



## Student Employee Change Procedures

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**The following is the procedure that departments should follow when making any changes to a current Student Employee's pay rate.**

1. If a department supervisor would like to make a pay rate change for their Student Employee they must send an e-mail to Ms. Anna-Maria Heredia, Assistant to the Director of Financial Aid & Student Employment. Ms. Heredia's e-mail address is [herediaa@wcsu.edu](mailto:herediaa@wcsu.edu). In this e-mail they must state the new pay rate that they would like to pay the student employee.
2. Ms. Heredia will then verify that the new pay rate is appropriate and that funds are available to pay this new rate. If so she will then send an e-mail to Ms. Sarah Davin, Human Resources Administrative Operations Assistant, with the new pay rate along with the employee number and record number of the Student Employee. Ms. Heredia will also send an e-mail to the department supervisor letting them know that the new pay rate has been approved.
3. The Human Resources Department will then enter the new pay rate into the Core-CT system for payroll purposes. New pay rates will become effective on the first day of the next pay period.

**The following is the procedure that departments should follow when a Student Employee's appointment terminates earlier than originally anticipated.**

1. The department supervisor will send an e-mail to Ms. Anna-Maria Heredia, Assistant to the Director of Financial Aid & Student Employment. Ms. Heredia's e-mail address is [herediaa@wcsu.edu](mailto:herediaa@wcsu.edu). In this e-mail they must state the last day that the student worked or the anticipated ending date.
2. Ms. Heredia will then send an e-mail to Ms. Sarah Davin, Human Resources Administrative Operations Assistant, with the termination date.
3. The Human Resources Department will then terminate the Student Employee in the Core-CT system for payroll purposes.

**The following is the procedure that departments should follow when the funding needs to be changed for a Student Employee's position.**

1. The department supervisor will send an e-mail to Ms. Anna-Maria Heredia, Assistant to the Director of Financial Aid & Student Employment. Ms. Heredia's e-mail address is [herediaa@wcsu.edu](mailto:herediaa@wcsu.edu). In this e-mail they must state the name of the Student Employee, the old funding information, and the new funding information along with an effective date for this change. Ms. Heredia will then verify that the new funding source has funds available.
2. Ms. Heredia, will then send an e-mail to Ms. Sarah Davin, Human Resources Administrative Operations Assistant with the new funding information and effective date.
3. The Human Resources Department will then change the funding for the Student Employee in the Core-CT system for payroll purposes.