

ON-CAMPUS STUDENT EMPLOYMENT PROCEDURES

**Academic Year 2017-18
Summer 2018**

Updated as of June 19, 2017

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Forms Online ([Submit the following forms on-line on the Student Employment Website](#) see the website if you need explanation of form): -----

Bi-weekly Employee Work Record	
Employer Request for Student Work-study	
Payroll Expense Transfer Request Forms	
• Hourly to Work-study Transfer Request	
• Late Pay (LTS) to Work-Study Transfer Request	
• Suspense/Employer Charges Transfer Request Form	
Request to Hire a Non-CU Student in a UCB Student Job Class	
Work-Study Increase Request Form: Academic Year or Summer	

Additional forms available on the Student Employment Website: -----

Academic Year Bi-weekly Payroll Calendar	
Disciplinary Action Form	
Employers Checklist to Hire Student Employees	
Figure Remaining Work-study Worksheet (excel spreadsheets)	
Late Termination Policy Form	
On-Call Employer Referral Application	
Student Retirement Fact Sheet (ES)	
Reminder Form for W4/Direct Deposit/Discrimination-Harassment Completion	
Student Assistant Job Performance Termination Policy Form	
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INTRODUCTION

This handbook is intended to assist payroll liaisons in the set-up of their **student employees** in the Human Capital Management (HCM). This includes non-work-study (account code #407600) and work-study students (account code #407700). These procedures comprehensively address student employment issues as they relate to hourly student appointments. For your convenience, at the end of the handbook we have added a listing of all web links referenced in this handbook, as well as an index.

Types of Student Employees with Additional Requirements Not Addressed in this Handbook

Graduate Student Employees:

A graduate student may not be appointed for more than 50% (20 hours per week) during the academic year, this includes both work-study and hourly appointments. However, during the summer and semester breaks, a graduate student may be set up on a 100% appointment. A department must petition the Graduate School for a student to work more than 20 hours per week. Graduate student employees in student hourly/work-study positions are subject to the policies of this handbook. For information on Graduate School employment policies and how to set up HCM appointments involving TA/GA/GPTIs, please refer to the Graduate Student Appointment Manual, under Funding, then Funding Administration, which can be found at: <http://www.colorado.edu/GraduateSchool/>.

Foreign Student Employees:

Depending on the foreign student's status, there may be various restrictions on his/her employment. Most notably, foreign students cannot work more than 20 hours per week (between all employers) when school is in session and can only work for on-campus employers. Foreign student employees in student hourly/work-study positions are subject to the policies of this handbook. For more information, please contact the Office of International Student and Scholar Services at x2-8057, or <http://www.colorado.edu/oie/iss>. Offer letter for international students can be found the International Student and Scholar Services website under Forms and Handouts>[Social Security Number \(SSN\) Application Instructions](#).

International Tax Status and Completion of tax Forms on Employee Services website <http://www.cu.edu/employee-services/international-employee-payroll>

Student Employer Listserv

Student Employment administers a listserv for on-campus student employers. The purpose of this listserv is to provide timely information concerning student hourly and work-study employment processes specific to the Boulder Campus. To subscribe to the list, please follow the instructions below.

Go to <https://lists.colorado.edu/sympa>

In the **Lists Search box** type in custudentemployers. The list will appear in the middle of your screen now as a hyperlink. Select the link. On the left-hand side you will now see a **Subscribe** link. Select that link. You will now enter your e-mail address and submit. After you have submitted your request, you will receive a confirmation message stating that your request has been successfully processed.

To remove yourself from the list, follow the steps above but select the **UnSubscribe**. Follow the directions given.

SECTION 1 – IMPORTANT STUDENT EMPLOYMENT INFORMATION

Students Who Graduate or Withdraw:

Students who withdraw are no longer eligible to work as student employees as of the date they withdraw. Hourly or work-study students who graduate or withdraw from the University must be removed from their student job classes (see [Employee Termination](#) in this handbook). Graduating students must stop working on the last day of classes in the term in which they graduate. Students who graduate, but who have been accepted for and enrolled in another program of study in the next semester may continue in their student job class. If you wish to hire a student once he/she withdraws or graduates, you must contact Employment Services at x2-6475 about setting him/her up in the State Classified system.

Students in the Leave of Absence Program:

Students are allowed to take a leave of absence from the University of Colorado Boulder; however, the leave-of-absence process differs for undergraduate and graduate students.

Undergraduate students may take up to three semesters off after their last graded semester at CU Boulder without having to apply for a leave of absence. Summer semesters are included in this three semester count; please refer to the [Return Chart](#) for more details. Undergraduate students may choose to participate in certain *optional* CU Boulder benefits during their semesters away. Students who formally enroll to participate in the “Leave of Absence” program are eligible to work as hourly student employees for up to one year. To see if a student is on the Leave of Absence program you will need to request view access from the Registrar’s Office to see the student group RG19.

Graduate students *must* apply for a leave of absence for the Fall or Spring semesters. Graduate students who do not apply will be discontinued and must reapply to the university in order to return to CU Boulder. A graduate student’s status can be viewed at Records and Enrollment>Career and Program Information>Student Program/Plan. On that page, enrolled students will display as Status: Active in Program with Program Action RLOA (return from leave of absence) and the effective date will show a future date when the student will return.

If you are called to military active duty, please see Registrar’s [“Procedures for Students Ordered to Active Duty”](#) webpage for more information.

For more information on “Leave of Absence” program, you can call the Registrar’s Office at x2-6970 or visit their website at <http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence>.

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays. Students are eligible for [jury duty pay](#)-below.

Definition of an On-Campus Employer:

On-campus employment refers to employment where a student is hired by a unit or department of the University of Colorado Boulder campus and paid by CU Boulder.

Students can find listings of on-campus jobs at the Student Employment website. **Beware**, however, that sometimes positions listed as on-campus jobs **do NOT qualify** as on-campus employment under the F-1 regulations for international students. Following are some examples of organizations that are **NOT** on-campus employers: the Graduate School of Banking, CU Foundation, National Center for Atmospheric Research (NCAR), University Corporation for Atmospheric Research (UCAR), National Institute of Standards and Technology (NIST) and National Oceanic and Atmospheric Administration (NOAA).

International students should check with ISSS before agreeing to work at any position. Students are responsible for making sure on-campus employment meets the requirements for on-campus work authorization. International students working without authorization are subject to termination of their F-1 status, which can negatively affect future admission to the U.S. They should see an international student adviser with any questions about these requirements before accepting employment.

Final Academic Year 17-18 and Summer 2018 Bi-Weekly Pay Periods:

For work-study and hourly (non-work-study) students, time entry must be submitted for the last pay period of the academic year or summer via HCM Time Collection **ON TIME**.

17-18 Academic Year by **May 11, 2017**

Summer 2018 by **August 17, 2017** for work-study

Watch for HR User Alerts or check the ES payroll calendars for any changes to payroll deadline dates. **Please note: Although you can submit late pay, any academic year or summer work-study hours turned in after the deadline will be charged 100% to the employer.**

End-of-Year Payroll Expense Transfer Requests Involving Work-Study:

Your department should review its Peoplesoft financial statements on a monthly basis. You should also review your student payroll set-ups to correct any errors and ensure that charges occur accurately to your FOPPS. If your work-study students are not set-up correctly, your department may be charged 100% of the students' wages.

The departmental end user cannot do payroll expense transfers involving work-study earnings. If you need to transfer funds that involve a work-study transaction, please complete the on-campus "[Late Pay/Hourly to Work-Study](#)" or "Suspense/Employer Charges" [Transfer Request form\(s\)](#). Due to 2017-18 fiscal year-end close deadlines, all end-of-year expense transfer requests **involving work-study** must be submitted to Student Employment (77 UCB) by **June 16, 2018**. *Due to fiscal year end the last two summer pay periods in that fiscal year will not be considered for an expense transfer from hourly and/or late pay to work-study.*

Satisfactory Academic Progress (SAP):

Federal and State financial aid rules and regulations require students to maintain Satisfactory Academic Progress (SAP) in order to be eligible to earn their work-study awards. This progress is assessed at the end of each semester as soon as grades are finalized. There are 3 types of violations:

1. Grade Point Average
2. Pace (attempted vs. completed hours)
3. Maximum Timeframe

Student Employment will notify an employer if a student becomes ineligible to earn their award due to a violation of the SAP standards. Once notified, the student will either have to stop working for your department or will need to be set up as an hourly student and your department will be responsible for paying 100% of their hourly wage. Students can appeal their SAP status, if they had extenuating circumstances. If their financial aid eligibility is reinstated, we will notify you immediately so that they can resume earning their work-study. For more information about SAP, see <http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy>.

Student Appointment Begin/End Dates for Academic Year 17-18 and Summer 2018:

The dates for student job appointments are the same, whether the student is work-study or hourly.

2017-18 Full Academic Year Appointment	08/13/17 - 05/19/18
2017 Fall Only Appointment	08/13/17 - 12/30/17
2018 Spring Only Appointment	12/31/17 - 05/19/18
2018 Summer Appointment	05/20/18 - 08/11/18

Time Entry for the 08/11/18 pay period of the summer must be entered into HCM time collection **ON TIME**. Watch for HR User Alerts or check the ES payroll calendars for any changes to payroll deadline dates. **Please note: Although you can submit late pay, any summer work-study hours turned in after the deadline will be charged 100% to the employer. The last bi-weekly pay period that will be posted to the 2017-18 fiscal year will be pay period ending 06/30/18. This pay period will be posted 100% to the 2017-18 fiscal year.**

SECTION 2 – Student Employee Hiring Information

Affirmative Action/Equal Opportunity Policy:

The University of Colorado Boulder does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. The University takes affirmative action to increase ethnic, cultural, and gender diversity; to employ qualified disabled individuals; and to provide equal opportunity to all students and employees. The CU Boulder Equal Opportunity/Affirmative Action Policy can be found at: <http://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy>.

FERPA-Family Educational Rights and Privacy Act:

FERPA is a federal law designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the protection of inaccurate and misleading data through informal and formal hearings.

Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for a permanent employee. For further clarification of FERPA guidelines, please see the CU Boulder FERPA website at: <http://www.colorado.edu/registrar/resources/family-educational-rights-and-privacy-act-ferpa>.

In order to verify a student's identify, he or she will need to set up a Security Pass Phrase in MyCUInfo in order to speak with areas around campus like the Financial Aid Office, Bursar's Office, and the Registrar's Office on the phone.

Definition of a CU Boulder Student Employee:

Student Employment reviews and monitors the eligibility of all employees who are currently active in student job classes in HCM. **Only students who are current CU Boulder degree-seeking students either on main campus or through continuing education qualify for student jobs.**

- ◆ **Academic Year Requirements**
 - ❖ Undergraduates must be enrolled in at least 6 credit hours per semester in order to receive work-study and work in a student job class.
 - ❖ Graduate students must be enrolled in at least 4 credit hours in order to receive work-study, and at least 3 credit hours to work in a student job class.
- ◆ **Summer Requirements**
 - ❖ Enrolled in Summer **OR** enrolled in previous spring semester and upcoming fall semester.
 - ❖ Work-study student employees must have upcoming academic year FAFSA on file with the Financial Aid Office **AND** demonstrate financial need by the start of summer term.
- ◆ Contact OIE (ISSS) at x2-8057 regarding specific questions on immigration laws that must be followed to hire international students. They **CANNOT** have work-study or work more than 20 hours a week.

Students attending other CU campuses are *eligible* for hire on the Boulder Campus as long as they are enrolled in the number of credit hours specified above.

Disabilities Services:

At the University of Colorado Boulder, individuals with disabilities are entitled to access, support, and when appropriate, reasonable accommodations. Disability Services (DS) provide disability-related information, services, and resources for faculty, staff and visitors. This includes our student-employees who work in various departments across campus. If you are a student employee with a disability, or a supervisor who has a student employee with a disability on your staff, ADA Compliance can assist with assessing reasonable employment accommodations, should the need arise. For assistance and support, please contact DS office at adacoordinator@colorado.edu. More information about ADA Compliance can be found at www.colorado.edu/institutionalequity/ada.

Advertising Your Student Employment Position:

University of Colorado Boulder Student Employment services are provided free of charge to employers and to CU students seeking employment. All hiring and compensation for work performed by student employees is handled directly between the student and the employer. Please read our disclaimer at <http://www.colorado.edu/studentemployment/disclaimer>.

Job Announcements: Posting your Position:

Student Employment offers to advertise your position on our website through MyCUInfo (<http://mycuinfo.colorado.edu>). Employers now manage their own job data through our online system called [CU Boulder Student Jobs](#). This system allows you to create a profile, make changes to a previous job, submit a new job for posting, reactivate a previous job posting, and remove your job posting when the position has been filled.

Our office uses a self-referral system. No pre-screening of students occurs to determine the students' job experiences, academic majors, or qualifications. It is up to your department to determine if you will require resumes, applications, and/or interviews.

You can post your position as a work-study position, as an hourly position or as both hourly and work-study. (See ['Hourly vs. Work-study Employment'](#) below for more information). Please however, note that you **must** pay the same wage for either a work-study student or an hourly student in the same position.

If your department has an employment application that you use for students interested in your job(s), you can upload a PDF version of that application in your job announcement. If don't have a job application and would like a student to submit one you can refer them to our standard job application at <http://www.colorado.edu/studentemployment/student-forms>.

If you have created an employment application for your department, it must include the following text:

The University of Colorado does not discriminate on the basis of sex in the education programs or activities it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator at <http://hr.colorado.edu/dh/Pages/default.aspx> or to OCR at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

Job Announcements: Removing your Position:

Once you have filled the position, log into your Employer Profile on [CU Boulder Student Jobs](#) and select the Close box. **If you have the same job posted under work-study and hourly, you can remove both or just one of them by unchecking the box next to hourly or work-study** (this will keep the other posting up). If you keep one up you'll want to make sure you close the job when it's been filled. If you plan to continue employment with a student who is currently working for you, it is not necessary to re-post the position.

If you received other applications and you've filled the position, please send a quick email to the applicants to let them know the position has been filled. We get a lot of students who come into our office who said they've looked on our portal, applied for a position and didn't hear from the employer(s) at all.

Annual New Student Work-study Mailing:

If your department is interested in hiring work-study students, we can help! Student Employment produces a special mailing each summer. This mailing is sent each July to approximately 1000 students who are new to the work-study program. By providing students with a list of employers who have available positions in [MyCUInfo](#), we give students the chance to apply for positions prior to arriving on campus in the fall. Watch our website, CU Boulder Today, and monthly newsletter for more information on this opportunity.

Interview and Selection Guidelines for Supervisors:

Remember that many of the students that you will be interviewing are in the midst of a remarkable learning experience and the interview that you conduct can set the stage for their future expectations. Please treat these interviews as professionally as you would for permanent staff positions. Conducting good interviews involves planning ahead and organizing your thoughts and questions.

