

Quick Reference Guide

Hiring Student Workers

1. If you are planning to hire student workers, you will need to reach out to Carol Jenkins to have a position created with HR. You will need to provide a description of the duties and responsibilities of the position.
 - a. If the position will require students to work with sensitive/private information or data or underage minors, a background check will be required for any student hired on that position
2. Once the position has been created, please fill out the Kualu Request to Hire form using the link below
 - a. Kualu Request to Hire - [Kualu Request to Hire](#)
3. Once SPAR enters the student into the student worker system, you will receive an email from HR asking you to approve the hire (as budget authority)
4. Students will be required to fill out and/or sign paperwork. Once they complete the appropriate paperwork, they will be given a timesheet and they can begin working.

Timesheets are to be submitted to you on time each pay period for you to sign. You must send the signed timesheet to Carol Jenkins by Friday as noted on the [payroll schedule](#).

If you have any questions or concerns, please reach out to Carol Jenkins:

JenkinsC12@SouthernCT.edu

203-392-8959

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