STUDENT EMPLOYEE APPOINTMENT FORM

WESTERN CONNECTICUT STATE UNIVERSITY

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: ☐ New *(Never worked on campus; Must complete forms with 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 $13.00 | Please enter dollar amount   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: _____

Revised: AUG 2021