Please see the “[How to Perform a Productive Interview](http://www.colorado.edu/studentemployment/resources)” (<http://www.colorado.edu/studentemployment/resources>) factsheet with information that can be helpful in developing a productive interview on the Employer Resources tab.

Hourly vs. Work-study Employment

The employing department (on-campus) pays 100% of the wages for hourly (non-work-study) employment. Work-study is a need-based financial aid program that allows students to work and use their earnings toward their educational expenses. The federal or state government pays 70% of the student’s wages and the employing department pays the remaining 30%. Students must submit the [Free Application for Federal Student Aid \(FAFSA\)](http://www.fafsa.ed.gov/) (<http://www.fafsa.ed.gov/>) each year by the processing deadline in order to be considered for a work-study award. **Renewal of a work-study award from year to year is not guaranteed.**

It is to the student’s advantage to earn work-study because the federal government excludes work-study earnings when calculating a student’s financial aid eligibility for the following academic year. All departments on-campus are eligible to hire work-study and/or hourly students. **Hourly or work-study positions are not to be created to displace employed classified/professional/faculty employees.**

Summary of Student Employment Charges to Your FOPPS:

	Work-Study	Hourly	Late Pay*	Overtime*	Jury Duty
Wages	30%	100%	100%	100%	100%
Account Code	407700	407600	407600	407900	407600
Benefits**	1.2%	1.2%	1.2%	1.2%	1.2%
Account Code	428301	428301	428301	428301	428301

*100% charge to your FOPPS for either work-study or hourly.

**Flat Rate Benefits Charge for Gifts, Grants and Auxiliaries. Benefit rate is subject to change every 2 years.

If your bi-weekly charges appear in account code **410100** on your financial statements, they are in a “suspense” status and must be transferred to the correct account code. Please submit the [Suspense/Employer Charges Transfer Request](http://www.colorado.edu/studentemployment/forms/employer-forms) (<http://www.colorado.edu/studentemployment/forms/employer-forms>) form on our website.

Student Assistant Job Descriptions

Effective August 13, 2017, CU Boulder is implementing a [new, simplified on-campus student hourly pay plan](#). This plan streamlines the student job classifications from 6 to 4 and outlines the pay increases required by the [Colorado Department of Labor and Employment](#). Below are our student job classifications, working titles and pay ranges.

Using Midpoints in Salary Ranges: We recommend that you start a new hire between the minimum and the midpoint in the appropriate job code. This will leave enough room in the pay range for merit and longevity increases in the case than an employee continues to do the same job function over time. They do not need to be moved to a new job code simply to receive a pay raise.

Entry Level/Semi-Skilled:

- Little or no prior experience or education required.
- Considerable training done on-the-job.
- Work is under **immediate** supervision (methods of performing tasks are well established and explained in specific terms).
- Work assignments typically involve standardized duties that are of a routine and repetitive nature.
- Work assignments may include the use of special equipment, software applications or tools per an established procedure.
- The supervisor has responsibility for the assignment of work, the flow of work, production level, and provision of proper instructions.
- Jobs require limited to no independent judgment, analysis, or decision making skills.
- Some jobs may not move beyond this level.

Entry Level/Semi-Skilled Pay Range		
Min.	Mid.	Max.
\$9.30	\$12.81	\$16.21

Sample working titles: Security Intern, Custodian I, Cashier, Event Staff-Entry Level/Intern, Administrative Asst. – Entry Level, Student Editor, AV Tech, Payroll Assistant, Childcare Aide, Sales Assistant, Driver/Dispatcher

Intermediate/Advanced:

- Some previous knowledge, experience or education required.
- Specialized training done on-the-job.
- Work is under **general** supervision (work objectives are set but methods of performing tasks are left up to the employee).
- Work assignments are varied and less routine and involve a moderate degree of responsibility.
- Work assignments may involve access to and use of sophisticated and/or confidential data systems such as PS Campus Solutions, PS Finance, PS HCM, etc. for which considerable training is required.
- The supervisor has responsibility for the assignment of work, however there is less control exercised over the flow of work and instructions given are more general.
- The employee is responsible for the results.
- Jobs require moderate independent judgment, analysis, and decision making skills.
- Some jobs may not move beyond this level.

Intermediate/Advanced Pay Range		
Min.	Mid.	Max.
\$11.10	\$15.11	\$19.11

Sample working titles: Accounting Assistant, Marketing Assistant, Lead AV Tech, Payroll Lead, Lead Peer Advisor, Assistant Manager, Graphic Designer, Event & Catering Supervisor, Head Lifeguard

Specialist/Lead:

- Prior experience, education or specialized skills required.
- Work is under **general** supervision (work objectives are set but methods of performing tasks are left up to the employee).
- Work assignments involve a broad variety of skilled tasks.
- Jobs require the application of considerable independent judgment and decision making.
- Students at this level may have the responsibility to direct the work of lower-level student employees.

Specialist/Lead Pay Range		
Min.	Mid.	Max.
\$12.95	\$17.62	\$22.29

Sample working titles: Senior Assistant Manager, Assistant Director, Weight Room Coordinator, Security Chief, Front Desk Manager, IT Technician

Paraprofessional:

- Specialized knowledge or previous experience required, or the student has successfully demonstrated the ability to perform the judgment and skilled assignments representative of his/her field of study.
- Work is under **limited** supervision (perform without direct supervision except for infrequent occasions involving the most complex situations).
- Work assignments are highly technical and/or complex and the methodology may or may not be prescribed.
- Jobs involve a significant degree of responsibility and judgment.
- The work is typically within the student’s course of study at the senior or graduate level.
- Frequently will include the responsibility for coordinating the work of lower-level student employee.

Paraprofessional Pay Range		
Min.	Mid.	Max.
\$16.33	\$22.22	\$28.10

Sample working titles: Director, Office/Sales Manager, Data Supervisor, Senior Accounting Technician, Engineering/Science/IT Professional, Legal Assistant

Student Job Codes/Pay Ranges for Student Assistant Levels

Once you have determined which job description best suits your position, you must determine the student's pay rate. Your pay rate must fall within the minimum and maximum for your job description. These pay ranges are tied to the classified staff salary survey and are reviewed annually. Adjustments in the range amounts occur at the beginning of the academic year term.

Pay Range for 2017-18 is effective starting 08/13/17

Title	Job Code	Pay Range Aug. 2017 - Dec. 2017	Pay Range Jan. 2018 - Aug. 2018
Entry/Semi-Skilled	4101	\$9.30 - \$16.21	\$10.20 - \$16.21
Intermediate/Advanced	4102	\$11.10 - \$19.11	\$11.10 - \$19.11
Specialist/Lead	4103	\$12.95 - \$22.29	\$12.95 - \$22.29
Paraprofessional	4104	\$16.33 - \$28.10	\$16.33 - \$28.10

***Colorado minimum wage is \$9.30 effective January 1, 2017.** Minimum wage is scheduled to increase each year through 2020. ([View the increase by year.](#)) We will update our website in advance of each increase.

Students **cannot** be paid higher than the maximum pay for the Paraprofessional level. When changing the student's pay rate, first determine if the new pay rate still coincides with the pay range associated with the student's job class. If the new rate still coincides with the range, enter new amount and approve the change. If the new rate falls outside of the current class, you will need to make sure the student's job description has changed and the student's job code is updated on the position (see [Changing the Student's Pay Rate](#)).

Hiring a Non-CU Student in a UCB Student Job Class

Although every attempt should be made by a department to hire CU students, there may be extenuating circumstances when departments need to hire students who attend other institutions (other than the CU Campuses). If your department wishes to hire a Non-CU student, our office must first approve the request. The 'Request to Hire a Non-CU Student in a UCB Student Job Class' form can be printed from our website at <http://www.colorado.edu/studentemployment/forms/employer-forms>. Please fax (x2-4544) or e-mail (studentemployment@colorado.edu) this form to us, **with a copy of the student's class schedule at their institution for the term that you are requesting to hire them.** Our office must give approval to your department **before** the student can begin working.

If you are requesting approval for the summer term, the student does not need to be enrolled in the summer, but we must be able to verify their enrollment in the previous spring *and* upcoming fall.

If we approve the request, we will give you the job class codes and appropriate HCM employee classes to set up the employee.

Approval is on a semester basis. If you want the student to continue the next semester, you must submit a request for an extension.

Hourly or work-study positions are not to be created to displace employed classified/professional/faculty employees.

If we deny your request, you cannot hire the employee in a student job class, but may be able to hire them in a temporary appointment in the classified staff system. Temporary employees may work no more than nine months in any rolling 12-month period. Employment Services is responsible for the approval of temporary appointments in HCM and for monitoring time periods in order to comply with the nine month requirement. For additional information about guidelines and rules pertaining to temporary employees, please visit the rules and technical guides available on-line at <http://hr.colorado.edu/es/Pages/Temps.aspx>.

Biweekly Salaried Pay

Student Assistants can be set up in HCM as Biweekly Salaried (BWS) employees when the situation calls for it; although this is a rare occurrence, there are times when this is an appropriate way to pay student employees. In these appointments, students are paid the same amount each biweekly pay period, rather than being paid for hours worked and recorded via a biweekly time sheet (departments should still require and retain all timekeeping records).

Employers who use this option do not have to manually enter time each pay period, but should pay special attention to the begin and end dates, because once a student is set up as BWS their pay will continue each time payroll is run for the duration of their appointment. It is also important that the FTE 50% or less so as not to violate the campus policy on student work hours (see <http://www.colorado.edu/studentemployment/policies>).

This is NOT AN OPTION for students using work-study awards and the designation of bi-weekly salary will automatically default the student back to hourly for that pay. The employing department will be responsible for 100% of the student's wages.

If an employer wishes to set up a student as biweekly salary they must ensure that the average hourly wage is at least equal to minimum wage ([see pay ranges](#)) and that the average wage per hour falls within the appropriate Student Assistant 1-6 range for the student's position.

SECTION 3 – Student Employment Policies and Procedures

Additional Pay (formerly One Time Payments)

A student employee (job codes 4101 to 4106) may be eligible to receive a one time, lump sum payment (also known as Additional Pay) if he/she performed work in a different (secondary) department from his/her primary department, or if he/she performed work in the primary employing department that is not part of the student's regular appointment. If the additional work is sporadic, infrequent, irregular, or occurring in scattered instances and it is done on a voluntary basis, the employee is not entitled to overtime for the additional work performed in the secondary department. The same would apply if the student performed the additional work mentioned above in the primary department that was not a part of the student employee's regular appointment.

This procedure is used to request authorization for and to process additional payments which are not a part of the student employee's regular appointment. To receive additional pay, the student employee must have an active appointment in job codes 4101 to 4104 for the time period in which the services were performed. The requesting department must provide adequate justification for the additional pay.

The department will enter the lump sum payment amount in Additional Pay in HCM while at the same time routing the Additional Pay form for required signatures. Please note that multiple approval signatures are required. The lump sum payment process is not used for the following types of payments:

- Do not use the Additional Pay Form for a retroactive payment. (See section # 1.3.12 Retroactive Wage Process and Form for additional information on retro pay.)
- Do not use the Additional Pay Form to pay a student employee's regular wages from a current or additional appointment. All regular payments for an employee's ongoing appointment(s) must be submitted in time collection using earnings code STH or LTS.

You can use the One-Time Payments Upload Template or you can manually enter the earnings in HCM (see below). In HCM navigate to Smart Solutions>Document Framework>Document Collection>Smart ePAR Pay Action tab. Under Additional Pay click **Add**

- Use the Search criteria fields to find the correct employee and click Search.
- Select the check box that appears next to the correct employee's record and click Next.
- Complete the necessary fields
- Click Next
- Complete the New Funding section.
- Attach any additional documentation if needed-use the Attach icon on the upper left corner of page.

- Click Save.
- When you receive the message with your ePAR additional pay number, click ok.
- Click Submit for approval
- Click Ok
- Click Ok again and you will be able to view your transaction in view mode only.

Approval Routing Guidance should be set up in the workflow automatically but the following approvals are required on the Additional Pay form before any additional payment is to be processed. Routing may vary depending on employee pay group:

- Employee
- Initiating/Requesting Department
- Approving Dean/Director or designee
- Approving Chancellor/Vice Chancellor or President/Vice President or designee
- Grants and Contracts-if restricted FOPPS are used to make the payment
- Home Department Supervisor
- Approving HR or Finance Authority -Student Employment for student assistants in job codes 4101-4104. The Associate Director of Student Employment will approve the additional pay once it is entered into the system and she signs the additional pay form (this can be sent via DocuSign).

Audits and Student Appointments

Student appointments (active and terminated) are subject to internal and external audits. In the event that an auditor selects student employees from your department, you will be responsible for providing the necessary documentation requested in a timely manner. Audits are conducted by various external agencies, as well as the University's Internal Audit Department. Failure to maintain accurate work records for students will result in the employing department assuming responsibility for any fines or penalties that may result.

Background Checks

The Office of Employment Services (ES) within Human Resources has sole responsibility for conducting and overseeing campus background checks. A background check is required for student employees meeting the definition of Security-Sensitive in Section II.O of the university's Background Check Policy (<http://www.colorado.edu/hr/position-compensation-management/background-checks>). A financial background check or motor vehicle check may be required for a student employee based on the CU Boulder Background Check Policy-Appendix A (<http://www.colorado.edu/policies/background-check-policy>).

Type of Background Check Required

1. Reference Checks must be completed for all Final Applicants. The hiring department is responsible for conducting Reference Checks.
2. A Criminal History Check must be conducted for all Final Applicants (*as defined in the [background check policy](#)*), unless a Criminal History Check has been conducted within the previous three years.
3. Financial History Check must be conducted for Final Applicants for the following positions: Administrators and Officers at or above the assistant vice chancellor level; leadership positions at or above the director and chair level; and positions in campus departments with centralized and primary responsibility for significant university resources (please refer to Appendix A).
4. A Motor Vehicle Check must be conducted for Final Applicants for positions with primary responsibility for driving (refer to Appendix A).
5. An Excluded Parties List System Check must be conducted for all Final Applicants.

Please note: All employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination.

HCM has a field on the non-person profile where you will select if a background check is required and in Workforce Administration>Personal Information>Modify a Person on the CU Personal Data tab you will see if the student completed the background check in the non-person profile when it is sent over from CU Careers or updated manually by HR.

If you have any questions on background checks, contact Human Resources/Employment Services (x2-6475) or contact the Background Coordinator at x5-5524 or see the Human Resources website for background checks at: <http://www.colorado.edu/policies/backgroundcheck.html>.

Breaks

There are neither Federal nor State regulations which govern breaks or meal periods for student employees (work-study or hourly). Campus departments may develop their own break/meal policies for the students who work for them.

Conflicts of Interest and Nepotism

Since 1972 it has been the Policy of the Board of Regents that: University administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence, or awards to members of their immediate families.

The principle of anti-nepotism shall not be used as a criterion against appointment or employment at the University of Colorado. Immediate family includes spouses, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, uncles, aunts, first cousins, fathers-in-law, mothers-in-law, sons-in-law, and daughters-in-law.

