

COMPLETING PAYROLL FORMS AND GETTING PAID

Since you have never been paid before by Hofstra University, you will have to come to the Office of Student Employment to complete payroll forms. We are located in the Human Resources Center, entrance on the west side of the building. The payroll forms include the Federal and NYS tax withholding forms (NY resident or not, they are still required) and an I-9 form to verify your eligibility to work in the US. You will need to show us specific ORIGINAL, UNEXPIRED identification (copies are not permitted). Most students use ONE of these: US Passport, Permanent Resident Card, government-issued birth certificate, or a social security card without restrictions. If you bring your US Passport or your Permanent Resident card you do not need a photo ID as well.

NOTE: If you are a Permanent Resident, you do not have to use the card for the I-9, but you will need to supply your number. If you are an international student, you will also need to present us with a completed On-Campus Employment Authorization, which can be obtained from the Office of Multicultural and International Student Programs.

Your checks can be picked up on campus, mailed to your permanent off-campus address or you can arrange for direct deposit to a bank account. If you select direct deposit, you will need to visit the Payroll Office, located on the east side of the Human Resource Center, with your bank routing numbers and fill out a request for this option. They are open Monday thru Friday, 9am – 5pm.