

## Who to Call for Assistance

Effective October 27<sup>th</sup>, 2017

| Payroll  | Student Employment  |
|--|---|
| Process Form I-9 for all employees. Offer the completion of withholding forms and tax treaty forms for NRA's<br><a href="http://payroll.uconn.edu/PY/forms/forms.html">http://payroll.uconn.edu/PY/forms/forms.html</a>              | Process all employment verifications for any past or current student. All inquiries, along with a signed release should be faxed a to (860)486-6253, Attn: Student Employment   |
| Process detailed wage verifications  | Answer questions regarding Federal Work-Study, including award amounts, off-campus contracts, enrollment requirements   |
| Provide W-2 forms and answer related questions. Research address discrepancies related to paychecks/W2s<br><a href="http://payroll.uconn.edu/PY/for_employees/tax_w2.html">http://payroll.uconn.edu/PY/for_employees/tax_w2.html</a> | Assist employers with JobX questions and concerns, including login access, posting a job, job approvals   |
| Resolve overpayment and underpayments  | Answer questions regarding the Progressive Disciplinary Policy for Student Employees<br><a href="http://studentjobs.uconn.edu/employment-guide/#empguide34">http://studentjobs.uconn.edu/employment-guide/#empguide34</a> |
| Answer all questions regarding biweekly paychecks/direct deposits  | Handle the Student Employee grievance process<br><a href="http://studentjobs.uconn.edu/employment-guide/#empguide35">http://studentjobs.uconn.edu/employment-guide/#empguide35</a>  |
| Answer all questions regarding timecard issues, including student sick time usage and accruals<br><a href="http://payroll.uconn.edu/PY/student_sick/StudentSick.html">http://payroll.uconn.edu/PY/student_sick/StudentSick.html</a>  | Hiring Non-Uconn Students<br><a href="http://studentjobs.uconn.edu/employment-guide/#hiringnon">http://studentjobs.uconn.edu/employment-guide/#hiringnon</a>  |
| Answer questions on JobAids<br><a href="http://ess.uconn.edu/core-ct-resource-page/">http://ess.uconn.edu/core-ct-resource-page/</a>   |   |