The University-wide administrative policy statement: Procedures for Implementing Regent Policies on Conflict of Interest in Cases of Amorous Relationships and Nepotism in Employment interprets this Regent Policy as follows:

The thrust of the Regent policy is that while there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.

By June 30, each year, the Dean or Director of each school/college or unit, shall forward to the Director of the Department of Human Resources, the following:

1. Names and relationships of relatives who work in the same department, are paid from the same account, and/or otherwise hold appointments where potential or actual conflict of interest in employment relationships exist. This list is to include all employees, including hourly and temporary employees.
2. A written statement as to why no conflict of interest exists in each instance where such relationship exists. A copy of this statement shall be included in any departmental personnel file of each affected employee.
3. Where a potential conflict of interest exists because of the employment relationship or other factors, a written statement shall be made delegating authority for personnel decisions regarding the affected employee to the immediate superior of the relative in the supervisory position. A copy of this statement shall be included in any departmental personnel file for each affected employee. You can find a sample letter to use to send to Human Resources if there is a conflict of interest.

For additional information please see the policies on the University of Colorado Policy website at <https://www.cu.edu/policies/aps-az.html>.

CU Policy on Drugs and Alcohol

Per University policy, "It is a violation...for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado through the use of alcohol or drugs. Sanctions that will be imposed by the

University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees."

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder (University) prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. *This includes any manufacture, dispensation, possession, use, or distribution of marijuana which is illegal under federal law.* These prohibitions cover any individual's actions which are part of any University activities, including those occurring while on University property or in the conduct of University business away from the campus. As part of compliance with this act you are required to distribute this information at least once per year to all UCB student employees or inform them of the policy and its website location. It is available in its entirety through the Office of Policy and Efficiency at 303-860-5711, or website at: <https://www.cu.edu/ope/administrative-policy-statements-z>. If you have specific questions on this policy, please contact Human Resources at x2-6893 or their website at <http://www.colorado.edu/hr/policies-procedures>.

Direct Deposit Policy/Forms

State fiscal and University policies require all employees to have [direct deposit](#).

A student can update their direct deposit and W-4 tax withholding information in their [portal](#) under the CU Resources tab (**3-5 days after being inputted in the payroll system (HCM)**). Instructions can be found at <http://www.cu.edu/sites/default/files/policies/949-direct-deposit-information/files/direct-deposit-instructions.pdf> on how to set up direct deposit. **If direct deposit is not set up, the student will receive a paycheck in the mail to their mailing address on file.**

Every two weeks, ES will post the students' advice of the deposit to be viewed in [MyCUInfo](#). Employees should regularly review the information printed on the earnings advice, particularly when expecting a change in wages, additional pay such as overtime, or changes to deductions. If they note errors, students should speak with their employers. If students change banks at any time during their employment, they must update that information **in the portal under the CU Resources tab**. The new changes automatically overrides the old information. *The employees should leave their old accounts open until after their first wage payments have been deposited into their new accounts.*

Automatic Inactivation of Direct Deposits: Be aware of the direct deposit automatic inactivation process when rehiring former employees. With this process, once an employee has been terminated from all positions for **90 days**, his/her direct deposit information in HCM is inactivated. If the former employee has been gone long enough for this inactivation process to occur, he/she will need to update their direct deposit and a W-4 form.

Discrimination and Harassment (Institutional Equity and Compliance)

All student employees must take on-line a mandatory discrimination and harassment training class (**within 30 days of hire**) provided by the Office of Institutional Equity and Compliance. If the student employee has already attended this training for another department on campus, they do not have to complete the training again. **However every employee will need to retake the class again every 5 years.** Faculty, staff, and student employees can all take the online training, either for their initial Discrimination and Harassment training as a new employee or for their five year refresher training. Employees must be set up in HCM in order to take the training.

Please follow training instructions on the Office of Institutional Equity and Compliance ([OIEC](#)) website to do the online class. If you have questions about the online training, please contact OIEC at 303-492-2127.

Quick View of individual student trainings on Manager Dashboard. Log into MyCUInfo select the CU Resources tab. In the menu bar you will see "Manager". In the dropdown bar select Manager Dashboard>Supervisor Training Summary link. You will see a list of the students you supervisor, select one and review their completed training.

You can run a report to see who has completed the discrimination and harassment training in your department by an individual report or by whole department. When you log into MyCUInfo select the CU Resources tab. In the menu bar you will see "Business Tools", select HCM in drop down menu. You can following one of the steps below.

For an **individual student** go to Administer Training>Result Tracking>Review Training Summary and enter your students' emplid. It will display the training(s) the employee has completed.

For a **group of employees** navigate to Administer Training>CU Administer Training>Admin Training. Enter a run control id. Enter the required information for report.

For more information on discrimination and harassment please see the OIEC website at <http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures>.

Driving for Position Hired

As with any employee of the University, CU does not provide auto insurance coverage for personal vehicles even if an employee is driving on University business or in this case while a work-study or hourly student is performing his/her job. The liability will be on the driver of the vehicle should an accident occur. Employees of the University, acting within the course and scope of their employment at the time of an accident, will normally be afforded Workers' Compensation coverage if such duties include the off-campus activity.

As the employer, it is up to your department to decide whether or not to allow the students to drive as part of their work assignment.

You should have written procedures/expectations that have been agreed upon between contractor, student and CU regarding what is acceptable when students are in route to and from the school. For example:

- Student(s) must not conduct personal trips during work hours when in route to conduct outreach at designated schools.
- Student(s) must not transport school children during school outreach visits.
- Does the student(s) have a good driving record? Request a Motor Vehicle background check and proof of a valid driver licenses.
- Have a written agreement with the schools being visited by our student(s). If driving to another school for business, etc.

Employee Termination

Students are “**at will**” employees; this means the hiring department can terminate a student at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance/Corrective Action: in cases where they did not improve, or high error rate
- Falsification of time sheet/misreporting of hours worked
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of UCB policies and procedures/computer use agreements
- Physical/mental abuse in any form against co-workers, clients, or staff members
- Chronic unexcused tardiness or absences, use of inappropriate language
- Termination of job: job is no longer needed
- Failure to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu)
- Failure to self-disclose suspension or revocation of a driver's license within three business days (for positions with driving responsibilities).
- Violation of the University Drug and Alcohol policies.

When possible, departments should provide a two-week written notice prior to terminating a student for cause, except in cases of flagrant, willful violation of University or Agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination. Before terminating a student, *we recommend but it is not required*:

1. Counseling/coaching: The student should be informed of the unsatisfactory performance or behavior and given an opportunity to correct it. You should be specific about what you expect from the student. If the student thinks

they need more training, arrange a training schedule. We have a “Late Termination Policy” and “Student Assistant Job Performance Termination Policy” on our [website](#) under the forms section that you may use/change or you may create your own.

2. Documentation: Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the student to do to correct the unsatisfactory performance/behavior. After two weeks, evaluate the student again, and document the results. We have a “[Disciplinary Action Form](#)” in the forms section of this handbook or you may create your own.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated.

In addition to terminating a student for unsatisfactory performance, a student employee may be terminated for reasons of budget constraints, completion of project, lack of work, and other such valid reasons unrelated to job performance. The employer should give the student a two-week written notice that states the reason for termination. ***When a student is terminated, their pay will be processed on the bi-weekly time collection for that pay period, regardless of the reason for termination.***

We recommend that your department develop a termination policy and communicate it to your employees upon hiring. Some things you might want to consider when writing a policy are:

- what are grounds for immediate termination (e.g. breach in confidentiality, theft, etc.)? and
- what are performance issues that you will give the student a period of time to correct?

Employment Eligibility Verification Form (I-9)

The University of Colorado Boulder is responsible for the completion of an I-9 Form for each employee hired by the University. The law reads: "... for persons hired after May 31, 1987, you must complete a Form I-9 within three business days of the date of the hire." Failure of the employee to complete the I-9 form may result in the employing department being cited for violation of U.S. immigration and employment laws. **The employing department is responsible for any fines that may result from these violations.**

The student will need to see your department liaison or an I-9 partner to show the original documents in order for the I-9 to be completed. If your department is not authorized to complete an I-9, please send your graduate and/or undergraduate students (with the **ORIGINAL** required documents, **NO COPIES**) to the Student Employment Office. *Foreign students must go to Employment Services at 3100 Marine Street (3rd Floor) to have their I-9's completed.*

Please see the list of acceptable documents on page 9 of the I-9 document at <https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>.

Once an I-9 is completed, the student is not required to complete another I-9 on campus during their university career unless all job records on HCM are terminated. For specific procedures, please refer to the ‘Boulder Campus Employment Eligibility Procedures (I9’s)’ at: <http://www.colorado.edu/hr/hr-operations>.

Environmental Health and Safety (EH&S)

The Environmental Health and Safety Department at the University of Colorado Boulder provides comprehensive environmental, health and safety services to minimize health and safety impacts to the campus and the greater Boulder community. EH&S accomplishes this through training, emergency planning, consultation and partnership with members of the campus community as well as with local, state and federal agencies. You can see their website at <http://www.colorado.edu/ehs/index.html> or look under their “About” section on the website.

It is the responsibility of the division chairperson, department manager, supervisor or designee to provide safety training to each employee. As the Administrator/Manager or designee, it is your responsibility to:

1. Familiarize yourself with the Campus Disaster Response Plans, the [Hazardous Materials Management](#) plan and any specific safety regulations pertinent to your area of responsibility.

2. Identify potential hazards in your work area and coordinate efforts to eliminate them.
3. Develop specialized topics for safety training sessions for all of the faculty and staff you supervise, including student employees.
4. Be responsible for regular safety training sessions for all of the faculty and staff you supervise, including student employees.
5. Weather Related Emergencies (flood, blizzard/heavy snowstorm/tornado/lightning/ earthquake/ high wind warnings).
6. Post Environmental Health and Safety- Emergency Phone Numbers. You can complete the phone list with your department information.
7. Fire and Other Building-Related Emergencies (<http://www.colorado.edu/safety/awareness-prevention>)
8. Shots Fired (Recommendations for Active Harmsers) see <http://www.colorado.edu/police/crime-prevention-safety/shots-fired-recommendations-active-harmer-response>.
9. Sign up for real-time information about campus closures, extreme weather, and other emergencies. This information is sent directly to your mobile via the UCB text messaging service. Visit <http://www.colorado.edu/alerts/> to sign up for this service.

Evaluations

Although CU Boulder does not require student evaluations, Student Employment strongly encourages employers to formally evaluate their student employees at least once a year. You can use this valuable tool to provide constructive feedback to your student employees, give recognition for jobs well done, as well as reflect on the goals for the year. In addition, evaluations help students identify skills and areas they need to improve. You can use an evaluation form that your department has developed or, for your convenience, we have an [evaluation](#) form you can use.

If your department hires a significant number of student employees, please be consistent in your evaluation process and timing to ensure that you evaluate all employees similarly. You can read about some constructive feedback tips in our **‘Strategies for Helping Supervisors Succeed with Student Employees** at: http://www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf.

Promotions and pay increases are never guaranteed. If a student has reached his/her maximum pay within his/her SA level, he/she does not have to be advanced to the next SA level and will not receive a pay increase or he/she will only be increased up to the maximum within his/her current SA level. If additional duties were added, you can then move the student up to the next SA level and increase his/her pay. Be sure to explain this to your student during his/her evaluation if he/she is not receiving a pay increase.

Gifts for UCB Student Employees

The use of University funds for employee holiday gifts is inappropriate based on current policies. Gifts can only be given for employee recognition. Gift certificates given to employees are considered to be taxable income and should be recorded on employee W-2 statements. Please provide the employee’s name, Peoplesoft Employee ID, and the dollar value of the gift certificate to ES for processing.

In an attempt to coordinate all of these payments, the President's Office has issued an Administrative Policy Statement (APS) which requires that all payments be reported on a [Recognition Reporting Form](#) (<http://www.colorado.edu/abs/z-directory#R>) and should be submitted by e-mail or fax to Employee Services. These payments include:

- Donations (Contributions or Charitable Gifts) to Organizations
- Employee-Recognition Events
- Recognition Awards (Cash and Non-Cash Gifts or Awards for Employees, Associates, or Other Individuals)
- Complimentary Tickets and Related Expenses to Employees
- Complimentary Tickets and Related Expenses to Non-Employees

This form will then be forwarded to the PSC and to ES for inclusion on either a W-2 or 1099. If the gift is for someone who is not a CU employee, you will need to complete a payment voucher and the recognition reporting form. If the recipient is an employee of CU, you will complete the handdrawn check request with an earnings code of AWR.

Hazardous Materials Information – (Required Field in HCM)

In order to meet regulatory requirements, it is necessary for the University to identify positions for Hazardous Materials or Exposure reporting. This includes student positions. This field will also assist Environmental Health and Safety in identifying positions on the campuses that require training in the use of such hazardous materials. This information is identified in the non-person profile **not** the job data. This field allows departments to identify whether or not an employee handles hazardous chemicals, as well as the different categories of hazardous materials that a position/employee works with as part of his/her job responsibilities.

If a position does not come in contact with any hazardous materials, you do not need to add that as an additional job requirement. Questions regarding hazardous materials should be directed to Environmental Health and Safety at x2-6025. View their website at <http://www.colorado.edu/ehs/>.

Jury Duty Pay Policy for UCB Student Employees

In accordance with Colorado law, the following policy will be used to compensate student employees who are called to serve for jury duty.

Students who have worked for the University three months or more and are called to serve for jury duty are entitled to compensation during the first three days of jury service. Students will be compensated for their regularly scheduled hours not to exceed \$50 per day. **Compensation for jury duty must be paid 100% out of departmental hourly funds.** Therefore, if the student is normally paid work-study, the department will be required to pay 100% of the student's compensation for these three days. If students receive any jury pay from the court, they are not required to turn it in to the University in order to receive regular pay. Students must notify their supervisor immediately that they must attend jury duty and should provide you with paperwork from the court which indicates the dates that they served for jury duty.

See “How to enter Jury Duty Pay into HCM Time Collection” website at <http://www.colorado.edu/studentemployment/campus-employer/paying-student-employees>

On-the-Job Injuries

Student employees who are injured on the job are covered under the University's Worker's Compensation Plan. The nearest Designated Medical Provider (DMP) for on-the-job injuries is Arbor Occupational Medicine, located at 1690 30th Street, Boulder, CO 80301. Other approved medical providers can be viewed on the Risk Management website at <https://www.cu.edu/risk/workers-compensation>. Worker's Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. Employees need to notify their supervisors as soon as possible about on-the-job injuries. All accidents/injuries that cause an employee to miss work must be reported to the University Risk Management Office within 24 hours. Any injuries while performing employment related duties require the completion of an Employee Injury Report Form.

The department must complete the “Workers’ Compensation & Needle-stick Reporting Form” located on the University Risk Management website: <https://www.cu.edu/risk/file-claim> and send the student to Arbor Occupational Medicine or other approved medical provider. Although the medical provider accommodates “walk-ins”, please call ahead. Make sure to identify yourself as a **University of Colorado employee** when visiting the medical facility. Students should follow the procedures below depending on whether the injury is an emergency or not.

