

## Federal Work Study Payroll Rights and Responsibilities

Please check:

- I understand that my payroll funds will be remitted to me by Direct Deposit.
- I also understand that a “check notification” will be issued each pay period, containing information regarding the disposition of my payroll funds (withholding amounts, etc.).
- I understand that it is my responsibility to pick up the notification in the Financial Aid Office on the Thursday during the week following the submission of the timesheet.
- I give my permission to have the notification mailed to me at the address that appears on it, in the case that I neglect to pick it up within a week of its issuance.
- I understand that I am responsible to notify either the Financial Aid Office or the Payroll Office of any change of address.
- In the case that I fail to do so, and the “check advice” is returned as a result of a bad address, I understand that it will be considered unclaimed property and will be sent to the New York State Department of Tax and Finance, Division of Treasury.

Signature \_\_\_\_\_ Date \_\_\_\_\_