

Student Employment FAQs for Supervisors

Q. What paperwork is required for new student employees?

A.

1. Student Help Program Certification or Federal Work Study Program Award Certification
2. Wage Justification (if earning more than minimum wage)
3. I-9 (The student must present unexpired document(s) that establish both identity and employment authorization from the Lists of Acceptable Documents in the I-9 form.)
4. W-4
5. CT W-4
6. If a pre-employment background investigation is applicable: Background Investigation Disclosure and Consent Form, Authorization for the Social Security Administration (SSA) To Release Social Security Number (SSN) Verification

Q. What paperwork is required for current student employees?

A.

1. Student Help Program Certification or Federal Work Study Program Award Certification
2. Wage Justification (if earning more than minimum wage)
3. W-4 (if the student would like to change their withholding)
4. CT W-4 (if the student would like to change their withholding)
5. If a pre-employment background investigation is applicable: Background Investigation Disclosure and Consent Form, Authorization for the Social Security Administration (SSA) To Release Social Security Number (SSN) Verification

Q. What areas are supervisors required to complete on the Student Help Program Certification/Federal Work Study Program Award Certification forms?

A. Yes or No must be selected for questions 1 through 5 under the Supervisor's Certification section. The Effective Date, Department, Banner Index, Telephone Extension, Supervisor's Name, and Supervisor's Signature. If the position is grant-funded, a signature by Grants Administration is required.

Q. What is the Effective Date on the Student Help Program Certification/Federal Work Study Program Award Certification forms for new students?

A. The student's date of hire (If a pre-employment background investigation is applicable, the Effective Date will be the date that the pre-employment background investigation clears.)

Q. What is the Effective Date on the Student Help Program Certification/Federal Work Study Program Award Certification forms for current students who are switching departments or changing their status?

A. The Effective Date must be the first day of a pay period. (If a pre-employment background investigation is applicable, the Effective Date will be the date that the pre-employment background investigation clears.)

Student Employment FAQs for Supervisors

Q. Why must the Effective Date for current students who are switching departments or changing their status be the first day of a pay period?

A. The student may not work with more than one supervisor in any given pay period.

Q. Why am I required to complete the Banner Index on the Federal Work Study Program Award Certification form if the position is funded through Work Study?

A. For the Payroll department's use for location codes.

Q. What areas do new students need to complete on the Student Help Program Certification/Federal Work Study Program Award Certification forms?

A. Student's Name, CCSU ID #, Student's Certification section, and the New Employee Personal Data section.

Q. What areas do current students need to complete on the Student Help Program Certification/Federal Work Study Program Award Certification forms?

A. Student's Name, CCSU ID #, and the Student's Certification section.

Q. Where is the Student Help Program Certification form located?

A. Navigate to the Payroll Department's web site at <http://www.ccsu.edu/fiscalaffairs/payroll.html> and click on Student Employment Forms. Forms are also available in Business Services, Marcus White Annex, room 006.

Q. Where is the Federal Work Study Program Award Certification form located?

A. The Financial Aid office in Davidson Hall, room 221.

Q. Where can I find the I-9, W-4, CT W-4, and Direct Deposit forms?

A. Navigate to the Payroll Department's web site at <http://www.ccsu.edu/fiscalaffairs/payroll.html> and click on Student Employment Forms. Forms are also available in Business Services, Marcus White Annex, room 006.

Q. Where can I find the State of Connecticut Public Officials and State Employees Guide to the Code of Ethics, Connecticut State University System Ethics Statement, State of Connecticut Violence in the Workplace Prevention Policy, State of Connecticut Public Records Policy 05: Disposition of Public Records, and the Board of Regents for Higher Education Acceptable and Responsible Use of Information Technology and Resources Policy?

A. Navigate to the Payroll Department's web site at <http://www.ccsu.edu/fiscalaffairs/payroll.html> and click on Student Employment Forms.

