Central Connecticut State University
Student Help Program Certification

Student's Name: _____   _____   _____

Last   First   MI

CCSU ID #: __ __ __ __ __ __ __ __

Student's Certification

In accepting this position, I agree to abide by all State Statutes, Board of Trustees'/Regents' Resolutions and University Policies regarding student employment, some of which are outlined below:

1. I am a matriculated student at one of the Connecticut State Universities and I am currently enrolled in Fall/Spring courses or enrolled in the Intensive English Language Program (IELP) at one of the universities.
2. I understand that I must remain matriculated and enrolled in Fall/Spring courses/IELP in order to continue student employment.
3. I understand my employment is temporary, at will, and can end at any time.
4. I understand that I may not work for more than one supervisor in any given pay period or any other state agency.
5. I will work no more than 40 hours per pay period when classes are in session and no more than 40 hours per week during vacation periods and the summer session.
6. I understand that certain Student Worker assignments may require consent to a background check investigation. If applicable, I will not begin working until my background check has been successfully completed and I receive an email with my CORE-CT user ID and password.
7. I have read, understand, agree, and will comply with and abide by the State Code of Ethics, Violence in the Workplace Prevention Policy, Records Retention and Disposition Policy, and the Board of Regents for Higher Education Acceptable and Responsible Use of Information Technology and Resources policy. If you wish to receive a copy of these policies, check here:

_____   _____
Student's Signature   Date

Supervisor's Certification

In hiring this student worker, I agree under penalty of law, to abide by all Federal Regulations, State Statutes, Board of Trustees'/Regents' Resolutions, and University Policies regarding student employment, some of which are outlined as follows: I will not allow the student to work more than 40 hours per pay period when classes are in session and no more than 40 hours per week during vacation periods and the summer session. I will not allow the student to begin working until their employment paperwork is completed, processed, and the student receives an email with their CORE-CT user ID and password.

Per BOR/CSCU policy, certain Student Worker positions are subject to a pre-employment background investigation. If you check "Yes" to any of the questions below, the Student Worker may <u>not</u> begin working until the background check has been successfully completed and you are copied on an email that includes the Student Worker's CORE-CT user ID and password.

1. Will this student be a Resident Assistant?   Yes   No
2. Will this student be assigned to the Public Safety Department?   Yes   No
3. Will this student handle DCL3 data (DCL3 is protected confidential data, which comprises identity and financial data?   Yes   No
4. Will this student have fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget?
   Yes   No
5. Will this student be employed in a safety or security-sensitive position not noted above (requires approval by the Chief HR Officer)?
   Yes   No   If yes: _____
   Description of Safety or Security-Sensitive Position

All lines below must be completed:

1. **Effective date:** _____   **(This date must be the 1st day of a pay period)**

2. **Position:** __ __ __ __ __ __   **Department:** _____

3. **Banner Index:** __ __ __ __ __ __   **Telephone Extension:** _____

_____   _____   _____
Supervisor's Name (Print)   Supervisor's Signature   Date

_____   _____
Grants Administration (GRANT-FUNDED ONLY)   Date

Please email completed form to HRStudentWorker.list@ccsu.edu.

Location of Employment

1. Where will the work be performed?

☐ On-Campus   ☐ Off-Campus

**If <u>Off-Campus</u>, please complete
questions #2 and #3**

2. If the employment is off campus, is there an agreement in place with the off campus employer? If so please provide a copy of the agreement to Human Resources.

3. If employment is off campus, how will the supervisor at Central verify the hours worked? Please provide a written statement of how student workers will be supervised while working off campus.

Nature of Work

Please provide a brief description of the type of work the student will perform.

No student employment should begin until all hiring paperwork is completed with Human Resources and the student receives a Core-CT login email

New Employee Personal Data
All New Employees Must Complete This

1. Name: _____ _____ _____
　　　　　　　　　　　　 Last 　　　　　　　　　　　　　 First 　　　　　　　　　　　 MI

2. Permanent Address: _____
　　　　　　　　　　　　　　　　　　　　　 Street

　　　　　　　　 _____ _____ _____
　　　　　　　　　　　　　 City 　　　　　　　　　　　　　 State 　　　　　　　　　　　 Zip

3. Telephone #s (Home): _____ (Cell): _____

4. Gender: *(Voluntary)* 　　　　 Female 　　　　 Male 　　　 **5. Date of Birth:** _____

6. Are you authorized to work in the United States? 　 Yes 　　 No

7. Have you previously been employed by CCSU or another state agency? 　 Yes 　　 No

　　7a. If yes, what agency and when were you lastemployed? _____

8. EmailAddress: _____

9. Race/Ethnicity State coding (select one): *(Voluntary)*
　　　　　　　　　　 American Indian/Alaskan Native 　　　 Hispanic/Latino 　　　　 Asian
　　　　　　　　　　 Native Hawaiian/Other Pacific Islander 　 Black/African American 　 White

9a. Federal coding: *(Voluntary)* 　 Hispanic or Latino 　　　　　 Not Hispanic or Latino

　　Also, select <u>one or more</u> races to indicate what you consider yourself to be: *(Voluntary)*
　　　　　　　　　　 American Indian/Alaskan Native 　　　 Native Hawaiian/Other Pacific Islander 　 Asian
　　　　　　　　　　 White 　　　　　　　　　　　　　 Black/African American

10. Emergency Contacts

Name: _____ _____ _____
　　　　　　　 Last Name 　　　　　　　　　　　 First Name 　　　　　　　　　　 Relationship

Address: _____
　　　　　　　　　 Street (Apt. No. if applicable)

　　　 _____ _____ _____
　　　　　　　 City 　　　　　　　　　　　　 State 　　　　　　　 Zip Code (Country, if not US)

Phone: (Home): _____ (Cell): _____ (Work): _____

General Information

The official payroll title for students engaged in the Student Help Program is Student Laborer. Employment is temporary, at will, and can end at any time. This position is in the "Unclassified" category of state service. Wages earned as a Student Laborer are not covered by State Retirement or Unemployment Compensation Law. Social Security contributions are not deducted while the student is attending classes. Wages are subject to Federal and State withholding tax. Hours worked are reported through the CORE-CT time entry system. Payrolls are processed bi-weekly. Expect a minimum four-week delay before receipt of your first paycheck. Subsequent paychecks will be issued every two weeks.

Newly hired students <u>MAY NOT</u> begin working until all hiring paperwork is complete and the student receives an email with their CORE-CT user ID and password.

Please submit this completed form, I9 (Employment Eligibility Verification), Federal W-4, and CT W-4 via email to HRStudentWorker.list@ccsu.edu

An in-person meeting is required to present I9 Identifications.

For Human Resources Use Only

I-9 　　　　 W-4 　　　 CT W-4 　　 Employee#_____ 　　　　　 SL 　　 CO-999 　　 Banner

Background check completed: _____
　　　　　　　　　　　　　　　　　 Signature/date