

# Student Employment

## Scoop

August 2017

### 2017-18 Work-Study (WS) Dates:

School year WS begins - 8/25

Fall WS ends - 12/7

School year WS spring portion begins - 12/8

Spring only WS begins - 1/19

### Securing a Work-Study position:

The deadline for students to secure a job is Friday, September 22nd. Employers have until October 6th to ensure that all work-study hires have been entered into Core-CT. Work-Study awards for students that do not have an active payroll authorization on Monday, October 9th will be canceled.

### Student Employment hire templates in Core-CT:

When processing a student employment hire be mindful of the template you are selecting. It is imperative that you use the UC\_TBH\_WS template for students with a work-study award. In addition to using the correct template, be sure that you are using the correct KFS account number, all work-study account numbers begin with a 529. Be very careful to never use a work-study (529) KFS account number on the student labor hire template UC\_TBH\_SL funding source. The work-study KFS account number should NEVER be used on the student labor hire template.

### Important reminder regarding Continued Employment of work-study students:

All departments must process a new work-study hire for each student continuing their employment on the work-study payroll. Under no circumstance should an end date on a work-study payroll be extended. In addition, if a student's work-study funds have been exhausted, do not process a funding source change to put them on student labor, a new student labor hire should be processed instead.

### Tracking Work-Study Balances:

Both student employees and supervisors are responsible for keeping track of work-study earnings. Visit [studentjobs.uconn.edu](http://studentjobs.uconn.edu) to use the Balance-Tracking Tool located under the Forms and General Information tab.

### Pre-employment Paperwork:

Departments are responsible for completing Form I-9s. Form I-9s, including the Federal and State W-4 forms, should be forwarded to the Payroll Department along with copies of the original identification. *If your student had a break in service (even for a day) they must complete a new Form I-9.*

#### Contact Us:

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