

**Quinebaug Valley Community College
Student Worker Appointment Notice Form**

Instructions: Use this form for all Student Workers regardless of funding source. Supervisors should review the criteria for hiring Student Workers, then must obtain all required signatures in the order listed below **prior** to notifying the student that they are hired. **All** students must sign the Student Worker Agreement form once this form has been approved with all signatures. Supervisors must retain a copy of this form for their records.

Supervisor: _____ **Date:** _____ **Student Name:** _____

Org Code: _____ **Department to be charged:** _____

Funding Source: _____ (i.e., Operating Fund, Work Study, OFS, Grant Name)

Student Worker Classification

Pay Level: \$10.10 **Avg. Hours per Week:** _____
(Note: hours may not exceed 20 hours for full time students or 30 hours for part-time students)

Appointment Period: From _____ **To** _____

Appointment Effective Date: _____
(Date must correspond with the beginning of a pay period)

All **new** Student Workers must complete all the necessary payroll forms, i.e. CT-W4, Federal W-4, Form I-9, and Payroll information sheet prior to beginning work. The student must bring appropriate identification for Form I-9 verification and all relevant employment forms to Human Resources prior to being allowed to start working. **No work can begin without forms submission.**

Approvals: *(Student cannot commence work until approvals are obtained in the order listed below)*

- | | | |
|----|--|---|
| 1. | _____ | |
| | Supervisor/Date | <input type="checkbox"/> Student Labor |
| 2. | _____ | <input type="checkbox"/> Work Study |
| | Financial Aid/Date | |
| 3. | _____ | |
| | Dean or Cabinet-level Director/Date | |
| 4. | _____ | PCN: |
| | Finance /Date | |
| 5. | _____ | Original DOH: |
| | Human Resources/Date | |

Human Resources please forward to Core-CT for processing.

Payroll # to be processed: _____ Date: _____
