

**Western Connecticut State University
Student Employee Change Procedures**

The following is the procedure that departments should follow when making any changes to a current Student Employee's pay rate.

1. If a department supervisor would like to make a pay rate change for their Student Employee they must send an e-mail to Ms. Amanda Evans, Assistant Director of Financial Aid. Ms. Evans' e-mail address is evansa@wcsu.edu. In this e-mail they must state the new pay rate that they would like to pay the student employee.
2. Ms. Evans will then verify that the new pay rate is appropriate, in accordance with the CSU Board Policies, and that funds are available to pay this new rate. If so she will then enter the new rate into the Time Processing System (TPS) and send an e-mail to Ms. Lisa Hammersley, Human Resources Administrative Operations Assistant with the new pay rate and employee number of the Student Employee. Ms. Evans will also send an e-mail to the department supervisor letting them know that the new pay rate has been approved.
3. The Human Resources Department will then enter the new pay rate into the Peoplesoft system for payroll purposes. New pay rates will become effective on the first day of the next pay period.

The following is the procedure that departments should follow when a Student Employee's appointment terminates earlier than originally anticipated.

1. The department supervisor will send an e-mail to Ms. Amanda Evans, Assistant Director of Financial Aid. Ms. Evans' e-mail address is evansa@wcsu.edu. In this e-mail they must state the last day that the student worked or the anticipated end date.
2. Ms. Evans will then terminate the Student Employee in the Time Processing System (TPS). She will then send an e-mail to Ms. Lisa Hammersley, Human Resources Administrative Operations Assistant with the termination date.
3. The Human Resources Department will then terminate the Student Employee in the Peoplesoft system for payroll purposes.

The following is the procedure that departments should follow when the funding needs to be changed for a Student Employee's position.

1. The department supervisor will send an e-mail to Ms. Amanda Evans, Assistant Director of Financial Aid. Ms. Evans' e-mail address is evansa@wcsu.edu. In this e-mail they must state the name of the Student Employee, the old funding information, and the new funding information along with an effective date for this change. Ms. Evans will then verify that the new funding source has funds available.
2. Ms. Evans will then send an e-mail to Ms. Lisa Hammersley, Human Resources Administrative Operations Assistant with the new funding information and effective date.
3. The Human Resources Department will then change the funding for the Student Employee in the Peoplesoft system for payroll purposes.