Please note: that an employee, by law, has four (4) working days to notify the employer of the incident who, in turn, has ten (10) calendar days to notify University Risk Management. Please note that these time frames are very important and critical! The state can impose penalties for non-compliance amounting up to \$500/day or one day's compensation for each day a deadline is missed.

For Emergencies:

1. Call 911 immediately.
2. Student employee should notify supervisor as soon as possible.

3. Complete the Workers' Compensation & Needle-stick Reporting Form (<https://www.cu.edu/risk/file-claim>) form and submit it online or fax to University Risk Management at 303-860-5680. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. The original report should then be mailed to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203. The supervisor should retain a copy of the report for his/her records.
5. Student employee should follow doctor's instructions and follow-up with Arbor Occupational Medicine (or other approved medical provider) as soon as possible.
6. Send any bill the student may receive from the authorized medical provider to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203.
7. If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster.

Non-Emergency:

1. Student employee should inform the supervisor immediately.
2. Student employee and supervisor will need to fill out an Workers' Compensation & Needle-stick Reporting Form (<https://www.cu.edu/risk/file-claim>)
3. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. The original report should then be mailed to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203. The supervisor should retain a copy of the report for his/her records.
5. Supervisor should send the student employee to Arbor Occupational Medicine, (or other approved medical provider) as soon as possible, if non-emergency medical attention is needed.
6. Send any bill the student may receive from the authorized medical provider to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203.
7. Student employee should return to work and give the instructions outlined on the Employee Disposition Form to his/her supervisor.
8. If the student employee has questions, contact University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster or other approved medical provider.

Over Payments

State Fiscal Rules (<https://www.colorado.gov/pacific/sites/default/files/Chapter%209%20Payroll.pdf>) and **CU Policy** (<http://www.cu.edu/sites/default/files/overpayment-policy.pdf>) require employers to collect any wages that were erroneously paid to an employee. Whenever an overpayment of wages has occurred, the employing department completes the Overpayment Notice form. (Form available on ES website at <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-21>). For more detailed information on overpayments, please see the ES Procedures guide at: <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-21>.

Overtime

Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 100% (at 150% of the student's pay rate) for any overtime hours worked. Student overtime earnings should be reported on the time collection pages using a 'SOT' earnings type. **This includes all hours (work-study and non-work-study combined) the student works on campus for multiple employers.**

Student hourly employees are eligible for overtime. If you have students that are working multiple jobs, it is the responsibility of the department(s) and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. Departments should work out ahead of time who will be

responsible for paying the overtime or agree to share the overtime charges. Please make your students are aware of the overtime issues when working in multiple departments. Make sure you discuss with your student that overtime must be pre-approved or can be grounds for termination. As the employer, you may want to follow our “3 strikes you’re out”, policy instead of terminating a student for the 1st offense. When overtime is paid, it will appear under account code ‘407900’ on your department’s monthly FOPPs statement. During the academic year and summer students are limited to the number hours they can work, please see the Student Hourly Employee Work Hours Policy on our website at <http://www.colorado.edu/studentemployment/policies>.

Recognition for Student Employees

Student employees are just like regular staff in the way that their work satisfaction partly comes from being genuinely appreciated for what they do. It’s known that **employee appreciation and recognition improves commitment, retention, and productivity**. See [Student Employee of the Year](#) below to nominate a student when the program is running.

Recognition programs don’t have to be expensive. A simple spoken phrase like, “Thank you for your hard work,” can go a long way. You can view our recognition suggestions at <http://www.colorado.edu/studentemployment/sites/default/files/attached-files/recognition.pdf>.

Records Retention Requirements

As with any other University employee, payroll time sheets and employee work records for student employees must be retained by the campus department for a minimum of 3 years. Departments with contracts and grants are required to retain records for 3 years (5 years recommended) from submission of final expenditure reports on all contracts and grants. Departments should expect the Employee Work Record to be reviewed from external and internal audits such as contracts and grants, student financial aid, or Fair Labor Standards Act (FLSA).

For work-study students, federal and state programs require departments to retain the time record for 3 years (5 years recommended) from the end of the award year.

In order to avoid incorrectly disposing of payroll records for different kinds of student employees (hourly or work-study students), we recommend that the department develop a schedule to dispose of all records for a given year. Therefore, to ensure that you are keeping the records for the correct number of years, since they have different requirements, we recommend keeping this information for all students for 5 years before disposing.

You may view Employee Services-Records Retention Policy on the ES website at <http://www.cu.edu/employee-services/business-partners-ppldr/bussiness-partner-resources/employee-services-procedure-34>.

When disposing of these records, the department should arrange for confidential recycling. This can be done by contacting CU Recycling at x2-5321. Information is also available on the web at: <http://ecenter.colorado.edu/recycling>.

Referring Students for Jobs, Internships, or Graduate School

Students may ask faculty and staff members to serve as references for graduate school or employment as well as for letters of recommendation. At the same time, you may be asked by employers and other professional colleagues for information about your students. Although we all want to provide as much assistance as possible for our students as they move toward their post-graduation goals, there are legal and ethical considerations in this process.

Students look towards faculty and staff members for advising, networking, referrals, references, and potential job sources. Within the referral and job source category Employment Discrimination Laws must be followed in order to provide the career network and resource assistance in a fair and equitable manner. Specifically, the following laws may impact student referrals:

- * Equal Employment Opportunity Laws
- * Title VII of the Civil Rights Act
- * Age Discrimination in Employment Act
- * Americans with Disabilities Act
- * Immigration Reform and Control Act

- * Uniformed Services Employment and Re-employment Act
- * State EEO Laws

As a collective, Equal Employment Opportunity (EEO) laws recognize the rights of all persons to apply and be evaluated for job opportunities without regard to their race, color, sex, sexual orientation, national origin, religion, age, mental or physical disability, and veteran's status. These laws must be followed by employers as well as by any individual or organization that refers individuals for employment, whether they receive compensation or not. Faculty and staff members who choose to refer students to employment opportunities may fall into this category. In order to protect yourself from alleged violations of these laws, consider the following guidelines:

- * The referral process must be the same for everyone
- * All students must have equal access
- * Students must be referred without bias
- * Referrals should be based upon job related criteria

Consider whether a referral practice may be viewed as having disparate impact by excluding from consideration students based on anything other than the specific qualifications for that particular job.

In terms of college recruiting practices, it is the responsibility of the university and everyone working within the university setting to:

- * Maintain an open and fair process for offering employment opportunities
- * Maintain a recruitment process which is fair and equitable
- * Support informed and responsible decision-making by candidates
- * Faculty and staff members who refer students can meet these criteria by making
- * All students that have declared an interest in seeking opportunities have access to all opportunities
- * All opportunities are referred to CU Career Services so as to assure equal opportunity and access

The bottom line is that you can assist students by serving as a reference and referral, but not as an applicant screener for employers. While it may seem like a wonderful service to a student to provide a list of your best and brightest to a potential employer, you take on the role of screener in that case and all of the legal liability that comes with it.

As an alternative, you should ask a potential employer for a job announcement to which you may strongly encourage your students to apply. You should send a copy of the job announcement to Career Services to assure that the process is open to all students at CU Boulder. As a general rule, as long as the action comes from the student (sending an application, asking you to serve as a reference, etc.) rather than from you or from an employer, you are protected.

Please also remember that all of the information you have about a student is protected by the Family Educational Rights and Privacy Act ([FERPA](#)). Volunteering information about students (positive or negative) with an employer is a violation of FERPA. By asking you to serve as a reference or write a recommendation, the student is giving you permission to discuss certain aspects of his or her educational record, but the sharing of that information must be at the request of the student, not another party.

Ten Tips for Providing References

- 1 Obtain written permission from the student
- 2 Discuss your reference with the student so that there are no surprises
- 3 Provide only information based upon firsthand knowledge
- 4 Avoid personal matters
- 5 Remember that nothing is "off the record" or "confidential"
- 6 E-mail is not confidential and is like any other form of communication
- 7 Base personal opinions on fact; don't guess or speculate
- 8 Respond to the specific inquiry regarding the student's ability to do the job
- 9 If you need to change/withdraw the reference, advise the student
- 10 Never discuss students with employers without the student's knowledge and permission

If you have any questions regarding these issues, please contact the Office of University Counsel-Boulder Office at 303-492-7481 or Career Services (career@colorado.edu).

Responsible Conduct of Research (RCR)

CU Boulder is committed to the core principle of performing original research and providing scientific training using the highest standards and best practices of ethics and the responsible conduct of research (RCR). Anytime a researcher on campus obtains a grant from National Science Foundation (NSF) or certain grants from National Institutes of Health (NIH) and they have either undergraduate or graduate students or Post Docs being paid as trainees on the grant, those trainees are required to complete RCR training. Please review all requirements on RCR at <http://www.colorado.edu/vcr/rcr>.

Social Security Cards

Payroll Liaisons must view the *original* social security card for purposes of entering or verifying a student's personal data in HCM. Once the student is hired into HCM the social security number and name will be verified during a verification process by HR, and if there are any errors the student will need to work with HR for any adjustments. If a student uses a social security card for I-9 purposes, they must still present the original document.

If students do not have social security cards, they can contact the nearest social security office, or visit <http://www.socialsecurity.gov/ssnumber/> and complete the appropriate paperwork to get replacement social security cards. This process can take up to 3 weeks, so we recommend that they do this as soon as possible, even if they have not been hired, but anticipate working for the University.

International students: Policy is located at: <http://www.cu.edu/employee-services/international-employee-payroll>

Student Employee of the Year Award:

Student Employment sponsors an annual award for the 'Student Employee of the Year.' Supervisors can nominate outstanding student employees for this award and one student per year is selected to represent the University of Colorado Boulder. The state, regional, and national programs (sponsored by the Western and National Associations of Student Employment Administrators) will consider the person selected as CU Boulder's student employee for their awards as well. Nominations are requested in late January or early February of each year. Watch our website, our newsletter, and CU Boulder Today for more information!

Student Employee Retirement Information

The Revenue Reconciliation Act of 1990 extended OASDI (i.e., Social Security) coverage to state and local government employees who are not members of a qualified retirement plan. In addition, Medicare coverage was extended to employees who became subject to OASDI by reason of the Act. In response to the 1990 Act, Colorado House Bill 93-1328 provides a Student Employee Retirement Plan as an alternative to social security, and in April 1993, the CU Board of Regents approved the Student Retirement Plan for student employees who are not exempt from participation in a retirement plan. ***Required contribution amounts of gross wages are 7.5% for Social Security and 1.45% for Medicare.*** There is NOT an employer match for the student retirement deduction. However, if you are paying the student from a grant or auxiliary FOPPS, a benefit charge will appear on your department's monthly financial statement and is subject to change every year.

Employee Services runs an interface that pulls in 'real time' data, which updates student retirement status in HCM daily, based upon current course load reflected in the student information system. ES will not process student retirement refunds for prior semesters without documentation from the student information system that shows that student enrollment data was not correctly reflected in HCM job appointments, which caused student retirement deductions to be taken for the student employee. In addition, if a student changes enrollment status midway through a semester, ES will not process any student retirement refunds that go back to the beginning of that semester. The Student Retirement Fact Sheet, which includes course enrollment guidelines, is posted on the Employee Services website at <http://www.cu.edu/employee-services/student-employee-retirement>.

The payroll process will check the student's enrollment status and will update the student's retirement plan status accordingly. An employer can confirm the student's enrollment status using one of the following options:

1. Go to Campus Solutions (CU-SIS) and navigate to Campus Community>Student Services Ctr (AdminVw), enter the students' id number and search. Select My Class Schedule and you can look at each class enrolled in and how many credit hours.
2. Request that the students provide you with copies of their schedules printed from [MyCUInfo](#).
3. Contact the Registrar's or Student Employment for verification.
4. In HCM go to CU Student Info & Processes>CU Student Information, enter the student's HR Empl id number and search. You will see if they are full-time/part, number of hours enrolled for the term, if they will graduate that term, and if they are enrolled in student retirement or not.

Under IRS guidelines (IRS Revenue Procedure 2005-11), the following students are not eligible for the student FICA exception and **are therefore required** to enroll in the Student Retirement Plan:

Undergraduate Students:

- Academic Year: Students enrolled in less than six credit hours in a semester
- Summer: Students enrolled in less than six credits for the summer (total credit hours of all summer terms).
- Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

Graduate Students:

- Academic Year: Students enrolled in less than three credit hours in a semester
- Summer: Students enrolled in less than three credits for the summer (total credit hours of all summer terms).
- Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

A student employee's normal weekly work schedule is not affected by increases in hours worked caused by work demands unforeseen at the start of an academic term, and a student employee's work schedule during academic breaks is not considered. *If you have any additional questions regarding Student Retirement refunds or processes, please contact the ES payroll support line at (303) 860-4200.*

Student Retirement Application- TIAA-CREF

TIAA-CREF is the investment funds carrier for the Student Employment Retirement Plan. Information and enrollment forms are available on the Employee Services website at <http://www.cu.edu/employee-services/student-employee-retirement>. **You can direct specific questions regarding the investment plans to TIAA-CREF (<http://www1.tiaa-cref.org/tcm/cu>) or call 1-800-842-2252.**

If the student's enrollment status requires that they contribute into the student retirement program, the student must complete a TIAA/CREF Student Retirement Application Form (<http://www.cu.edu/employee-services/student-employee-retirement>). If the student has already enrolled in the student retirement plan (i.e. they were enrolled in a previous year), he/she does not need to resubmit the TIAA-CREF application. If he/she wants to change the contribution distribution, he/she can contact TIAA-CREF directly. **Any student that must enroll in the student retirement program must also complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.** The form is located at <http://www.colorado.edu/hr/forms> (SSA-1945 form). Social Security publications and additional information, including information about exceptions to each provision, are available at <http://www.socialsecurity.gov>. Please mail the completed SSA-1945 form to the Human Resources Office at Campus Box 565.

If students are enrolled full-time and would like to voluntarily pay into a retirement program, they have three voluntary pension/savings plan options available to them:

1. The University of Colorado 403(b) Plan;
2. The State of Colorado 457 Plan; and

3. The Colorado PERA 401(k) Plan.

Information concerning these plans is available on the ES website at <http://www.cu.edu/employee-services/student-employee-retirement>. Look for *Voluntary Pension/Savings* section.

Once the student has graduated or withdrawn from the University the employer must terminate all job records so the student can request a refund of the money taken out for TIAA-Cref or roll the money into another retirement plan. All questions should be referred to Employee Services.

Supervisors Can Improve Morale

Give students an equal environment to work in. Many student employees get stuck in the corner office or have no place to put their personal belongings. It is important to see them as individuals: give them each a mailbox for notices and a safe place to put their personal belongings. Identify their skills, encourage them to use their intellectual curiosity and develop new approaches to old problems. Give personal recognition for a job well done. Ensure that they have the necessary equipment to do their jobs well. For example, if you are having student employees and regular employees doing maintenance work, make sure that all employees have equal access to tools. Some tips on our website: 'Strategies for Helping Supervisors Succeed with Student Employees' at http://www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf.

