



Student Employment Procedures

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 Dr. Anna- Maria Heredia, Assistant to the Director of Financial Aid & Student Employment at 203-837-8925. She can help assist the department in finding a Student Employee.

The initiating department should complete the Hiring Department Section in the "Student Employee Appointment Workflow App." The full URL is: <https://apps.powerapps.com/play/968cc8fd-8995-433f-a992-33d02c188aea?tenantId=e1622dbc-94ba-48ad-87bb-a7f28074ee3d&source=portal&screenColor=RGBA%280%2C176%2C240%2C1%29&skipMobileRedirect=1>

1. In the app, click "Create A New Student Employee Appointment Form" and complete the form. Any fields marked with an asterisk are required to fill out. Once the form is submitted, it will be sent to the department's financial approval queue, where they can review it and either approve, return for corrections, and edit the form. A [User Guide](#) is available for reference.
2. After this step is completed, it will be reviewed by Dr. Anna-Maria Heredia. She will then verify that the department is eligible to hire a student employee and that they have a budget available to do so. Once she reviews the "Student Employee Appointment Form" and approves it they will send it to the Human Resources Department for processing.
3. Human Resources Student Intern oversees the student processing and will review the form to see if the student is already in CORE-CT (the state payroll system) or if they are a new hire. If new, the HR Student Intern will contact the employee and their supervisor by email to inform the student that they need to fill out "New Hire Paperwork". They will receive links to all of the necessary paperwork that need to be filled out and submitted to the Human Resources Office. If a background check is needed for the student, Sarah Davin will inform the student and supervisor as well in a separate email.
4. Once the student has completed the new hire paperwork (and background check if applicable), the HR Student Intern will then enter their employment data into Core-CT in order to set them up with the ability to enter their hours worked via the self-service module.
5. Once processed by Human Resources, the form status is marked as "Approved" in the Student Employment Workflow App and a confirmation email with detailed instructions is sent to the student and timesheet approver(s). This email will inform them that they are now authorized to work and will list the effective start date and end date, along with the Core-CT employee ID number record number. The record number is what links the job in Core-CT to the specific department. It is important to realize that if the Student Employee has more than one job that they will need to enter their hours worked on the record number that corresponds to the specific department.
6. **It is important to note that no Student Employee is authorized to work until all of the above steps have been completed.**