Student Employment
Scoop
June 2017

School Year Work-Study Begins:

August 25, 2017

We will send a Listserv message to notify departments when work study awards are available for processing in Core-CT.

Terminating Students in Core-CT: Student Payroll

Once a student is no longer enrolled at UConn (e.g. due to dismissal, discontinuing, leave of absence or graduation) or has stopped working before their end date you must terminate the student in Core-CT using the UC_DC_TERM_STU template. This will ensure your student employee is removed from the student payroll in a timely manner. As a reminder, when terminating any student employee, the effective date should be the day after the actual separation occurs, or in other words, the first day that the student is no longer working. For example, if a student graduated and their last day on student payroll was 5/5/17, the effective date of the termination would be 5/6/17.

Start Planning for Next Year:

Now is the time to start planning for next year's student employees. Start to think about which employees will be returning, the types of duties/tasks that your office has and how many students it will take to accomplish this. It is not too early to start advertising your fall positions. As a reminder all jobs need to be posted for a minimum of 2 weeks on the JobX website.

JobX help:

If you've never posted a job or need a refresher on how to re-post a job, check out our new videos! They are posted to studentjobs.uconn.edu under the Important Links and Resources column.

Hope you are enjoying your summer!

Contact Us:

Scholarships & Student Employment Unit

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