

**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**

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

**2: DEPARTMENT**

<b>DEPARTMENT NAME:</b>
<b>ACCOUNT NUMBER:</b>   <b>HOURS APPOINTED WEEKLY:</b>
<b>APPOINTMENT DATE:</b>   <b>HOURLY RATE:</b>
<b>APPOINTED FOR:</b> <b>FALL</b> <b>SPRING</b> <b>BOTH</b> <b>SUMMER</b>
<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, B33 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**

<b>P/R #:</b>
<b>LINE#</b>

**PAYSR**

<b>HIR REH CCH</b>
<b>RECORD #</b>

**BANNER**

<b>CR HOURS:</b>
<b>I-9: Y N</b>

**HRMS**

<b>ADDRESS:</b>
<b>CHECK SORT:</b>
<b>FICA:</b>

**PAYSR**

**REH & CCH**

<b>ADDRESS:</b>
<b>CHECK SORT:</b>
<b>TAXES:</b>
<b>HIR</b>
<b>TAXES:</b>