

## **Student Employment FAQs for Supervisors**

### **What paperwork is required for new student employees?**

1. Student Help Program Certification or Federal Work Study Program Award Certification and Work Study Contract (emailed to student from Financial Aid)
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 the following forms are completed online by the applicant that is sent a link from Human Resources: Background Investigation Disclosure and Consent Form, Authorization for the Social Security Administration (SSA) To Release Social Security Number (SSN) Verification

### **What paperwork is required for current student employees?**

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 the following forms are completed online by the applicant that is sent a link from Human Resources to complete this requirement: Background Investigation Disclosure and Consent Form, Authorization for the Social Security Administration (SSA) To Release Social Security Number (SSN) Verification

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

1. Questions 1 through 5 under the Supervisor's Certification section must be completed with a Yes or No.
2. The Effective Date, Department, Banner Index, Telephone Extension
3. Supervisor's Name, and Supervisor's Signature must also be completed.
4. If the position is grant-funded, a signature by Grants Administration is required.

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

The student's date of hire is the date when all paperwork has been submitted for processing in the current pay period (If a pre-employment background investigation is applicable, the Effective Date will be the date that the pre-employment background investigation clears.)

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### **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?**

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.)

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

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

### **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?**

For the HR department's use for location codes.

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

1. Student's Name, CCSU ID #
2. Student's Certification Section(read), signature and date
3. New Employee Personal Data section.

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

1. Student's Name, CCSU ID #
2. Student's Certification Section(read), signature and date
3. New Employee Personal Data section.

### **Where is the Student Help Program Certification form located?**

The forms to hire a Student Worker can be found on our website <https://www.ccsu.edu/hr/hiring-student-workers.html>

### **Where is the Federal Work Study Program Award Certification form located?**

A Student Worker or Supervisor may contact the Financial Aid office via telephone 860-832-2200 or email [finaid@ccsu.edu](mailto:finaid@ccsu.edu) to obtain a Federal Work Study form and Work Study contract.

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### **Where can I find the I-9, W-4, CT W-4, and Direct Deposit enrollment information?**

These forms can be found on the HR website and will also be emailed to the student.

### **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?**

All policies are available at <https://www.ccsu.edu/hr/policies.html>

### **Where do students submit their completed paperwork and form(s) of identification?**

All forms can be submitted by the Student Worker or Supervisor to HR.

### **What form(s) of identification does my new student need to provide the HR Department?**

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.

### **Where can I find the current pay period schedule for students?**

Navigate to the Human Resources website at <https://www.ccsu.edu/hr/hiring-student-workers.html>.

### **When is a Wage Justification form needed?**

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

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### **What is a supervisor required to complete on a Wage Justification form?**

1. The Student's Name, CCSU ID Number
2. Proposed Pay Rate, Student Worker class of pay requested
3. Summary of tasks and duties assigned to the Student Worker
4. Supervisor's Printed Name, Supervisor's Signature, Department, Extension, and Date.
5. For Class III pay requests require a statement verifying that the Student Worker has had 2 years of training or experience relevant to the Student Worker position to be held.

### **What can I pay my students per hour?**

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.

### **How do I choose a pay rate for my student?**

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.

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

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

### **How many hours can my student work during the semester?**

No more than 40 hours per pay period or 20 hours per week.

### **How many hours can my student work during vacation periods and summer sessions?**

No more than 40 hours per week.

### **When can my student begin working if they have not worked on campus previously?**

You must verify with Human Resources 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.

### **When can my student begin working if they have/are currently working on campus?**

The required current student paperwork must be completed and submitted to Human Resources and the Effective Date of transfer must be the first day of a pay period. The student

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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 preemployment background investigation has been successfully completed and you are copied on an email that includes the student's CORE-CT user ID and password.

### **When should my student enter their hours in Core-CT?**

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.)

### **What is the Time Reporting Codes in Core-CT for my student's regular hours worked?**

The Time Reporting Code is REG

### **What is the deadline for supervisors to approve timesheets?**

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

### **Can my student verify that I have approved their hours in Core-CT?**

It is the student's responsibility to verify that you approved their timesheet 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](#)).

### **How will my student get paid?**

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.

### **How can my student sign up for Direct Deposit?**

Student Worker's can enroll in Direct deposit through the Central Pipeline. Upon hire, each student will receive instructions on how to enroll.

### **What is the Cooperative (CO-OP) Student Employment Program?**

The Cooperative (CO-OP) Student Employment Program is a program for any student who has successfully completed 60 credits or more and is striving for pre-graduate employment

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experience. Enrolled undergraduate and graduate student participants may complete one, but as many as four work blocks, during their studies at CCSU. Employment may be either through the University or an off-campus employer. There are two sessions during the calendar year: (1) Work Block A runs from January 1 to June 30, and (2) Work Block B runs from July 1 to December 31. Students must meet with Career Success Center Staff to enroll in the CO-OP program. A fee for the student to participate in this program is required. All appropriate documentation will be completed one month prior to the start of any Work Block either to enroll or to continue in the program.

### **Where can I post Student Worker positions and view resumes for CCSU students that are looking for jobs on campus?**

The CCSU Career Success Center strongly urges you to post any or all of your open student worker positions on CSU's job and internship database, College Central Network (CCN). By using the employer portal in the CCN database (<https://www.collegecentral.com/ccsu/Employer.cfm>) it allows for individual hiring managers to post and share any student employment position (internship, part-time, full-time, co-op, work-study, volunteer) with our CCSU student population. In addition to the CCN database, the Career Success Center offers student employment fairs each semester along with student worker certification workshops that will train students on professional behavior and skillsets within an office environment making students readily hireable to on-campus departments. If you have any questions or need any assistance with hiring student workers for your office, please call the Career Success Center at (860) 832-1615.

### **When do I have to pay my Student Worker overtime?**

Student Worker's are not authorized to work overtime. If a student does work overtime, then overtime pay at the rate of one and one-half times the hourly rate of pay is required for actual hours worked over 40 in the pay week (Friday through Thursday). Payment requires verification of Banner index from the department and is paid in a separate payroll system.

### **When is a Student Worker eligible for an unpaid meal break?**

An unpaid meal break of at least 30 consecutive minutes must be provided for any Student Worker who worked for 7 ½ or more consecutive hours.

### **When can a Student Worker use sick leave?**

Student Workers must work 680 hours before they are eligible to utilize sick leave. Each pay period the student employee will accrue 1 hour of sick leave for every 40 hours worked but the time may not be used until the Student Worker and Supervisor receive an email stating the student has worked 680 hours and is eligible to start using sick leave. Student Worker sick leave may only be used for the employee's own illness, doctor's appointment, or to care for a sick family member. Sick leave absences of 3 or more days required a Medical Certificate per policy.

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**When I approve Student Worker timesheet, is there anything I should be looking for when reviewing their timesheet?**

Timesheets submitted by the Student Worker should accurately reflect actual hours worked each day by the Student Worker and should be entered in quarter increments.

**Where can I find out if my student worker is eligible for Federal Work Study?**

To verify eligibility for Federal Work Study the supervisor or student can contact the Financial Aid office at (860) 832-2200 to determine if your student worker is eligible.

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