



Important Information for Western Connecticut State University Student Employees

The below websites contain important information, policies and procedures with regards to your employment with Western Connecticut State University. As a Student Employee at WCSU you are **REQUIRED** to review the information on these sites.

- **Guide to the Code of Ethics for Public Officials & State Employee:**
http://www.ct.gov/ethics/lib/ethics/guides/2014/public_officials_and_state_employees_guide_rev-jan2014.pdf
- **The Affordable Care Act Notification:**
http://www.wcsu.edu/hr/benefits/Affordable_Care_Act_Notification_0914.pdf
- **Human Resources Policies** – lists all policies at WCSU:
<http://www.wcsu.edu/hr/policies-procedures/>
- **Student Employee Employment Handbook** – information about Student Employment at WCSU:
http://www.wcsu.edu/hr/Core-CT_Self_Service/Student_Employment_Handbook_For_Students_0915.pdf
- **Core-CT Self-Service eApps End User Manual** – details how to enter your hours into Core-CT, etc.
http://www.wcsu.edu/hr/Core-CT_Self_Service/End_User_Manual-Core-CT_Self-Service_All_Users_eApps-Revised_0215.pdf
- **Core-CT Password Recovery** – set up instructions for future password recovery:
http://www.wcsu.edu/hr/Core-CT_Self_Service/Password_Recovery_0914.pdf
- **Payroll Calendar** – shows the payroll due dates, pay dates, etc.:
http://wcsu.edu/hr/Calendars/Payroll_Calendar_Core_SE_UA_07-2017-06-2019.pdf

Questions and Assistance - if you have any questions or need and assistance logging into the Core-CT system please contact:

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