

STUDENT EMPLOYEE APPOINTMENT FORM

Departments: To initiate the hiring process, please complete the first section of this form. Forms must be signed using a Digital Signature. After digitally signing, save it as a PDF, then email to herediaa@wcsu.edu until further notice.

For assistance in creating a digital signature, visit helpx.adobe.com/acrobat/using/digital-ids.html.

HIRING DEPARTMENT INFORMATION

* If funding is from an external source other than the hiring department, approval of this funding must be attached.

Department Name: _____

Core-CT Time Reporter Group: _____ Core-CT Position Number*: _____

Dept. Approver: _____ Dept. Approver (Alternate): _____

Employee Status: (check all that apply) ☐ New (Must complete forms in HR) ☐ Returning ☐ International

Banner ID: _____ Student Name: _____
Last First

Student WCSU Email: _____ @wcsu.edu *Must use WCSU Email for Core-CT*

Employment Term: (check one) ☐ Academic Year ☐ Fall Only ☐ Spring Only ☐ Summer

Suggested Hourly Rate: \$ _____ Desired Starting Date: _____

Note: Minimum rate is \$11.00 | Please enter dollar amount
(Effective 09/01/2020, minimum rate will increase to \$12.00)

Students should not begin working prior to this date | Please enter date

Will your student employee have access to or handle any of the following data: SSNs, Bank Account or Debit Card Information, Credit Card Numbers & Card Holder Information or Student Loan Data? ☐ Yes ☐ No

Department Supervisor Signature: _____ Date: _____

FINANCIAL AID & STUDENT EMPLOYMENT

Core-CT Position Number: _____ ☐ Work Study ☐ Graduating*
Must end by June 30

Verified Hourly Rate: \$ _____ Matriculated Credit Hours: _____ ☐ Eligible for Summer

Pay Period Start Date: _____ Pay Period End Date: _____

FASE Approval Signature: _____ Date: _____

HUMAN RESOURCES DEPARTMENT

Record Number: _____ Employee ID: _____

FICA Status: ☐ Exempt (Academic Year) ☐ Subject (Summer Only) ☐ Exempt (Summer – 6 cr. or more) ☐ Exempt (International Student)

Check Once Completed: ☐ Entered in Core ☐ Emailed Log-in Credentials to Student Employee & Supervisor

Human Resources Approval Signature: _____ Date: _____