the completion of the I-9 and W-4 form and will send them to the Payroll Office.

P/R USE ONLY

P/R #:
LINE#

PAYSR

HIR REH CCH
RECORD #

BANNER

CR HOURS:
I-9: Y N

HRMS

ADDRESS:
CHECK SORT:
FICA:

PAYSR

REH & CCH
ADDRESS:
CHECK SORT:
TAXES:
DIRECT DEPOSIT:

HIR

TAXES:
