

State University of New York  
College of Technology  
Delhi, NY 13753

MEMORANDUM

TO: Work Study/Student Assistant Supervisors  
FROM: Alayna Weingates - Human Resources (4497)  
DATE: December 27, 2011  
SUBJECT: Check dates for Spring 2012

Please be sure all employee paperwork is filled out and turned in to our office **BEFORE** any student starts working. If the student gets hurt and is not on payroll, this could create a problem. Employee paperwork consists of W-4, I-9, 2 forms of ID (listed on back of I-9), declination of retirement form or retirement application, post-employment questionnaire and handbook acknowledgement.

If you have a Work Study, paperwork will already be on file. Please wait until you receive the Work Study Assignment form to confirm that a student is eligible for work study.

Work Study and Student Assistant time periods are paid in the same time frame as a regular payroll period (ie: Thursday to Wednesday). The timesheets should be handed in by **FRIDAY NOON** following the end of the pay period. Please try to discourage students from "hoarding" their timesheets. We have limited funds and we want to be sure to stay in budget. Also, please let me know if a student is no longer working for you so they can be removed from payroll.

Students need to fill out one time sheet for each pay period that they work. They should not have multiple pay periods on one time sheet. Please send the **WHITE** copies for Student Assistants and the **WHITE** copies for Work Study. Keep the yellow copy for yourself and give the pink copy to the student.

Below is a list of pay periods, and the dates of checks (please note that it is a good month before they receive their first check IF their paperwork has been turned in on time).

<u>Pay Periods</u>	<u>Check Dates</u>
01/05 – 01/18/12	02/09/2012
01/19 – 02/01/12	02/23/2012
02/02 – 02/15/12	03/08/2012
02/16 – 02/29/12	03/22/2012
03/01 – 03/14/12	04/05/2012
03/15 – 03/28/12	04/19/2012
03/29 – 04/11/12	05/03/2012
04/12 – 04/25/12	05/17/2012
04/26 – 05/09/12	05/31/2012
05/10 – 05/23/12	06/14/2012

Thank you and please feel free to contact me regarding any questions or suggestions that you may have.