Supervising Students

Per Federal Regulations (675.20), Eligible employers and general conditions and limitation on employment.) Students are not allowed to work from home and keep track of their hours without supervision. The work-study programs require that a student receive adequate, qualified supervision and training.

The institution is responsible for ensuring that—

- (i) Payment for work performed under each agreement is properly documented; and
- ii) Each student's work is properly supervised.

Students can work during holidays at CU as long as they are supervised as mentioned above.

Suggestions for Successful Supervision

1. Plan the work to be assigned to the student in advance.
2. Make assignments definite and clear. Give the student an opportunity to ask questions.
3. Follow up on the work assigned so you know that it has been completed correctly and on time.
4. Correct unsatisfactory performance as soon as it occurs rather than waiting until it's a problem.
5. Reinforce quality work by acknowledging the student for a job well done.
6. Communicate with the student; avoid waiting until evaluation time to talk with him/her about work performance.
7. Preserve the employee's dignity. Avoid embarrassing the student. Any discussion should occur in a private place.
8. Be fair and objective. Reprimand or discipline based on genuine evidence. Approach the student in a positive way.
9. Be a good listener. It may help to hear the situation explained from the employee's perspective.
10. Exercise restraint and remain in control of the situation. The supervisor's purpose is to educate and change behavior, not to punish.
11. See 'Tips for Training Student Employees' at: <http://www.colorado.edu/studentemployment/resources/training-student-employees>.

Verification of Employment

The University of Colorado offers instant online employment verifications through Employer's Unity. All standard requests for employment verifications for any employee are directed to <https://verify.employersunity.com/CU> or 720-484-4896. **A signed authorization form will be required for student employees.**

Online Verification (preferred method)

Verifier--Private Verifiers - Register to purchase Verification of Employment or Income reports

Employees--Employees-Manage your data, run Verification of Employment or Income reports, or Immigration reports for DHS, USCIS and Foreign Government Agencies/Embassies.

Government Verifier--Local, State or Federal agencies-Register to run Verification of Employment or Income reports

Phone Verification

If your needs are still not met through Employer's Unity, please leave a message on 303-492-3835. You can visit their website at <http://www.colorado.edu/hr/hr-operations/record-services>.

Victim Assistance

The Office of Victim Assistance (OVA) provides free confidential response services for students, faculty, staff, and their significant others who experience harmful or disruptive life events. They assist in potentially traumatic situations involving physical assault and hazing, bias-motivated incidents, gender violence, sexual assault, sexual harassment, intimate partner violence, stalking, death, discrimination and harassment, and serious accidents. They provide information, support, and short-term counseling. They can talk about academic or work questions, medical questions, reporting and other questions. They also provide gender violence prevention and education. For additional information please see their website at <http://cuvictimassistance.com/>. You can also view the Campus & Beyond section for other information.

Volunteering

The Fair Labor Standards Act of 1983, as amended, prohibits institutions from accepting voluntary service from any employee without prior agreement between employer and employee. **Moreover, voluntary activity may not be the same as the job for which the employee has been paid.** If a student employee wants to continue as a volunteer, they must be given different job duties than their paid position. The students' work schedules must not exceed the amount that your department can pay them. Therefore, the student must stop working for your department when you are no longer able to pay their hourly compensation. **Hours worked cannot be held in anticipation of future funding; wages must be paid when earned.**

W-2

It is recommended that all employees be notified to update their mailing address in HCM in November of each year to verify address information so that their W-2 is mailed to the correct address in January. If only the home address is given, HCM will use this as the mailing address. If there is a "MAILING ADDRESS" address, the W-2 will be sent to that mailing address. All previously entered employees will continue to have both a home and mailing address, and both must continue to be updated, even if they are the same. Have your employees make the necessary corrections in their campus portal or submit a change of address form to your department. Address changes that affect W-2 mailings must be done prior to the January payroll deadlines.

W-4

New student employees must complete a W-4 form during the hiring process in (HCM) in [MyCUInfo](#) portal on **the CU Resources tab** (current employees only). **Students who claim exemption from withholding must update their W-4 each year.** For all other students, the only time that it is necessary to update their W-4 is if there is a change in the number of exemptions that the student wishes to claim or the student has been terminated from the payroll system and is returning.

If the former employee has been gone longer than 3 years from the active I9, he/she will need to update their W-4 information.

Failure to complete a W-4 form will result in withholding taxes being calculated at single status and zero allowances, the highest tax rate. Taxes withheld due to an employee failing to complete a W-4 form by the appropriate payroll deadline cannot be refunded.

There is an easy-to-use calculator (<http://www.irs.gov/Individuals/IRS-Withholding-Calculator>) that can help them figure their Federal income tax withholding so the correct amount can be withheld from his/her pay. This is particularly helpful if he/she had too much or too little withheld in the past, his/her situation has changed, or he/she are starting a new job.

International students must schedule an appointment with the tax specialist in the Employee Services (<https://booknow.appointment-plus.com/43rspqeq/>). DO NOT give an international student a W4 form to complete.

Work Schedules

The '[Student Hourly Employee Work Hours Policy](#)' limits hourly student employees to working a certain maximum number of hours per biweekly pay period. The number of hours an undergraduate or graduate hourly student employee may work in all University of Colorado positions combined (the aggregate of a student employee's multiple hourly and salaried positions in multiple departments for any University of Colorado employer), is limited as follows:

- a. Fall semester:
 - i. The maximum number of hours a student hourly employee may work is 25 hours per week or 50 hours per bi-weekly payroll period.
 - ii. The specific calendar of the fall semester varies from 18 to 20 weeks and shall be determined each year by CU Boulder Student Employment.
- b. Spring semester:
 - i. The maximum number of hours a student hourly employee may work is 25 hours per week or 50 hours per bi-weekly payroll period.
 - ii. The specific calendar of the spring semester varies from 18 to 20 weeks and shall be determined each year by CU Boulder Student Employment.
- c. Summer semester:
 - i. The maximum number of hours a student employee may work is 40 hours per week or 80 hours per bi-weekly payroll period.
 - ii. The summer semester is defined as 14 weeks. The specific calendar shall be determined each year by CU Boulder Student Employment.
- d. Work-study student employees should also monitor work hours relative to their earnings limit and contact Student Employment with any questions.
- e. Graduate student employees must comply with work-hour limits set by the Graduate School.
- f. International student employees must comply with work-hour limits set by the U.S. Citizenship and Immigration Services (USCIS). Refer to International Student and Scholar Services for additional information.

Multiple positions.

- a. For students who hold a combination of student positions which are salaried and hourly, the work-hour maximum applies to the total of all positions. The percentage of a salaried appointment will be converted to equivalent hours (i.e. 50% time = 20 hours/week) and added to any hours paid on an hourly basis.
- b. Students working in more than one position at the University of Colorado (CU Boulder and/or any other campus and/or system administration of the University of Colorado) are required to:
 - i. Disclose existing CU employment at the time of application to any other CU-affiliated position.
 - ii. If hired into an additional CU position, disclose to each supervisor all CU employment immediately upon acceptance of an additional position.
- c. Supervisors of student hourly employees who hold multiple positions are required to coordinate with the student employee and with the other supervisor(s) to ensure the student does not exceed the maximum work hours allowed.

Students are expected to work the agreed upon hours, be punctual, and satisfy all reasonable requirements of the employer with regard to performance and behavior standards of the job. The student should notify the employer **in advance** if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring. Give them clear instructions about who to notify and how (phone, email).

It is the responsibility of the employer to work with the student to come up with a reasonable schedule that meets the employer's needs with the student's class schedule. There will be times during the semester (e.g. midterms and finals) where student's schedule may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer.

Employers should also make sure that the student is not working during the time they are scheduled to be in class. Auditors often review student time records to check for this type of situation. In cases when students report hours that they worked while they were scheduled to be in class, the employer should document in the student's file the extenuating circumstances that allowed them to work during class time.

Possible forms to use to help with schedule or performance and behavior issues:

Student Work Schedule Availability Form at <http://www.colorado.edu/studentemployment/student-forms>

Other forms on our website <http://www.colorado.edu/studentemployment/forms/employer-forms>

- Disciplinary Action Form
- Student Assistant Job Performance Termination Policy Form
- Late Termination Policy Form
- Time-Off Request Form
- Work-Study Balance Worksheets

Quick formula calculation on how many hours a student can work using their work-study award and employer can decide if an increase request form needs submitted. Take work-study award, divide by pay rate, divide by number of weeks in each semester they will be working, equals number of hours a week they can work to not go over their award (example: 1800/\$10.00 an hour/38 weeks [fall/spring]=4.74 hours a week to work to not go over their award). This does not factor in the time they will recoup if they call in sick or request time off. You can recalculate as needed or use the work-study balance worksheets to help you every 2 weeks.

SECTION 4 – WORK-STUDY INFORMATION

Work-Study Eligibility

Academic Year:

To be eligible for work-study during the Academic Year, a student must submit a [Free Application for Federal Student Aid \(FAFSA\)](#) and receive a work-study award as part of his/her financial aid package. Students who earned work-study in the previous academic year will be given awarding priority. Priority is also given to students who apply by February 15. **However renewal of a work-study award from year to year is not a guarantee.** *The Free Application for Federal Student Aid must be submitted each year and can be done as early as October 1.* The parent and/or student's IRS Data Retrieval must be done within the application for the financial aid process to be completed here at the University level. They can do the IRS Data Retrieval 1-2 weeks after they filed taxes electronically or 6-8 weeks if they filed taxes on paper.

Once awarded, students must maintain their financial aid eligibility throughout the year. Students who withdraw during a semester can only earn work-study through their last day of attendance. If students continue to earn when they are no longer eligible, the employer will be charged for 100% of the students' earnings.

Summer:

Students must apply for financial aid using the [Free Application for Federal Student Aid \(FAFSA\)](#) to be eligible for summer work-study. If they have completed this for the current academic year, they do not need to complete it again for the summer term. However, they must also apply for summer aid through [MyCUInfo](#) or by contacting our office to be considered for a summer work-study award. Information about summer work-study and the Summer Aid Application will be available on the Financial Aid website <http://www.colorado.edu/financialaid/apply-aid/summer-school> on or around the first of March. Students interested in summer work-study should apply as soon as possible as summer work-study funds are limited. *Students who had work-study earnings during the 2015–16 academic year will be given first priority, though due to the limited funding, awards are never guaranteed.*

In order for a student to receive and keep his/her work-study award for the summer, he/she must meet the requirements below:

1. Must be enrolled in classes for the summer, or
2. The student must have been enrolled in the past spring term and be registered for classes in the upcoming fall term by the start of the summer employment term; this is normally first week of May. If the student has not enrolled for fall semester by the deadline, our office will cancel the award and notify the employer. The award will be reinstated if funds are available at the time that the student enrolls for classes for the fall. **AND**
3. The Office of Financial Aid must have on file the student's FAFSA for the upcoming academic year by the start of the summer employment term.
4. The student must demonstrate need for the upcoming academic year.

Once awarded, students must maintain their financial aid eligibility throughout the year. Students who withdraw during a semester can only earn work-study through their last day of attendance except for summer term as long as a student is enrolled in the previous spring term and the upcoming fall term. If students continue to earn when they are no longer eligible, the employer will be charged for 100% of the students' earnings.

Work-Study Appointments and Additional Job(s)

Students are allowed to work for more than one employer using the same work-study award. In these instances, it is important that the two employers communicate to ensure that the student does not over earn his/her work-study award or violate the Student Hourly Employee Work Policy. If a student over earns the award, one or both of the employers may be charged 100% of the student's earnings. Therefore, when multiple employers are using the same work-study award, the earnings charged against the student's work-study award cannot be "guaranteed" to one employer. Students can be set up with work-study and hourly appointments. If the student exceeds 40 hours per week (between all employers), he/she is entitled to overtime pay and the department that hits the 41st hour, will be charged for any overtime. Departments should work out ahead of time who will be responsible for paying the overtime or agree to share the overtime charges.

Work-Study Award Limits

Students can earn one-half of their total academic year work-study award in the fall semester. If students do not earn their entire fall award, the remaining amount will be carried over into the spring semester. After the fall semester has ended, the unused fall amount (if any) will automatically be added to the spring amount and a student can earn that up until the end of the spring semester. Any part of the spring work-study award that is not earned at the end of spring term will be cancelled. ***If students earn more than one-half of their award in the fall semester, the excess will be charged 100% to the employer.*** Please note: **ONLY** students who have enrolled in spring classes are eligible to begin earning the spring portion of their work-study award when fall semester has ended. The Employer View Page in CU-SIS will display each term's award amounts separately.

During the summer, students can earn their total summer work-study award at any time during the summer semester. If the student earns more than their award, the excess will be automatically charged 100% to the employer. Any part of the work-study award that the student does not earn by the end of the summer will be cancelled. Students can verify their work-study award through the student portal.

To figure the number of hours a week a student can work based on his/her work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term. Example (determining the number of hours a student can work in the fall semester):

Award Amount for fall semester: \$900

Pay rate: \$7.00

Number of weeks in the fall semester: 18

$\$900/\$7.00 = 128.57$ divided by 18 weeks = 7.14 hours/week

Therefore, the student can work approximately 7 hours per week and not exceed his/her work-study award for the fall semester. Keep in mind since the student's schedule can vary (due to requested time off, exams, sick, etc.), you should recalculate the hours throughout the semester. For assistance in calculating the number of hours a student can work per week, please contact our office at x2-7349 or send an email to studentemployment@colorado.edu.

Work-study Award Balances:

We have developed a couple of Excel spreadsheets to help employers figure out how many hours a week a student can work and the remaining hours they have left to earn on their work-study award. You can use our Work-Study Balance Worksheets from our website at <http://www.colorado.edu/studentemployment/forms/employer-forms>. (Please note: there is an imbedded formula contained in the Excel spreadsheets.)

Group of Students Remaining Work-study Calculation spreadsheet or Individual Student Remaining Work-study Calculation spreadsheet (you can copy and paste the formula in the same spreadsheet or on a different tab within the spreadsheet for each student if you want to use the individual one for all your students).

Determining Work-Study Status

Before entering the student into HCM, it is important that you determine if the student has been awarded work-study to ensure that he/she is properly set up in HCM. To determine if the student has been awarded work-study, you have two options:

1. **Campus Solutions:** the Work-Study Employer View Screen-displays work-study information for any student who has been awarded work-study and if they are eligible to earn their work-study award.
2. **HCM** – the CU Work Study Awards page (Main Menu>CU Student Info & Processes>CU Work Study Awards). This page will be populated for a student if **1)** they are hired in a student assistant job class (4101-4104) **AND 2)** they have been awarded work-study. Due to the way the work-study data is fed into HCM, this page is initially only visible if the student has previously worked for the University and won't be visible for your department until the next day. **If they have never worked for the University, this page will not be visible until the employer has created the non-person profile and hired the student into it and then there will be a delay until the work-study data is matched with the student's record.** The frequency of record matching is still being determined.

