Student Employment Procedures

The following is the procedure that departments should follow to initiate the process for hiring a Student Employee for their department. If for some reason the department does not have a student in mind they can contact Ms. Anna- Maria Heredia, Assistant to the Director of Financial Aid & Student Employment at 203-837-8925. She can help assist the department in finding a Student Employee.

1. The initiating department should complete the Hiring Department Section of the "Student Employee Appointment Form."

2. The initiating department should then have their prospective Student Employee bring this form to Ms. Anna-Maria Heredia, Assistant to the Director of Financial Aid & Student Employment. Ms. Heredia is located in the Financial Aid Department on the first floor of the Old Main Administration Building. The Financial Aid Department will then verify that the department is eligible to hire a student employee and that they have a budget available to do so.

3. Once the Financial Aid Department reviews the "Student Employee Appointment Form" and approves it they will send it to the Human Resources Department for processing.

4. Ms. Sarah Davin, Human Resources Administrative Operations Assistant, will contact the employee and their supervisor by email to inform them that Human Resources has received an approved "Student Employee Appointment Form" for the student and will attach "List of Acceptable Documents" for the federal I-9 form of employment eligibility to bring to Human Resources to be completed, along with the rest of the new hire paperwork. If a background check is needed for the student, Ms. Davin will inform the student and supervisor as well in a separate email.

5. Once the student has completed the new hire paperwork (and background check if applicable), Ms. Davin will then enter their employment data into the Core-CT system in order to set them up with the ability to enter their hours worked via the self-service module.

6. Ms. Davin will then send an email to the Student Employee and their supervisor informing them that they are now authorized to work and will list the effective date, along with the Core-CT record number. The record number is what links the job in Core-CT to the specific department. It is important to realize that if the Student Employee has more than one job that they will need to enter their hours worked on the record number that corresponds to the specific department.

7. **It is important to note that no Student Employee is authorized to work until all of the above steps have been completed.**