

GENERAL GUIDELINES

1. A student must be a U.S. citizen or an eligible non-citizen.
2. Students are **NOT** authorized to work until he/she has completed all the required paperwork with the Office of Financial Aid & Student Employment and Human Resources Department.
3. The student must be matriculated in a minimum of 6 credit hours at the university.
4. To be eligible for summer session employment, a student must have been matriculated and enrolled during the prior semester and be registered for the upcoming semester.
 - a. A May graduate may only work until June 30th (the end of the fiscal year).
 - b. If a student is an incoming, matriculated student for the upcoming fall semester, he/she may begin working July 1st (the start of the new fiscal year) provided they are registered for the upcoming fall semester.
5. When classes are in session, a student may work no more than 20 hours per week / 40 hours per pay period.
6. When classes are not in session a student may work up to 40 hours per week / 80 hours per pay period.
7. No overtime, holiday, or vacation pay is allowed. Students are paid only for hours **actually** worked.
8. Students are not allowed to work for more than 8 hours per day.
9. Students are not allowed to work during the times that their classes are in session.

JOB SEARCH & HIRING PROCEDURES

Most jobs are available at the start of the fall semester, but that is also when many students are seeking employment. Keep this in mind and start your job search early. Jobs do become available throughout the year, and any student who is not immediately successful with a student employment job search are encouraged to continue their search. It is common to have open jobs mid-semester. All positions are filled on a first-come, first-served basis and are contingent on departmental need.

Students are encouraged to inquire about potential opportunities directly with departments. Once a position has been secured, new student employees should report to Human Resources to complete paperwork. Certain categories of student employees are required to undergo a background investigation per the pre-employment background verification policy that is used at Western.

NEW Student Employees

New student employees are required to complete new hire paperwork with Human Resources **before** they can be authorized to work.

Forms/Information required:

- New Hire Data Sheet for Student Employees
- Tax Form: Federal W-4
- Tax Form: CT State W-4
- Employment Eligibility Verification - Form I-9
- Payroll Direct Deposit (optional)
- IPEDS Race/Ethnicity Survey Form (optional)

(Acceptable documents for Form I-9 include: U.S. Passport, Permanent Resident Card, state issued driver's license, social security card, and birth certificate.

For complete list of acceptable documents, see [Human Resources Core-CT Self Service website](#))

CONFIRMATION OF PROCESSING

Students should **not** begin working until all paperwork is processed and approved. Student employees and supervisors will receive a confirmation email from Human Resources with Core-CT record number and effective date that student is authorized to begin working.