



STUDENT EMPLOYEE APPOINTMENT FORM

Departments: To initiate the hiring process, please complete the first section of this form and submit to the Office of Financial Aid & Student Employment. Forms may be submitted in person to Old Main 105, by inter-office mail, or faxed to (203) 837-8528.

HIRING DEPARTMENT INFORMATION

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: _____ @connect.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 \$10.10 | Please enter dollar amount

Students should not begin working prior to this 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

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 Record Number to Student Employee & Supervisor
 Emailed New Student Employee Log-in Credentials

Human Resources Approval Signature: _____ Date: _____