Q. Where do students bring their completed paperwork and form(s) of identification?

A. Business Services in Marcus White Annex, room 006.

Student Employment FAQs for Supervisors

Q. What form(s) of identification does my new student need to provide the Payroll Department?

A. The student must present unexpired document(s) to the Payroll Department that establish both identity and employment authorization from the Lists of Acceptable Documents in the I-9 form.

Q. Where can I find the current pay period schedule for students?

A. Navigate to the Payroll Department's web site at <http://www.ccsu.edu/fiscalaffairs/payroll.html> and click on Student Employment Forms.

Q. When is a Wage Justification form needed?

A. If the Student Worker/Work Study student will be making more than minimum wage.

Q. What is a supervisor required to complete on a Wage Justification form?

A. Student's Name, CCSU ID Number, Proposed Pay Rate, Student Worker class of pay requested, summary of tasks and duties assigned to the Student Worker, Supervisor's Printed Name, Supervisor's Signature, Department, Extension, and Date. Class III pay requests require a statement verifying that the Student Worker has had two years of training or experience relevant to the Student Worker position to be held.

Q. What can I pay my students per hour?

A. See Student Worker Pay Rates and Job Classifications chart on the second page of the Wage Justification Form. Only pay rates listed in this chart may be utilized.

Q. How do I choose a pay rate for my student?

A. See Student Worker Pay Rates and Job Classifications chart on the second page of the Wage Justification form. Choose a pay rate from the class which best aligns with the student's experience and/or training.

Q. Can a student hold more than one Student Worker/Work Study position on campus?

A. No, the student may not work for more than one supervisor in any given pay period.

Q. How many hours can my student work during the semester?

A. No more than 40 hours per pay period.

Q. How many hours can my student work during vacation periods and summer sessions?

A. No more than 40 hours per week.

Q. When can my student begin working if they have not worked on campus previously?

A. You must verify that all required new student paperwork is completed and processed before you allow your student to begin working. If a pre-employment background investigation is applicable, the student may not begin working until the pre-employment background investigation has been successfully completed and you are copied on an email that includes the student's CORE-CT user ID and password.

Student Employment FAQs for Supervisors

Q. When can my student begin working if they have/are currently working on campus?

A. The required current student paperwork must be completed and submitted to the Payroll department and the Effective Date of transfer must be the first day of a pay period. The student may not work for more than one supervisor in any given pay period. If a pre-employment background investigation is applicable, the student may not begin working until the pre-employment background investigation has been successfully completed and you are copied on an email that includes the student's CORE-CT user ID and password.

Q. When should my student enter their hours in Core-CT?

A. Your student may enter their hours in Core-CT daily, however, all hours for the pay period must be submitted by 8 pm on the last day of the pay period. (Remind your student to enter their hours in increments of .25.)

Q. What is the Time Reporting Code in Core-CT for my student's regular hours worked?

A. REG.

Q. What is the deadline for supervisors to approve timesheets?

A. Supervisors must approve timesheets by the close of business on the Friday following pay day (unless otherwise directed by Human Resources).

Q. Can my student verify that I have approved their hours in Core-CT?

A. It is the student's responsibility to verify that you approved their timesheet it by the close of business on the Friday following pay day. Once the student has submitted their timesheet and it has processed overnight, the student may view the status of their timesheet through the Payable Time Detail link (see [Core-CT Self-Service Training for Student Workers](#)).

Q. How will my student get paid?

A. Your student will either receive a paper check or the earnings will be deposited into their bank account if they have signed up for direct deposit.

Q. How can my student sign up for Direct Deposit?

A. Instructions for setting up Direct Deposit/ACH via the Web:

- Navigate to the CCSU home page at www.ccsu.edu. Point to CentralPipeline, then click on CentralPipeline for Students (or click on Current Students).
- From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.
- From the Home tab, click on the Direct Deposit - Enroll, Modify or Cancellink.
- To enroll in Direct Deposit/ACH, enter the bank routing number and account number and click the Save button.
- To modify or cancel an existing direct deposit record, select the bank name from the list and follow on-screen instructions.