Students are notified if they have received work-study by an award email that is sent from the Office of Financial Aid stating the amount of the award. In addition, the work-study award appears on the student tab under financial aid in the student portal. If you do not have access to the Employer View Screen, follow the instructions "Get Access to the Employer View Page in Campus Solutions" on our website under Supervisor Resources at: <http://www.colorado.edu/studentemployment/resources/>. You can verify if a student has been awarded work-study by asking the student for a copy of their award, send an email to studentemployment@colorado.edu or by calling us at x2-7349. *However if they were awarded an award you still need to make sure they are eligible to earn their work-study award for each term by checking the Employer View Screen in CU-SIS.*

Using the Employer View Screen to Verify a Student's Work-Study Award (can be used for all students awarded work-study):

If you need access to view students' work-study awards and balances in Campus Solutions, also known as CU-SIS, you must request access to the Work-study Employer View page. Please see the "How to Read the Work-Study Employer View Page" (http://www.colorado.edu/studentemployment/sites/default/files/attached-files/employer_view.pdf) to see how to read the screen. The Employer View Screen is used to determine whether or not a student has a work-study award and if he/she is eligible to earn it.

The Employer View Screen also allows the employer the ability to view accumulated work-study earnings and remaining work-study amount. An 'Earnings Ad of Date' field is located in the middle of the screen this date indicates the most recent pay period end date through which the student has been paid out of work-study funds. It also displays if the student is eligible to start earning their award or failed eligibility and cannot

It is important to verify the information on Campus Solutions to ensure that the student is eligible for a work-study appointment. If the student is not eligible to earn his/her work-study, an edit will appear under the Work Study Eligibility column. If an error message appears on the screen (failed eligibility) the student **is not** eligible to earn work-study. There are several error messages which could appear, possibly signaling the need for the student to come to Student Employment or the Financial Aid Office (both are located in Regent).

The most common error messages are:

- **"NO Matching Values Were Found"**, this indicates the student did not apply for financial aid, or has applied and the information has not yet entered our system. In these instances, the student is not eligible for work-study at this time. It is not necessary to send the student to Financial Aid, unless the student wants clarification on financial aid application procedures. If the student is eligible for a work-study award, you can complete a form online indicating your desire to hire him/her is beneficial. The form can be located on our website at <http://www.colorado.edu/studentemployment/forms/employer-forms/employer-work-study-request>. ***However it is not a guarantee that the student will be awarded a work-study award.***
- **"Failed Eligibility"**, the student has been awarded work-study but there is currently a 'hold' on the financial aid file. The student should come to Student Employment to determine what action can be taken to reactivate the work-study award. Until the Office of Financial Aid has cleared the problem, the student cannot start/continue to earn work-study funds.
- **"Undetermined"**, as of this date and time, we have not yet determined the student's eligibility for that term.

HCM Work-Study Page (How to set-up a Work-Study Student)

In addition to Campus Solutions, Employer View Page, the work-study award limit and earnings information is also available to view in HCM. **This option is available if the student has a job record on HCM** (even if it is not currently active). The information on this page is updated on a bi-weekly basis. ***However if the student has never worked for the University they will not have a record on this page until they have been hired into HCM and our program loads the limits.***

In addition to viewing a student's work-study award information, there is a work-study indicator table page in which a department will add the student emplid and job record number to the table if they want to use the student's work-study award for their specific job. **IF THE STUDENT IS NOT ADDED TO THE WORK-STUDY INDICATOR TABLE, THE EMPLOYER WILL BE CHARGED 100% OF THE STUDENT'S EARNINGS.** If the student was added to the table after a payroll has already been processed, the department will need to request a [transfer](#) of the student's previous earnings from hourly to work-study. As usual, transfers are never guaranteed. **This option is available if the student has a job record on HCM** (even if it is not currently active). ***You no longer have to wait for us to run our program loads the limits to the work-study awards table to designate your student to use work-study. Add them to the work-study indicator table at time of hire or later if granted work-study down the line.***

To access the CU Work Study Awards page in HCM (to see if they have an award), navigate to:

- Main Menu>CU Student Info & Processes >CU Work Study Awards
- Enter any information you have on the student and click search.
- You can now see the information for that student (see [How to Read the CU Work Study Awards Page](#)):
 - Academic Year Totals Award and Earnings
 - Work-study Award Term (Fall, Spring, Summer)
 - Effective begin and end dates
 - Total Work-study Award for that Term
 - Earned To Date (earnings to date that have charged to their work-study award)
 - Above Limit Balance (this means earnings have charged 100% to the department)
 - Unprocessed Earnings (earnings to date that have charged to their work-study award-matches earned to date)
 - Account and Speedtype: Ignore, these are accounting codes for Student Employment.
 - Job Records (Academic Year – Job): Can view if the student is working for another department and if they are earning their work-study award for that department, and if your department is marked to use award. The Active WS Job box will be flagged if you added your student to the **Work-Study Indicator** page to use their work-study award.
 - The "Work Study Eligible Job" is checked when a student has an active job record in HCM (job code 4101-4104) **but that does not mean they are eligible to earn their work-study award.**

TO MARK YOUR DEPARTMENT TO USE THE WORK-STUDY AWARD on the [CU Work Study Indicator](#) page in HCM, navigate to:

- Main Menu>CU Student Info & Processes >CU Work Study Indicator
- Enter any information you have on the student and click search.

- You will now see some information on the student
 - Employee Name
 - Empl Id
 - Empl Record (very important to make sure you are viewing the correct record for your student)
 - Effective Date
 - Dept ID (should display your department org and title. You may need to arrow through to your department/record #)
 - Job Code (should display job code you set student up in)
 - Position (should display the position you hired the student into)

Work Student Indicator box

To designate your department to use the work-study award you must do the following:

- Enter an Effective Date:

The Effective Date cannot be earlier than the hire date of the empl record for this position.

In this example, the current timesheet that is going to be processed for students is for pay period 07/31/16-08/13/16:

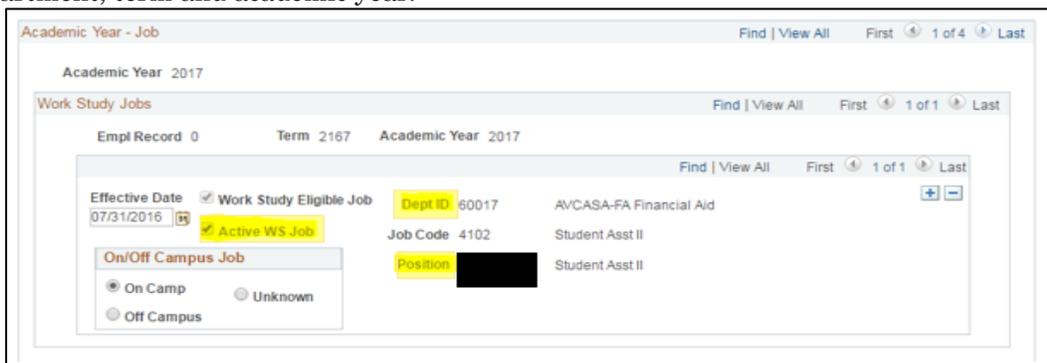
- ✚ Change the effective date to the start of the current pay period that will be processed. If that pay period has passed, you cannot back date it.
- ✚ When you look at the panel there is no date, you can enter 7/31/16.
- ✚ If there is an effective date and an end date, you must insert a new row (hit the plus button) and enter a new effective date. The date must be within the current timesheet that is going to be processed, so if the end date was 7/31/16, use 8/1/16 as the effective date. It will still split the earnings for that pay period since it's still within that pay period.
- ✚ If there is an effective date of 8/14/16 you cannot insert a row and back date it to be within the closed period. You will just insert a row (hit the plus button) and enter the date of 8/15/16. You will need to complete a request to transfer the earnings from the 8/13/16 pay period into work-study. *However there is no guarantee we can correct earnings for any pay period, particularly those as we approach fiscal year end!*

- Leave End Date blank. This will allow the work-study indicator to roll forward each term for this position and empl record, as long as the student is work-study eligible.

- ✚ The end date will be automatically populated when the student's position is terminated.
- ✚ If you transfer or re-hire a student in a position which was previously terminated, you will need to insert a new row, enter a new effective date and remove the end date.

Save your changes

A program has to run on a nightly basis in order for the CU Work-study Jobs Page to update but you may confirm that the student was set up correctly to utilize work-study funds by checking *Main Menu > CU Student Info and Processes > CU Work Study Jobs*. Enter the student's employee ID and make sure that the "active WS job" box is checked the **next day**. Ensure that the work-study job belongs to the appropriate department, term and academic year.



A few weeks prior to a term, information for the upcoming term may appear on the work-study page as a future dated row. *Once an award for a future term has been placed on the HCM page, you will not see the current award. To access the current*

work-study information, you will need to select 'View ALL' or press the arrow button and look at the Eff Date and End Date to make sure you are viewing the current work-study award.

You can also run a report in HCM to verify all of your students are marked to use their work-study awards. Navigate to:

CU HCM User Workforce

- Select the Resources tab
- Under HCM Queries select Click here for ALL
- Scroll to Work-study Job Limits-select link
- Enter Term Nbr: 2174 (for summer) and your Department ID
- View Results
- Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Jobs page.

Work-Study Increases

If you and the student wish to increase the student's work-study award, please submit the Increase Request Form (academic year or summer) on the web at: (<http://www.colorado.edu/studentemployment/forms/employer-forms>), by selecting forms, select either the request under academic year or summer. There is **no** guarantee we can grant an increase if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received. We will keep the request on file throughout the term and if funds are available and the student has the financial aid eligibility, the work-study award will be increased. If the award is increased, we will notify the employer and student by email and the student will also receive a revised financial aid award letter with the new work-study award amount. ***Unless notified of an increased work-study award, students (and employers) should arrange work schedules based on the current award, since we cannot guarantee increases.***

Work-Study Employer Letters

If you interview a student who currently does not have a work-study award you can submit an "Employer Request for Student Work-Study" form found on our website at: <http://www.colorado.edu/studentemployment/forms/employer-forms> under forms (be sure to mark if needed for academic year or summer). We **CANNOT** guarantee a work-study award if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received (on a first-come-first-served basis). We cannot guarantee that we will be able to grant a work-study award to the student.

Student must have applied for financial aid by submitting the current year FAFSA and the tax information must be pulled into FAFSA via the IRS Data Retrieval. For the summer they must also submit the summer aid application through [MyCUInfo](#), have the upcoming academic year FAFSA and demonstrate need in the next academic year before we will consider them for an award.

We will keep the request on file throughout the term and if funds are available and the student has the financial aid eligibility, the work-study award will be granted. If the award is granted, we will notify the employer and student by email and the student will also receive a revised financial aid award email to go see the changes to their financial aid package. ***Unless notified of a work-study award, students (and employers) should arrange work schedules based on the employer being able to pay 100% to the student. If the employer cannot pay 100% for the student they should not have the student begin working until an award is granted since we cannot guarantee an award. If a work-study award/increase is granted and an employer submits the transfer request form, there is no guarantee that we can process the transfer but it will be reviewed.*** Hours cannot be held until/if an award is granted since there is no guarantee. If a student works, they must be paid!

Work-study Awards are Cancelled During a Term for the Following Reasons:

Work-study awards can be cancelled throughout the academic/summer term for the following reasons:

- Satisfactory Academic Progress
- Graduated from the University

- Work-study not being earned for fall by October 1 (your full academic year work-study award may be cancelled)
- Work-study not being earned for spring by February 1 (if you were granted spring only and/or requested to not cancel work-study in the fall term).
- Work-study not being earned for summer by June 1
- Student withdrew from the University
- Additional grants or scholarships came into the Financial Aid Office after the deadline
- Student not enrolled in the required credit hours for their career level (undergraduate-6 and graduate-4) by start of term. Cannot begin earning award until enrolled in degree seeking courses.

SECTION 5 – SETTING UP A UCB STUDENT IN HCM

Important Note: For work-study appointments, you must follow these instructions or your student's earnings will be charged 100% to your department. Due to limited work-study funding, we may not be able to transfer earnings from hourly to work-study for any pay period that charges 100% to the department's FOPPS. In order for work-study earnings to charge correctly, all work-study appointments must have:

To begin the set-up process, you need to decide if a new position number needs to be created for the student you wish to hire or if you will use a position number that is currently vacant.

HCM Student Employment Set-up Procedures-What you need to collect/update

Are you hiring through "CU Careers [Direct Hire](#)" or manual entry in [HCM](#)? Prior to entering information the employer will need to know the following information:

1. **Student's Personal Information:**
 - a. **HCM:** use the Personal Information Form.
 - b. **Direct Hire:** Student will enter their personal information through CU Careers.
2. **Student's Emergency Contact Information:**
 - a. **HCM:** use the Emergency Contact Form.
 - b. **Direct Hire:** Student will enter their personal information through CU Careers.
3. **Background Check:** For the University Background Check Policy, at <http://www.colorado.edu/policies/backgroundcheck.html>
 - a. **HCM:** If a student was required to have a background check, enter what type of background check and the date completed.
 - b. **Direct Hire:** If you marked that a background check is required when you sent the information over to CU Careers, when you hire a student into the position, it will email the background check information and will be updated when with the date completed when you are hiring them into the position.
4. **Position number**
 - a. **HCM:** Position number updated with correct information before you hire them into position.
 - b. **Direct Hire:** Position number must be updated/created before you can hire the student into that position when hiring them in CU Careers.
5. **Funding Speedtype(s)** that will be used to pay the student.
 - a. **HCM:** Funding Speedtype updated with correct information but you can update as needed.
 - b. **Direct Hire:** Funding Speedtype must be updated/created before you can hire the student into that position when hiring them in CU Careers but you can update as needed.
6. **Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945):** Give to students to complete (<http://hr.colorado.edu/Pages/Forms.aspx>).
7. **The I-9 Employment Eligibility Verification Form** (When hired the student will be able to start this process in their portal but must complete the paper work with your department, the Student Employment Office or the Human Resources Office). **ORIGINAL DOCUMENTS ONLY-NO COPIES!** A list of acceptable documents can be found at <http://www.colorado.edu/hr/forms>.
8. [Whether or not the student has a work-study award.](#)
9. [The student's pay rate.](#)
10. **Direct Deposit Form** – *student will complete in the student portal 3-5 days after entered in HCM.* If they do not enter direct deposit information they will be issued a pay check.

11. **W-4** - student will complete in the student portal 3-5 days after entered in HCM
12. **Student Retirement Plan Enrollment Form**, if applicable, (<http://www.cu.edu/employee-services/student-employee-retirement>)

If the student has previously worked for the University, he/she may only need to complete some items listed above: if any information has changed and HCM needs to be updated with the new information. **However if all the job records are terminated in the system or inactive for more than 90 days, the student must resubmit all direct deposit and W4 form and update their address.** You must search HCM to see if the person is already in the system.

