What’s New in Payroll?

Attention: Work Study & Temp Service Students

Upcoming student paychecks and year-end W2s will automatically be MAILED to the address printed on the front of the check. Please double check the address to ensure its accuracy.

The following payroll dates are affected:

- **12/21/2017** – Checks & direct deposit advices can be picked up at the Payroll Office on 12/21 and 12/22. Any remaining checks that were not picked up will be mailed on Wednesday, December 27, 2017.
- **1/04/2018** – All checks will be mailed on 1/4/18.

***NOTE:*** If you would like to sign up for Direct Deposit in time for these two check dates, please complete and return the Direct Deposit Enrollment form by December 6, 2017.

If you DO NOT want your check mailed, complete the “Request Not To Mail” form, then print and send to the Payroll Office at 214 Netzer Administration Building.

Direct Deposit advices will NOT be automatically mailed. If you would like your advice mailed please request this by sending an email to payroll@oneonta.edu.

To change your mailing address, fill out the “Change of Personal Information” form, then print and send to the Payroll Office at 214 Netzer Administration Building.

These and other forms may be found on the SUNY Oneonta Payroll website: [http://www.oneonta.edu/admin/humres/Payroll/student-payroll.asp](http://www.oneonta.edu/admin/humres/Payroll/student-payroll.asp)

2017 W-2’s & Year End Information

The Office of the State Comptroller will again be sending W-2 forms directly to employees’ home addresses or the address that is listed on your check or direct deposit form, if it is different than your home address. IRS requires that all W-2’s must be mailed out by January 31, 2018, but we expect that they will be mailed sooner. Please contact the Payroll Office at x2504 if you have any questions or if you do not receive your W-2 by February 9, 2018. Please note: the December 27, 2017 check will be the last paycheck issued for the 2017 tax year. Employees should retain this paycheck as it contains valuable year-to-date information.

---

SUNY College at Oneonta

Payroll Office
108 Ravine Parkway
214 Netzer Admin Bldg
Oneonta, NY 13820

Phone: 607-436-2504
Fax: 607-436-2606
[www.oneonta.edu/admin/humres/Payroll](http://www.oneonta.edu/admin/humres/Payroll)