



Congratulations! You have been approved for the Federal Work Study program.

Now that you have been approved there are a few steps that you will have to take **BEFORE** you start working.

Once Financial Aid informs Human Resources of your approved status to work, Human Resources will provide you with a packet of documents via email that need your immediate attention. This will ensure paychecks can be generated once you begin working.

If you are subject to a background check, an email from Human Resources will be sent to you with form **SSA-89**. Please complete the top portion of the form and make sure to sign the document (an electronic signature will not be accepted).

Once completed please upload form SSA-89 per the instructions on the email link. ([SSA-89 \(CBSV\) Candidate Upload Instructions](#))

Below is the list of forms provided to students from Human Resources via email –

- Personnel Data Form
- Tax Forms – Form CT-W4 & Form W-4
- Employment Eligibility Verification Form – USCIS Form I-9(proper identification is needed-see instructions)
- State Code of Ethics & Acknowledgement of Receipt
- Direct Deposit Form (optional)
- Please see you Financial Aid officer for any additional documents that may be required

Please complete all required forms and upload them per the instructions provided in the email. Once they are received and reviewed you will receive an employment contract to sign by your Human Resources Generalist/Manager. Upon signing the contract you will be notified that you are approved to begin working, providing you remain eligible. **NOTE: YOU ARE NOT ABLE TO BEGIN WORKING UNLESS ALL DOCUMENTS HAVE BEEN RECEIVED AND HR HAS NOTIFIED YOU OF YOUR START DATE.**

If you need assistance completing the above forms or have questions for Human Resources, you may contact your HR Generalist listed below. If you need further assistance and would like to attend “New Student Worker Orientation” you may contact Katherine Rivera at KRivera@commnet.edu.

Human Resources Contact information:

Asnuntuck CC, Erin Ransford
ERansford@commnet.edu, 860-738-6324

Capital Community College, Frances Leon
FLeon@commnet.edu, 860-906-5002

CT State Community College-
Edwin Castano, ecastano@commnet.edu

Charter Oak State College, Leslyene DosSantos
ldossantos1@charteroak.edu

Gateway CC, Jennifer Flores
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Housatonic CC, Ashley Nicholson
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Manchester CC, Nathan Moody
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Middlesex Community College, Frances Leon FLeon@commnet.edu, 860-906-5002 Jasmine Rosado JRosado@commnet.edu

Naugatuck Valley CC, Linda Pestretto-Demers
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Northwestern CT CC, Erin Ransford
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Norwalk CC, Erica Ramos
ERamos@commnet.edu, 203-857-7301

Three Rivers, Jasmine Rosado
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Tunxis CC, Wendy Bovia
WBovia@commnet.edu, 860-773-1420

Quinebaug Valley Community College, Shaylah Carbone
Scarbone@commnet.edu; 860-932-4015

CSCU System Office – Katherine Rivera
KRivera@commnet.edu 860-723-0257