TO: Student Employee Supervisors

FROM: Mr. Fred Cratty, Chief Human Resources Officer

RE: Student Employment Appointment Workflow App

DATE: January 31, 2023

During the Fall 2022 semester, members from the Human Resources (HR) Department, Office of Financial Aid & Student Employment (FA&SE), and the Information Technology & Innovation (IT&I) Department collaborated on a way to improve the Student Employment hiring process. Our goal was to eliminate as much paper from the process as possible, while shortening the timeframe that it takes for a Student Employee to be offered a position and to begin working.

I am pleased to announce that effective immediately we are launching a new Student Employment Appointment Workflow App. This app will replace the paper Student Employee Appointment Form that has been in use for several years. In order to access the Student Employment Appointment Workflow App, go to the following website path:

- www.wcsu.edu/hr
- Click on Student Employment in the left-hand navigation menu
- Click on Student Employment Appointment Workflow App

The above path will bring you to the new app, which will look like the previous Student Employee Appointment Form. As you will see, the app will request the same information that you previously had to submit via the paper form. The main difference with the new process is that it will require electronic approvals from various individuals before the final form is sent to HR for final processing.

Underneath the website link where you access the Student Employment Appointment Workflow App, you will see that there is a link to a User Guide to assist you with how to use the app.

Lastly, the Office of FA&SE will be scheduling a virtual training session to review the entire process and to answer any questions that you may have regarding it. Members from HR and IT&I will also be present at this training session as well to answer any questions. This virtual training session will be held on Wednesday, February 15th at 11:00am. The virtual meeting link will be sent out to everyone as the date gets closer and it will be recorded in case you aren’t able to attend.

If you have any questions please feel free to contact me at 203-837-8665 or via e-mail at crattyf@wcsu.edu.