

# Central Connecticut State University Student Help Program Certification

Student's Name: \_\_\_\_\_  
Last First MI

CCSU ID #: \_\_\_\_\_

## 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 understand my employment is temporary, at will, and can end at any time.
4. I understand that I may not work for more than one supervisor in any given pay period or any other state agency.
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:

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## 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:** \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Name (Print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grants Administration (GRANT-FUNDED ONLY)

\_\_\_\_\_  
Date

# 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:** (*Voluntary*) Female Male **5. Date of Birth:** \_\_\_\_\_

**6. Are you authorized to work in the United States?** Yes No

**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):** (*Voluntary*)  
American Indian/Alaskan Native Hispanic/Latino Asian  
Native Hawaiian/Other Pacific Islander Black/African American White

**9a. Federal coding:** (*Voluntary*) Hispanic or Latino Not Hispanic or Latino

Also, select one or more races to indicate what you consider yourself to be: (*Voluntary*)  
American Indian/Alaskan Native Native Hawaiian/Other Pacific Islander Asian  
White 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): \_\_\_\_\_ (Cell): \_\_\_\_\_ (Work): \_\_\_\_\_

### General Information

The official payroll title for students engaged in the Student Help Program is Student Laborer. Employment is temporary, at will, and can end at any time. This position is 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. Expect a minimum four-week delay before receipt of your first paycheck. Subsequent paychecks will be issued every two weeks.

**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 submit this completed form, I9 (Employment Eligibility Verification), Federal W-4, and CT W-4 via email to HRStudentWorker.list@ccsu.edu\*\*\*

**An in-person meeting is required to present I9 Identifications**

**For Student Payroll Services Use Only**

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

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

Signature/date \_\_\_\_\_