

# Central Connecticut State University Student Help Program Certification

<b>Student's Name</b>	_____	_____	_____
	Last	First	MI
<b>CCSU ID #:</b>	_ _ _ _ _ _ _ _ _ _ _ _ _ _		

### Student's Certification

In accepting this position, I agree to abide by all State Statutes, Board of Trustees'/Regents' Resolutions and University Policies regarding student employment, some of which are outlined below:

1. I am a matriculated student at one of the Connecticut State Universities and I am currently enrolled in Fall/Spring courses or enrolled in the Intensive English Language Program (IELP) at one of the universities.
2. I understand that I must remain matriculated and enrolled in Fall/Spring courses/IELP in order to continue student employment.
3. I am not employed by any other state agency.
4. I understand that I may not work for more than one supervisor in any given pay period.
5. I will work no more than 40 hours per pay period when classes are in session and no more than 40 hours per week during vacation periods and the summer session.
6. I understand that certain Student Worker assignments may require consent to a background check investigation. If applicable, I will not begin working until my background check has been successfully completed and I receive an email with my CORE-CT user ID and password.
7. I have read, understand, agree, and will comply with and abide by the State Code of Ethics, Violence in the Workplace Prevention Policy, Records Retention and Disposition Policy, and the Board of Regents for Higher Education Acceptable and Responsible Use of Information Technology and Resources policy. If you wish to receive a copy of these policies, check here

_____	_____/_____/_____
<b>Student's Signature</b>	<b>Date</b>

### Supervisor's Certification

In hiring this student worker, I agree under penalty of law, to abide by all Federal Regulations, State Statutes, Board of Trustees'/Regents' Resolutions, and University Policies regarding student employment, some of which are outlined as follows: I will not allow the student to work more than 40 hours per pay period when classes are in session and no more than 40 hours per week during vacation periods and the summer session. I will not allow the student to begin working until their employment paperwork is completed, processed, and the student receives an email with their CORE-CT user ID and password.

Per BOR/CSCU policy, certain Student Worker positions are subject to a pre-employment background investigation. If you check "Yes" to any of the questions below, the Student Worker may **not** begin working until the background check has been successfully completed and you are copied on an email that includes the Student Worker's CORE-CT user ID and password.

1. Will this student be a Resident Assistant? Yes  No
2. Will this student be assigned to the Public Safety Department? Yes  No
3. Will this student handle DCL3 data (DCL3 is protected confidential data, which comprises identity and financial data)? Yes  No
4. Will this student have fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget? Yes  No
5. Will this student be employed in a safety or security-sensitive position **not noted above** (requires approval by the Chief HR Officer)?  
Yes  No  If yes, \_\_\_\_\_  
Description of safety or security-sensitive position

**All lines below must be completed:**

**1. Effective date:** \_\_\_\_/\_\_\_\_/\_\_\_\_ (if switching department or status this date must be the 1st day of a pay period)

**2. Position:** |\_|\_|\_|\_|\_|\_|\_|\_| **Department:** \_\_\_\_\_

**3. Banner Index:** |\_|\_|\_|\_|\_|\_|\_|\_| Telephone Extension: \_\_\_\_\_

_____	_____	_____/_____/_____
<b>Supervisor's Name (Print)</b>	<b>Supervisor's Signature</b>	<b>Date</b>

_____	_____/_____/_____
<b>Grants Administration (GRANT-FUNDED ONLY)</b>	<b>Date</b>

# New Employee Personal Data

## All New Employees Must Complete This

**1. Name:** \_\_\_\_\_  
Last First MI

**2. Permanent Address:** \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip

---

**3. Telephone #'s (Home)** (\_\_\_\_) \_\_\_\_-\_\_\_\_  
 (Cell) (\_\_\_\_) \_\_\_\_-\_\_\_\_

**4. Gender**  Female  Male      **5. Date of Birth:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**6. US Citizen?** Yes No    **6a. If No,** are you a Resident Alien \_\_\_\_ International Student \_\_\_\_

**7.** Have you previously been employed by CCSU or another state agency? Yes No  
**7a.** If yes, what agency and when were you last employed? \_\_\_\_\_

**8. Email Address:** \_\_\_\_\_

**9. Race/Ethnicity State coding (select one):**

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Hispanic/Latino
<input type="checkbox"/> Asian	<input type="checkbox"/> Native Hawaiian/Oth Pacific Islander
<input type="checkbox"/> Black/African American	<input type="checkbox"/> White

**9a. Federal coding:**     Hispanic or Latino     Not Hispanic or Latino

Also, select one or more races to indicate what you consider yourself to be:

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Native Hawaiian/Oth Pacific Islander
<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> Black/African American	

**10. Emergency Contacts**

Name: \_\_\_\_\_  
Last Name First Name Relationship

Address: \_\_\_\_\_  
Street (Apt. No. if applicable)

\_\_\_\_\_ City, State, Zip Code (Country if not US)

Phone: (    ) (    ) (    )  
Home Cellular Work

### General Information

The official payroll title for students engaged in the Student Help Program is Student Laborer. This is a position in the "Unclassified" category of state service. Wages earned as a Student Laborer are not covered by State Retirement or Unemployment Compensation Law. Social Security contributions are not deducted while the student is attending classes. Wages are subject to Federal and State withholding tax. Hours worked are reported through the CORE-CT time entry system. Payrolls are processed bi-weekly. You can expect a minimum four-week delay before receipt of your first paycheck. Subsequent paychecks will be issued every two weeks. A pay period schedule may be obtained from [http://www.ccsu.edu/fiscalaffairs/payroll\\_studentemployment.html](http://www.ccsu.edu/fiscalaffairs/payroll_studentemployment.html).

**Newly hired students MAY NOT begin working until all hiring paperwork is complete and the student receives an email with their CORE-CT user ID and password.**

\*\*\* Please bring this completed form in person to the Student Payroll Services Department where an I-9 form (Employment Eligibility Verification), CT W-4 and a Federal W-4 must be completed. \*\*\*

#### For Student Payroll Services Use Only

I-9 \_\_\_\_ W-4 \_\_\_\_ CT W-4 \_\_\_\_ Employee# \_\_\_\_\_ SL\_\_ Ded\_\_ Banner\_\_

Background check completed \_\_\_\_\_

Signature/date