

STATE UNIVERSITY OF NEW YORK AT CORTLAND

Temporary Service New Employee Checklist

Once a SUNY Cortland (or other SUNY student) has been offered a Temporary Service job he or she should:

- _____ Make sure that their supervisor has forwarded a Student Temporary Service Appointment Form to the Payroll Office (Miller Bldg.)

- _____ Bring the correct form(s) of identification to Student Employment Services (Van Hoesen Hall) to be photocopied; acceptable identification is indicated on the back of the I9 Form
Most SUNY Cortland students may use either (all original documents):
 - A: a U.S. Passport (unexpired or expired) or foreign Passport (unexpired) OR
 - B/C-1: their valid Driver's Licence PLUS their Social Security Card OR
 - B/C-2: their SUNY Card PLUS their Social Security Card OR
 - B/C-3: their valid Driver's Licence PLUS their valid Birth Certificate OR
 - B/C-4: their SUNY Card PLUS their valid Birth Certificate

- _____ Submit a completed I9 Form and completed W4 Form to Student Employment Services (available in the Student Employment Services Office - B-4 Van Hoesen)

- _____ Obtain Student Temporary Service Time Sheets (from their supervisor or the Payroll Office); take responsibility for updating their Time Sheet after every shift and submitting a completed Time Sheet to their supervisor at the end of every 2-week pay-period (a schedule of the pay-periods and pay-days is available from the Payroll Office or Student Employment Services)