STUDENT ASSISTANT APPOINTMENT FORM

A completed packet including a W-4 (Federal tax form), IT-2104 (State tax form) along with a Student Employee Retirement Form MUST be received in the Payroll Office Erwin Hall 220, before a student can be activated on the Student Assistant Payroll. Please see the payroll calendar for submission dates.

SECTION A

Action: ☐ New Hire ☐Rehire ☐ Extend Appt ☐ Pay rate/acct change ☐ Work Study to Temp Service				
Birthdate:	Social Security #:		Geneseo ID #: G00	
*Legal Name ***As it appears on social security card**	First:	Middle:	Last:	Suffix:
Permanent Mailing Address:		City:	State:	Zip:
Gender: ☐ Male ☐ Female				
Ethnicity: Hispanic ☐ Yes ☐No ☐American Indian or Alaska Native ☐Asian ☐Black or African American ☐Native Hawaiian or Pacific Islanders ☐ White				
Credit hours currently taking: Fall Spring Summer				

*The Federal Privacy Act of 1974 requires that you be notified that disclosure of your Social Security Number is required pursuant to the Internal Revenue Service Code. The Social Security Number is required to verify your identity.

SECTION B

Hiring Department:	Account Number:	
Appointment Duration: ☐Fall (8/xx-1/xx) ☐Spring (1/xx-5/xx) ☐Full Yr (8/xx-5/xx) ☐Summer (5/xx-8/xx)		
Begin Date:	End Date:	Hourly Rate:
Date I9 Completed:		
Supervisor's Name:	Phone Number:	

"I certify that the above named student is registered as a full-time student at SUNY Geneseo taking a minimum of **12 credit hours**. If this student is employed for the Summer Session, he/she was a full time student for the Spring Semester and will be a full-time student for the next fall semester."

Department Chair Signature:	Date:

FOR PAYROLL USE ONLY

PayServ	Banner	SUNY HR	Forms	Line #	PP#	SS
ACT	C	FICA E	FED			
HIR	NC	FICA N	NYS			
CCH	PR		RO			
REH	F1					
	Code					
	Country					