

Western Connecticut State University Student Employment Procedure

The following is the procedure that departments should follow to initiate the process for hiring a Student Employee for their department. If for some reason the department does not have a student in mind they can contact Ms. Amanda Evans, Assistant Director of Financial Aid at 203-837-8585. She can help assist the department in finding a Student Employee.

1. The initiating department should complete the Hiring Department Section of the “Student Employee Appointment Form.”
2. The initiating department should then have their prospective Student Employee bring this form to Ms. Amanda Evans, Assistant Director of Financial Aid. Ms. Evans is located in the Financial Aid Department on the first floor of the Old Main Administration Building. If this Student Employee is a rehire, the department can just mail or bring the form to Ms. Evans. There is no need for the Student Employee to do so.
3. The Financial Aid Department will then verify that the department is eligible to hire a student employee and that they have a budget available to do so.
4. Once Financial Aid reviews the “Student Employee Appointment Form” and approves it they will take a copy for their files and give the original back to the prospective Student Employee. They will also give the prospective Student Employee a “List of Acceptable Documents” to complete the I-9 Form. The prospective Student Employee will then bring the signed “Student Employee Appointment Form” to Ms. Lisa Hammersley, Human Resources Administrative Operations Assistant. Ms. Hammersley is located in the Human Resources Department on the first floor of University Hall.
5. The Human Resources Department will then meet with the Student Employee and complete the I-9 Form, Federal W4 and CT W4. They will then enter their employment data into the PeopleSoft system to set them up for payroll.
6. Ms. Hammersley will then send an e-mail to Ms. Amanda Evans, Assistant Director of Financial Aid, Ms. Melissa Stephens, Assistant Director of Financial Aid, and Ms. Nancy Barton, Director of Financial Aid. In this e-mail it will list the name of the Student Employee and their employee number stating that they have been entered into the PeopleSoft system. At this point the Financial Aid Department will enter the Student Employee’s information into the Time Processing System (TPS).
7. Once the student has been entered into the TPS they will be eligible begin working. The Financial Aid Department will send an e-mail to the department supervisor once the above steps have been completed alerting them that the student is now eligible to work. **It is important to note that no Student Employee is authorized to work until all of the above steps have been completed.**