

# PAYROLL FORMS INSTRUCTION SHEET

## FOR

## RETURNING STUDENTS

All payroll packets must be completed and submitted to the SCCD Student Employment Office/Work Study, Sequoia Building – 105, prior to a student's initial day of work. Packet information must be received by the 10<sup>th</sup>, in order for a student to be paid at the end of the same month.

**DIRECTIONS:** Check off each step as completed and return Instruction Sheet with forms.

Supervisor must provide copy of Student Employment Handbook (Version 5) to student worker. Available on-line at the SCCD Student Employment/Work Study website:

<https://www.cos.edu/en-us/student-support/student-employment>

Student	Supervisor
<b>Student Demographic Survey</b>	
<input type="checkbox"/> Complete the top portion of the form  <small>*Tax forms are mailed to the address on file with the COS Admissions Office; please make sure to keep your mailing address current. You may do this by logging in to Banner Web and updating your personal information.</small>	<input type="checkbox"/> Complete: "Supervisor" and "Budget Manager" <input type="checkbox"/> Review "Student" portion for completeness
<b>Student Worker Agreement</b>	
<input type="checkbox"/> Complete "Students" portion	<input type="checkbox"/> Complete Supervisor section in center of page <input type="checkbox"/> Optional: List wage information in "Optional Budget Information" section