



FEDERAL WORK STUDY & STUDENT WORKER HIRING PROCESS

This document outlines the hiring process for both Federal Work Study and Student Workers.

Procedures (*asterisk applies to Federal Work Study Only):

- Financial Aid informs student they are approved for work study*
- Student looks for job through Career Services/Job Board/College Central Network/Financial Aid Office
- Student is interviewed by hiring supervisor
- Hiring Supervisor notifies student they were selected for the position
- Student informs Financial Aid of job opportunity*
- Financial Aid provides the “Welcome Letter” to student which outlines the next steps*
- Financial Aid and/ or the hiring Supervisor updates Student Employee Contract request spreadsheet located in the Teams folder and obtains approval from appropriate Dean/CEO; sends funding sheet to Business Office for processing
- Financial Aid and/ or the hiring Supervisor informs HR Generalist via email or tagged in Teams when spreadsheet has been updated with student information
 - If student is a renewal, HR Generalist will send student information to Data Specialist for contract generation and processing
 - If the student is subject to a Background check**, (*Human Resources will provide the SSA-89 form to the student via email) – the student will complete the form and upload the form per the instructions on their email.
 - HR Generalist notifies recruitment team of background check. Recruitment team will send onboarding documents to the student
 - If the student does not need a background check, HR Generalist notifies recruitment team to send Onboarding documents to the student
- Student completes all the necessary documents and uploads them to the secure portal via ScanOptics per the email instructions detailed in the initial email from the recruitment team
- Once documents are uploaded, the student will notify the HR Generalist at which point the HR Generalist will schedule a meeting with the student to review all completed documents
- Student may request assistance from the HR Generalist regarding onboarding documents
- HR Generalist sends email to Data Specialist. Data Specialist will email student employee contract and notify Payroll of appointment and of assigned Core ID #
- Payroll will send an email to the student providing them with their CORE-CT ID#, log-in & time sheet instructions
- Once processed – HR Generalist notifies hiring supervisor that student can start working

****Applicable to Federal Work Study student workers.***

*****Background checks are required for the following student worker positions: Students assigned to the Public Safety Department; Students who handle DCL3 data; Students who have fiduciary responsibility, handle cash or credit transactions, or have a primary responsibility related to finance or budget; or Students deemed by the institution’s Chief HR Officer to be in safety- or security-sensitive positions.***