



## Student Assistant Authorization and Hiring Process

**Step 1:** Supervisor receives permission from his/her Dean/President to hire student assistant (s).

*IF YOU HAVE SELECTED A STUDENT TO HIRE AND DON'T NEED ASSISTANCE IN IDENTIFYING A STUDENT CONTINUE TO STEP 4. **PLEASE NOTE A JOB DESCRIPTION WILL STILL NEED TO BE SUBMITTED TO CAREER SERVICES.***

**Step 2:** Supervisor picks up instructions on registering department and position (job description) on College Central Network from Office of Career Services. Supervisor will now be able to review applicant pool.

**Step 3:** Supervisor interviews and selects student to be hired.

**Step 4:** Supervisor picks up **Student Assistant Authorization Form** from Office of Career Services.

**Step 5:** Supervisor verifies eligibility and gives HR paperwork to student

- *Supervisor emails Financial Aid Office prior to interview (if desired) for FWS pre-eligibility verification. Please note, other sources of funding may be available for student assistants (contact your Division's Dean).*
- Student completes student section of the Student Assistant Authorization form and returns it to supervisor.
- Supervisor collects signature of Financial Aid Director/Designee for the Student Assistant Authorization form.
- Supervisor and Dean/President complete third section of Student Assistant Authorization form.
- Supervisor notifies student(s) to complete **Student Assistant HR Forms** (available on HR homepage [www.housatonic.edu](http://www.housatonic.edu)).
- **Student returns all completed HR paperwork to supervisor and supervisor reviews and signs all HR documents. HR Will Not Accept Incomplete Paperwork.**
- Student picks up **COMPLETED HR** paperwork from supervisor and brings **ORIGINAL I-9 DOCUMENTS** to Human Resources LH-A203a:
  - Student Assistant Authorization form (contains multiple copies)
  - Supervisor and Student Assistant Certification form
  - SSC Applicant Release Auth. Form
  - HCC Personnel Record
  - ConnSCU Ethics Statement and Signature Page
  - Statement Concerning Your Employment in a Job Not Covered by Social Security
  - I-9 form Federal and State W-4 forms
  - Direct Deposit (optional)

### **Step 6: Background Check and Human Resources & Payroll Authorization**

- HR completes background check on student and delivers all necessary documents to Payroll Office.
- Payroll Office emails the Student, Supervisor, Dean/President, Financial Aid, and Career Services to indicate that the student's hiring process is complete (with start and end dates).
- Payroll completes last section of Student Assistant Authorization form and distributes copies to Financial Aid, Supervisor, Dean/President and Office of Career Services.
- Students submit bi-weekly timecards to Payroll with supervisor's signature.