Main Menu, navigate to **Workforce Administration>Personal Information>Biographical**. From here you can select how you want to search for student: Modify a Person, Search by National ID, etc. In the Search fields enter as much information as you can to find the right person you are setting up. This will decide if you need to do New Hire or an Additional Job.

1. Updating or creating a position (*Main Menu>Smart Solutions>Document Framework>Document Collection*)
The actual set-up will be slightly different depending on whether you are creating a new position or updating an existing position

2. Hiring the student into the position (*Main Menu>Smart Solutions>Document Framework>Document Collection*)

The actual set-up will be slightly different depending on whether you are setting up a student employee who already exists in HCM or who has never worked for the University, and if you are hiring through [CU Careers Direct Hire](#) or [Manual Data Entry in HCM](#).

HCM MANUAL DATA ENTRY

STEP 1: Verify if there are Vacant Positions or Create a New Position Number

HCM step-by-steps can be found at <https://www.cu.edu/hcm-community/recruit-hire>

Log into myCUinfo. Select the CUResources and then Under Business Tools select HCM. To begin the set up process, you must either create a new position or use an existing vacant position on HCM. To determine if your department has any available vacant positions, you can run a vacant positions report two different ways. 1) The report can be run by navigating to Main Menu>Reporting Tools>Query>Query Viewer. On the “Search By” field enter CUES_HCM_VACANT_Position. You can mark this as a favorite so you don’t have to remember the name and now you can select how you want the report delivered to you (html, excel, xml). A new window will pop up, complete fields as needed and select View Results. 2) Main Menu>CU HCM User WorkCenter. Select the Resources tab and under the Query manager select the Vacant Positions links (you may have to select the “Click here for ALL” link). Enter your Dept ID and/or job code. If no vacant position number you’ll need to create a new one.

Creating or Updating an Existing Position

All PPL (HCM Community Payroll Liaisons) will be able to enter and approve a student position that is hired into jobcodes 4101-4104. If you do not have access you will need to [request access](#) or check your role level security with the Campus Security Coordinator. If an appropriate position already exists, you can jot the position number down and go back to update the position. To avoid incorrect charges, be sure to follow the procedures below.

Navigation: **Main Menu> Smart Solutions> Document Framework> Document Collection.**

Click the **Smart ePAR Pay Actions** tab.

Under ePAR Position, click **Add**.

As you start your transaction, the page displays the number of steps as you progress. As you progress through the transactions, the number of steps may change depending on whether you decide to update certain items.

STEP 1: Position Search

To begin searching for a position or to begin creating a new one:

Under Select Employee Type, select the type of action you want to take:

- Vacant: Choose to update a currently vacant position.

- Reactivate: Choose to update and reactivate an inactive position.
- Update/Recruit filled position: Choose to update a filled position or send to CU Careers to begin a search.
- New position: Choose to create a brand new position.

For this example we will select **Vacant** Position.

- Enter the position number that you are updating and tab out. You must enter the leading zeros for your position number. Hit search.
- Select the checkbox next to your position number after you search. Select Next.

STEP 2: Position Action/Reason

Select the **Action** and for **Reason** select **Vacant Position**. (The Vacant Position reason is used regardless of whether the position is vacant and ready for recruitment or if you are just updating the NPP) then enter the **Effective Date**.

If you are planning to have HCM feed the position to CU Careers for posting a requisition, the Effective Date must equal today's date or earlier (it cannot be future-dated).

- If you are doing a direct hire (inviting a student or already identified candidate to apply), the Effective Date must be prior to the hire date of a new employee.
- The Position table does not use Effective Date sequencing. You **can only** use one Effective Date for each action/reason combination on the Position table.
- The Profile Type displayed in the Action/Reason Selection area is identified by employment group.

In the **Comments** box, type any information about the purpose of creating or updating the position that may be helpful for those who approve the transaction.

Select Next.

STEP 3: Position-Change

Not all sections in Position-Change will need to be updated. However, it is recommended that all information is verified before sending the position to CU Careers for recruitment. Only edit the fields below if changes need to be made to update and verify position information:

- Verify all fields
- Edit **Position Title** (this will be your working title)
- Edit Job Code, Regular/Temporary, Full /Part Time, and Regular Shift
- Edit Department, Company, Location, Reports To (required) and Appointing Authority.
 - Note:** The **ReportsTo** field is the position number of the supervisor to which the position you are updating reports to. If you are planning to recruit for this position in CU Careers, then the Reports To field must have a value and an incumbent in it; that is, in the New Value column, you see the name of the individual who is the incumbent in the Reports To position. If there is a Current Value for the Reports To field but no individual's name displayed in the New Value column, then there is no incumbent and the transaction will error when it is approved. If you are not using CU Careers, there only needs to be a Reports To position and an incumbent is not required.
- Edit either Standard Hours or Percent of Time. Whether you enter Standard Hours or Percent of Time depends on the Profile Type associated with the position.
 - **Standard Hours:** 40 standard hours is equal to 100.00, or 100% and is most commonly used for staff positions. The lowest value you can enter is .01 (acts as zero standard hours).
 - **Percent of Time:** 100.00, or 100%, is equal to 40 standard hours and is most commonly used for faculty positions. The lowest value you can enter is .025 (equal to zero standard hours).
- Deselect, or clear, the Update Incumbents box if you don't want these updates to apply to the person currently holding the position. However, if you are wanting to only update the position (and not recruit for it) and there is an incumbent in this position, make sure the Update Incumbents box is selected so it will also update Job data with this information.
- Update Budgeted FTE, if necessary.
- Update Campus Box.
- Click Next.

STEP 4: Non-Person Profile Questionnaire

This page allows you to choose which parts of the Non-Person Profile (NPP) to update. As you will see, the NPP options vary depending on the type of position you are creating/updating (faculty, university staff, classified staff, or student/temporary).

To choose the areas of the non-person profile to update:

1. In the **Description** field, update the description to match your Position Title (working title).
2. Type a **Short Description**, which can be an identifier of your choice. The Short Description may be used in some reports where the Description is too long to include or is not included.
3. Select **Yes** for the areas of the NPP you want to update. Options that appear with Yes selected and grayed out are required for certain data to feed to CU Careers. Other non-required options may also provide information to CU Careers if you choose Yes, such as Background Check Types and others.

The NPP varies by position type. For example, the NPP for a student/temporary position has fewer options than the NPP for a faculty or staff position.

Click **Next**. The transaction will now present you with pages where you can update information associated with each of the NPP options for which you selected Yes from the Questionnaire. You will not be prompted to update those areas for which you selected No.

Updating Required and Selected NPP Options

These steps vary depending on the type of position you are creating (faculty, staff, or student/temp) and which NPP options you selected. Some NPP options are required. Refer to [Step-by-Step: Creating a Position](#) to find the information specific to the steps in your transaction.

STEP 5: Position Summary and HR Consultant

Update the position summary page (required for CU Careers)

- To add a new position summary, click Add New Position Summary or select the row currently populated to edit existing information. New rows will need to be added when first creating/updating these positions.
- Click the look up next to Type of Review
- Select one of the options
- Click the look up next to Exemption Statute and select the appropriate exemption statute
- Select the checkbox for Feed to CU Careers if you want to be able to pull information the student completes in CU Careers.
- Click OK
- Select **Add a New HR Consultant** and enter **169297** for the HR Consultant for Student (Boulder). However, the Student Employment Office **will not** be involved for students as an HR Consultant. You can also enter an HR Consultant for your department if you have someone that is the contact.
- Click Ok.
- Click Next

STEP 6: NPP Required Training (available if you had selected NEW Position). Refer to [Step-by-Step: Creating a Position](#) For existing positions the Discrimination and Harassment and IT Privacy and Security training required for all employees will be listed. For new positions you will need to add Discrimination and Harassment and IT Privacy and Security trainings and any additional required training for that position:

- Click Add New Required Training
- Click the look up for Required Training and select training from list
- To select another Required Training click **Apply and Add Another**
- Click Ok when done
- Click Next

STEP 7: NPP Background Checks and Additional Information (available if you had selected NEW Position) Refer to [Step-by-Step: Creating a Position](#). These sections describe how to add background checks and additional job requirements. (Background checks and job requirements will feed into CU Careers). Again, the

Criminal Background check will be listed for filled positions, it will need to be added for new positions. To add additional background checks:

- Click Add New Background Check Types
- Click look up for Background Check Type and select the one needed
- To select another Required Training click **Apply and Add Another**
- Click Ok
- Click Add New Additional Job Requirements (optional)
- Choose HIPAA, Hazardous materials, Environmental, etc. for additional job requirements.
- Click Ok
- Click Next

STEP 7: New Department Budget Table-POSITION Refer to [Step-by-Step: Creating a Position](#). This section will populate based on current funding for the position if it exists otherwise you'll need to update.

Uncheck the New Funding Same as the Current Funding? If you need to make changes.

- Select either the AMT or PCT radio buttons-depends on how you want your funding distributed.
 - Enter department number and press **TAB** twice
 - Enter speedtype and press **TAB** twice. You can add/remove rows as needed.
 - Enter **Distribution %** or **Amount**. You can add/remove rows as needed.
- Complete your changes and click **SAVE**.
- Click Ok
- Click **Submit**
 - You will see if it submitted successfully or with errors that will need to be fixed.

STEP 2: Hiring the Student into the Position (HCM Process)

Once the position has been created or updated, you must 'hire' the student into the position.

To hire a student into a position, you have four options:

- a) [New Hire](#) (the student has never worked for the University).
- b) [Transfer](#) (will transfer his/her active job record to your department).
- c) [Add an Additional Job](#) (the student has an existing, active job record which will not be transferred to your department).
- d) [Short Work Break](#)-Return is when a student's job record was placed on SWB and you need to now hire the student back under that record.

2a: NEW HIRE: Hiring a Student who has never worked for the University

You will need the Personal Information Worksheet and Emergency Contact Worksheet from the student to complete the hire pages. You should already have the position number and funding updated before you hire the student into the position. The pages that must be completed are listed below.

Navigate to: Main Menu>Smart Solutions>Document Framework>Document Collection

- Select Smart ePAR Pay Actions tab
- Under ePar Hire, click **Add or Expert Hire Request**. Both will give you the same information they will just display differently while going through the process.

STEP 1: Hire Search

Was this person recruited through CU Careers? **Select No or Yes** (see [Direct Hire](#) if yes)

- Under Search Criteria Enter Information to check if they are in the system already. Tab to next field. Select **Search**.
- If they don't come up, it will give you a pop up message. Click OK
 - If they do come up you will need to follow the instructions for Additional job below.
 - If they are transferring you need to follow the transfer step-by-steps.
- Under Hire New Employee it will have the radio button selected.
- Hit Next (however if you selected Expert Hire, it will display step 2 below on same page)

STEP 2: Search (expert hire will display all fields on same page with the search option while you'll need to hit next for the "Add" selection to see the step below). **Note:** If you are entering a transaction with an effective date that is past a future-dated rehire transaction, then enter effective date **before** selecting the Action and Action Reason, otherwise the system will generate an error.

- Complete the following required fields
 - Action code will be **Hire**. The value is already selected for you (Hire or Rehire).
 - Reason code will be **New Hire**
Available Reason values depend on the selected Action as well as the employee. That is, if you selected a candidate who already has a record in HCM, and if so, if that employee is active, there are specific reasons that can be associated with the hiring of that employee. The following table lists Actions and Reasons that can apply to the candidate you are hiring.
 - **Note:** Contents of the Expert Entry page for Hire/Rehire/Additional Job actions loads based on the Action/Reason combination selected.

Existing Employee	Active Employee	Action	Reason
No	No	Hire	New Hire Summer Research Summer Teaching
Yes	No	Rehire	Rehire Reappointment Reinstatement Summer Research Summer Teaching
Yes	Yes	Hire	Additional Job Additional Job Summer Research Additional Job Summer Teaching

- Enter an **Effective Date**
- For the question prompt, "Is this employee on a contract?" you must select Yes or No. For student hourly/work-study **select No** to the contract question.
Notice the total number of steps changed in the ePAR transaction page
Use the comments area to type information about this new hire. This section is not required but will be helpful for the approval process
- Click **Next**

STEP 3: Personal Information (expert hire will all display on one page while you'll hit next for the "Add" selection for all the steps below if you didn't select expert hire)

Biographical Information:

- Enter **First Name, Middle Name and Last Name** (as the name appears on the social security card).
- Fields are option in this section that don't have an asterisk (*) and won't be listed in the steps.

Personal Information

- Date of Birth
- Gender
- National ID (Enter the Social Security Number)
- Marital Status
- Military Status
- Is Employee Hispanic (ethnicity selection (yes or no))
- Ethnic Group

Home Address Information

- Enter the Home Address Information

Mailing Address Information

- Optional if they entered information on form

Home Phone, Mobile, Business Information (You must select one as Preferred.)

- Enter the Phone Numbers as listed from employee on form.

Email Addresses

- Enter the Email Address as listed from employee on form. **You must select one as Preferred.**

Background Checks

- If required by the position, this should've been done **PRIOR** to Employment. If none, skip
 - Select Type of Background Check Done; Criminal History Records, Financial History Records, Motor Vehicle Records and other background checks.
 - Enter Passed Date
 - Enter Expiration Date
- Click Next

STEP 4: Job Information

Work Information

- Enter Position Number you created. Tab out (will populate some fields below but you can double check.)
- Enter Appointing Authority (if it didn't populate)

Job Information (should've populated based on position number but can change if incorrect)

- Under Regular/Temporary: **Temporary**
- Emplclass: should default to S Student Hourly. **Do not change this option.** *This no longer decides if a work-study award will be used or not.* If it did not default please select S Student Hourly.
- Under Full/Part Time: **Part Time**
- Under Classified Indicator: **Student Hourly**
- Officer Code: **None**
- Pay Group: **STU** for Student Workers
Note: If the position information default values are not correct, you will have to do another transaction to update the position and make sure your Update Incumbents check box is selected while you are in maintain positions.
- Employee Type: **Hourly**
- Appointment End Date: **Dates are no longer needed for work-study to split.**
- Click Next

STEP 5: Compensation

Compensation

- Under Pay Components find **BASEH** (for student hourly) and enter the student's hourly compensation rate.
- **YOU MUST DELETE THE OTHER ROWS OF JOB PAY COMPONENTS.** Click ok to each confirmation for deletion.
- Click Next

STEP 6: Department Budget

This section will populate based on current funding for the position if it exists otherwise you'll need to update.

IF updating you must uncheck the New Funding Same as Current Funding? Check box.

- Select either the AMT or PCT radio buttons-depends on how you want your funding distributed.
 - AMT will allow you to update budget amount,
 - Enter department number and press **TAB** twice
 - Enter speedtype and press **TAB** twice. You can add/remove rows as needed.
 - PCT will allow you to update department, speedtype and distribution %. You can add/remove rows as needed.
- Complete your changes and click **SAVE**.
- Click Ok
- Click Next

STEP 7: Confirmation

- Click the box next to the statement, "I certify that all items have been completed"
- Click **Submit** to complete the transaction. This will also save your transaction.

