



Supervisor Checklist

Hiring & Managing Student Employees — use this list to confirm every step is complete.

1. Before You Hire

- ☐ Student is matriculated and currently enrolled (Fall/Spring courses or IELP).
- ☐ Student has only ONE position on campus.
- ☐ Funding source identified: Student Help, Work Study, or Grant-funded.

2. Complete the Hiring Forms

- ☐ Student Help Form signed and dated by the student.
- ☐ Student Help Form signed and dated by the supervisor.
- ☐ All highlighted fields completed (position, department, Banner Index, telephone extension).
- ☐ Effective date entered is the 1st day of a pay period.
- ☐ Background check questions answered — if any box is “Yes,” background check initiated.
- ☐ **Grant-funded position: form sent to the Grants Office BEFORE HR.**
- ☐ Work Study position: confirmed Financial Aid completed and signed the Work Study Form first.
- ☐ Wage/Pay Increase Justification form submitted if paying above current minimum wage (\$16.94/hr).

→ No wage form on file = student is automatically entered at current minimum wage.

3. Onboarding

- ☐ Student and supervisor received the Onboarding email.
- ☐ Onboarding appointment scheduled with student.
- ☐ Student brings ORIGINAL IDs — no photos or copies accepted.
- ☐ Federal W-4 completed.
- ☐ CT W-4 completed.
- ☐ I-9 completed within 3 business days of the pay period start.

- ☐ SSA background-check form submitted, if required.
- ☐ International student: SSN application started with CIE (if needed).
- ☐ International student: passport, I-94, and I-20 provided for I-9.
- ☐ International student: current-semester work authorization letter obtained from CIE.
- ☐ Student and supervisor will receive email confirmation with start date.

4. Rehiring & Returning Students

- ☐ Check whether a new Student Help Form is required (worked over summer vs. did not; Banner Index change).
- ☐ Check I-9 status — expired ID or break in service under/over 1 year.
- ☐ Full re-onboarding completed (new W-4, CT W-4, I-9) if break in service is over 1 year.

5. Ongoing Supervision

- ☐ Review hour limits with student: 20 hrs/week & 40 hrs/pay period while classes are in session; 40 hrs/week & 80 hrs/pay period when classes are not in session.
- ☐ Confirm student codes timesheets only with REG, SICK, SP, or SFAM.
- ☐ Timesheet review and submission for each pay period.
- ☐ Back Hours Form completed, signed, and emailed to HR for any missed entries.
- ☐ Aware of sick time policy: eligible after 120 days; accrues 1 hr per 30 hrs worked; 40-hr annual cap; medical certificate required for 3+ consecutive sick days.

6. Contacts & Resources

Human Resources

Email: HRStudentWorker.list@ccsu.edu

Phone: 860-832-1756

Forms & information: ccsu.edu/hr/hiring-student-workers.html