



Human Resources Notification of Employment

Work Study Students, Discretionary Students, Eligible Senior Discretionary Workers, Special Needs and Grants

This form must be completed and signed by the Dean prior to start of employment. For discretionary/grant-funded students, please forward completed NOE to: Payroll, MS #2. For work study students return completed NOE, FA/Work Study Approval Form, and job description to the Financial Aid office. This information is required to be on file in Payroll. If you have any questions regarding the proper funding account number to use, please call the Business Office at 860-512-3640.

STUDENT WORKER INFORMATION

First Name	MI	Last Name	SSN (last 4 digits)
Address			
Is the student worker currently taking classes (credit or credit-free) at MCC? <input type="checkbox"/> Yes <input type="checkbox"/> No		Department	

STUDENT WORKER EMPLOYMENT CONTRACT INFORMATION

Contract start date (must be the start date of a pay period) ____/____/____	Employment Dates Start ____/____/____ End ____/____/____	Total Amount Allocated
Hourly Pay Rate (select only one) <input type="checkbox"/> \$10.10 <input type="checkbox"/> \$10.25 <input type="checkbox"/> \$10.50 <input type="checkbox"/> Other _____		Hours Per Week (Not to exceed 15 per week when attending classes.)
Semester of Employment (select only one) <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Winter		Fiscal Year

Funding Account (Please select type of funding. Dean's approval required.)

Work Study (select only one) <input type="checkbox"/> FWS <input type="checkbox"/> MCCWS (per work study approval)	Discretionary Funds (account number required)
Grant/Other (grant name and account number required)	

Mid-semester Funding or Pay Rate Changes (Dean's approval to change funding is required.)

Only complete this section when work study/other funds are exhausted or for pay rate increases affecting department budget.

Enter new required funding account number or pay rate increase (select only one) <input type="checkbox"/> Switch to discretionary/grant/other funding account number _____ OR <input type="checkbox"/> Pay rate increase from \$_____ to \$_____

Termination Date:

Select either next payroll processing date or specify the date when a student is no longer working. <input type="checkbox"/> Next payroll processing OR <input type="checkbox"/> Other date _____

SUPERVISOR/DEAN SIGNATURE

The Dean's signature is required once per fiscal year within the same department/fund account. The supervisor's signature is required for all semesters of the fiscal year.

Supervisor Signature	Date
Dean Signature	Date

Employee/Rec # _____
PCN _____
CE _____

FOR PAYROLL OFFICE USE ONLY

Background checks are completed by the HR office for students working in Admissions/Registrar/Financial Aid, Business Office, Continuing Education and Human Resources, but only apply to certain positions that handle DCL3 confidential data, have a fiduciary/financial responsibility or are in safety/security position per the CSCU's Pre-employment Background Verification Policy (Revised 01/21/2016).