- When you receive the ePar Status message, click **OK**
- You will receive a message that System Updated Successfully.
- Click ok.

If you cannot approve based on your row level access, this will be sent to your Approver.

STEP 8: Emergency Contact

This no longer automatically pops up so you must navigate to Workforce Administration>Personal Information>Personal Relationships>Emergency Contact

Emergency Contact Name

Enter the contact name from form

Relationship to Employee: enter relationship from the drop down box

Primary Contact: check the primary contact box.

If they list more than one emergency contact person you can hit the plus '+' button and enter the next person's information. However you must have selected at least one primary contact.

Contact Address

If the address is the same as the employee check the Same Address as Employee box.

If they are different select the Edit Address link. Enter the address and hit OK

Contact Phone

If the phone is the same as the employee check the Same Phone as Employee box.

If they are different enter the phone number and hit save.

If they have more than one phone number you can enter the other phone numbers by selecting the Other Phone Numbers tab. Select the type and enter the phone number.

STEP 9: Marking Job for Work-study, Main Menu>CU Student Info & Processes >CU Work Study Indicator

- Enter any information you have on the student and click search.
- You will now see some information on the student
 - Employee Name
 - Empl Id
 - Empl Record (very important to make sure you are viewing the correct record for your student)
 - Effective Date
 - Dept ID (should display your department org and title. You may need to arrow through to your department/record #)
 - Job Code (should display job code you set student up in)
 - Position (should display the position you hired the student into)

Work Student Indicator box

To designate your department to use the work-study award you must do the following:

- Enter an Effective Date:

The Effective Date cannot be earlier than the hire date of the empl record for this position.

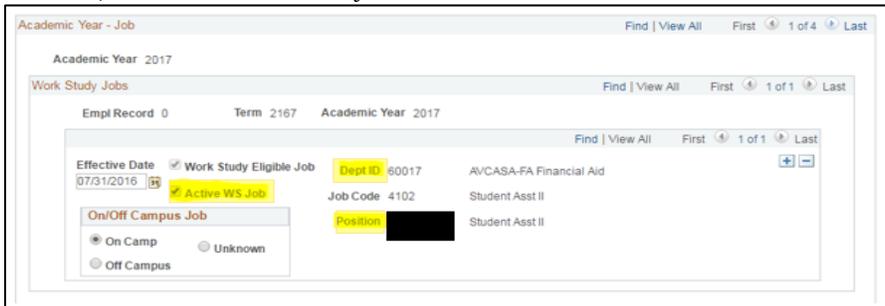
In this example, the current timesheet that is going to be processed for students is for pay period 07/31/16-08/13/16:

- ✚ Change the effective date to the start of the current pay period that will be processed. If that pay period has passed, you cannot back date it.
- ✚ When you look at the panel there is no date, you can enter 7/31/16.
- ✚ If there is an effective date and an end date, you must insert a new row (hit the plus button) and enter a new effective date. The date must be within the current timesheet that is going to be processed, so if the end date was 7/31/16, use 8/1/16 as the effective date. It will still split the earnings for that pay period since it's still within that pay period.
- ✚ If there is an effective date of 8/14/16 you cannot insert a row and back date it to be within the closed period. You will just insert a row (hit the plus button) and enter the date of 8/15/16. You will need to complete a request to transfer the earnings from the 8/13/16 pay period into work-study. *However there is no guarantee we can correct earnings for any pay period, particularly those as we approach fiscal year end!*

- Leave End Date blank. This will allow the work-study indicator to roll forward each term for this position and empl record, as long as the student is work-study eligible.
 - ✚ The end date will be automatically populated when the student's position is terminated.
 - ✚ If you transfer or re-hire a student in a position which was previously terminated, you will need to insert a new row, enter a new effective date and remove the end date.

Save your changes

A program has to run on a nightly basis in order for the CU Work-study Jobs Page to update but you may confirm that the student was set up correctly to utilize work-study funds by checking *Main Menu > CU Student Info and Processes > CU Work Study Jobs*. Enter the student's employee ID and make sure that the "active WS job" box is checked the **next day**. Ensure that the work-study job belongs to the appropriate department, term and academic year.



A few weeks prior to a term, information for the upcoming term may appear on the work-study page as a future dated row. Once an award for a future term has been placed on the HCM page, you will not see the current award. To access the current work-study information, you will need to select 'View ALL' or press the arrow button and look at the Eff Date and End Date to make sure you are viewing the current work-study award.

You can also run a report in HCM to verify all of your students are marked to use their work-study awards. Navigate to:

CU HCM User Workforce

- Select the Resources tab
- Under HCM Queries select Click here for ALL
- Scroll to Work-study Job Limits-select link
- Enter Term Nbr: 2174 (for summer) and your Department ID
- View Results
- Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Jobs page.

2b: Add Additional Job Record: Adding a Job Record for a student employee who has more than one job on-campus.

Navigation: Smart Solutions>Document Framework>Document Collection>Smart ePar Pay Actions>ePar Hire

- Select **Add**
- Enter **Empl Id** and Hit **Search**
- The search results may bring up Additional Job and/or Existing Employee/Rehire options. Select one of the records.
- Hit **Next**

STEP 1: Hire Search

- Was this person recruited through CU Careers? **Select No** (see [Direct Hire](#) if they were)
- Under Search Criteria Enter Information. Tab through fields. Select Search.
- Select name under Search Results
- Hit Next

STEP 2: Action/Reason (you may more or less steps depending on Contract Pay questions)

- Complete the following required fields
 - Action code will be **Hire**
 - Reason code will be **Additional Job**
 - Enter an **Effective Date** (date of hire)
 - For the question prompt, “Is this employee on a contract?” **you must select Yes or No**, see step 2. **For student hourly/work-study select No to the contract question.**

Notice the total number of steps changed in the ePAR transaction page (You now have a total of seven steps.) If you had selected Yes to this question, the step numbers may change and steps are not listed here.

 - Use the comments area to type information about this new hire. This section is not required but will be helpful for the approval process
 - Click **Next**

STEP 3: Job Information

Work Information

- Enter Position Number you created. Tab out and this will populate some fields already but you can double check.
- Enter Appointing Authority

Job Information (should default based on position number)

- Under Regular/Temporary: **Temporary**
 - Emplclass: should default to S Student Hourly. **Do not change this option.** *This no longer decides if a work-study award will be used or not.* If it did not default please select S Student Hourly.
 - Under Full/Part Time: **Part Time**
 - Under Classified Indicator: **Student Hourly**
 - Officer Code: **None**
 - Pay Group: **STU** for Student Workers
- Note:** If the position information default values are not correct, you will have to do another transaction to update the position and make sure your Update Incumbents check box is selected while you are in maintain positions.
- Employee Type: **Hourly**
 - Appointment End Date: **Dates are no longer needed for work-study to split.**
 - Click Next

STEP 4: Compensation

Compensation

- Under Pay Components find **BASEH** (for student hourly) and enter the student’s hourly compensation rate.
- **YOU MUST DELETE THE OTHER ROWS OF JOB PAY COMPONENTS.** Click ok to each confirmation for deletion
- Click Next

STEP 5: Department Budget

This section will populate based on current funding for the position if it exists otherwise you’ll need to update.

IF updating you must uncheck the New Funding Same as Current Funding? Check box.

- Select either the AMT or PCT radio buttons-depends on how you want your funding distributed.
 - AMT will allow you to update budget amount,
 - Enter department number and press **TAB** twice
 - Enter speedtype and press **TAB** twice. You can add/remove rows as needed.
 - PCT will allow you to update department, speedtype and distribution %. You can add/remove rows as needed.
- Complete your changes and click **SAVE**.
- Click Ok
- Click Submit for Approval

STEP 6: Confirmation

- Click the box next to the statement, “I certify that all items have been completed”

- Complete your changes and click **SAVE**.
- Click Ok
- Click Submit for Approval

If you cannot approve based on your row level access, this will be sent to your Approver.

STEP 7: Marking Job for Work-study, Main Menu>CU Student Info & Processes >CU Work Study Indicator

- Enter any information you have on the student and click search.
- You will now see some information on the student
 - Employee Name
 - Empl Id
 - Empl Record (very important to make sure you are viewing the correct record for your student)
 - Effective Date
 - Dept ID (should display your department org and title. You may need to arrow through to your department/record #)
 - Job Code (should display job code you set student up in)
 - Position (should display the position you hired the student into)

Work Student Indicator box

To designate your department to use the work-study award you must do the following:

- Enter an Effective Date:

The Effective Date cannot be earlier than the hire date of the empl record for this position.

In this example, the current timesheet that is going to be processed for students is for pay period 07/31/16-08/13/16:

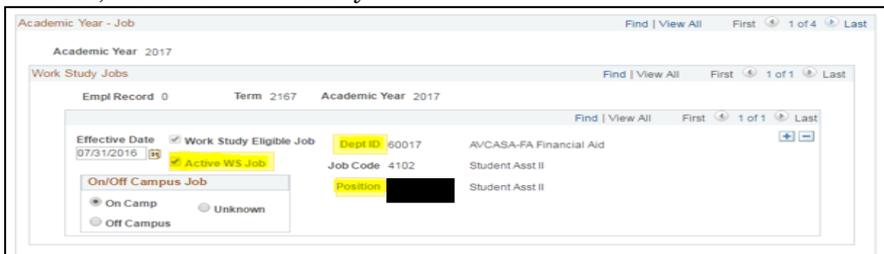
- ✚ Change the effective date to the start of the current pay period that will be processed. If that pay period has passed, you cannot back date it.
- ✚ When you look at the panel there is no date, you can enter 7/31/16.
- ✚ If there is an effective date and an end date, you must insert a new row (hit the plus button) and enter a new effective date. The date must be within the current timesheet that is going to be processed, so if the end date was 7/31/16, use 8/1/16 as the effective date. It will still split the earnings for that pay period since it's still within that pay period.
- ✚ If there is an effective date of 8/14/16 you cannot insert a row and back date it to be within the closed period. You will just insert a row (hit the plus button) and enter the date of 8/15/16. You will need to complete a request to transfer the earnings from the 8/13/16 pay period into work-study. *However there is no guarantee we can correct earnings for any pay period, particularly those as we approach fiscal year end!*

- Leave End Date blank. This will allow the work-study indicator to roll forward each term for this position and empl record, as long as the student is work-study eligible.

- ✚ The end date will be automatically populated when the student's position is terminated.
- ✚ If you transfer or re-hire a student in a position which was previously terminated, you will need to insert a new row, enter a new effective date and remove the end date.

Save your changes

A program has to run on a nightly basis in order for the CU Work-study Jobs Page to update but you may confirm that the student was set up correctly to utilize work-study funds by checking *Main Menu > CU Student Info and Processes > CU Work Study Jobs*. Enter the student's employee ID and make sure that the "active WS job" box is checked the **next day**. Ensure that the work-study job belongs to the appropriate department, term and academic year.



A few weeks prior to a term, information for the upcoming term may appear on the work-study page as a future dated row. *Once an award for a future term has been placed on the HCM page, you will not see the current award. To access the current work-study information, you will need to select 'View ALL' or press the arrow button and look at the Eff Date and End Date to make sure you are viewing the current work-study award.*

You can also run a report in HCM to verify all of your students are marked to use their work-study awards. Navigate to:

CU HCM User Workforce

- Select the Resources tab
- Under HCM Queries select [Click here for ALL](#)
- Scroll to Work-study Job Limits-select link
- Enter Term Nbr: 2174 (for summer) and your Department ID
- View Results
- Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Jobs page.

Short Work Break

Short Work Break for student employees is to be used in very limited circumstances and must be closely monitored. If you believe that there is a high probability that your job record will be reused by another department for your student and you do not want it to be, you must add a new job record when the time comes, you can put a student hourly employee on Short Work Break.

Navigate to: Smart Solutions>Document Framework>Document Collection> Smart ePAR Non-Pay Actions

- Under ePar Leave click Add

STEP 1: Employee Selection

- Under Search Criteria Enter Information (employee id or name). Select **Search**.
- Select name under Search Results
- Hit **Next**

STEP 2: Action/Reason

- Action select **Short Work Break**
- Reason select **Short Work Break**.
- Enter an **Effective Date**
- Use the comments area to type information about this new termination. This section is not required but will be helpful for the approval process
- Click **Next**

STEP 3: Leave-Job Information

- Check the information is correct
- Click **Next**

STEP 4: Leave-Compensation

- Click **Save**
- You will receive a message that System Saved Successfully.
- Click ok.
- This takes you back to the first step. Click **Submit**
- You will receive a message that System Updated Successfully.
- Click ok twice

When ready to reinstate go under Rehire and follow steps return from short work break. If you cannot approve based on your row level access, this will be sent to your Approver.

Termination in HCM

Terminating a student's job record after the student is no longer working for your department allows:

Last Updated: 7/19/2017

1. your department to free the position number.
2. another department to use the student's job record in the future.
3. the ES to determine if a student can withdraw his/her student retirement contributions when the student graduates or withdraws from the University.

Navigate to: Smart Solutions>Document Framework>Document Collection> Smart ePAR Non-Pay Actions

- Under ePar Separation click Add

STEP 1: Employee Selection

- Under Search Criteria Enter Information (employee id or name). Select **Search**.
- Select name and your department under Search Results
- Hit **Next**

STEP 2: Action/Reason

- Action code will default to **Termination**
- Reason code will be **Select from Drop Down box why termination**.
- Enter an **Effective Date**
- Use the comments area to type information about this new termination. This section is not required but will be helpful for the approval process
- Click **Next**

STEP 3: Terminate Confirmation

- Click the box next to the statement, "I certify that all items have been completed."
- Click Confirm to complete the transaction. This will also save your transaction.
- When you receive the ePar Status message, click **OK**
- Click Submit. You will receive a message that System Updated Successfully.
- Click ok.

If you cannot approve based on your row level access, this will be sent to your Approver.

Updating the Student Address and/or Other Personal Information on HCM:

Since all ES correspondence (including W2s) is mailed to the student's home address, you should verify the student's mailing address each term. Have your employees make the necessary corrections in their campus portal or submit a change of address form to your department payroll liaison to update. Be sure to ask for new W-4, direct deposit, and address information for all employees who are being rehired or are returning to work after an extended absence. If you will be changing address go to Workforce Administration>Personal Information>Biographical>Modify a Person to make the necessary changes.

Changing the Student's Pay Rate

When changing the student's pay rate, first determine if the new pay rate still coincides with the pay range associated with the student's job class. If the new rate still coincides with the range, skip to [Update Pay Rate](#). If the new rate falls outside of the current class, you will need to make sure the student's job description has changed and the student's job code is updated on the position.

To update the job code, navigate to Smart Solutions>Document Framework>Document Collection> Smart ePar Non-Pay Actions>under ePAR Job Change select **Add**

STEP 1: Employee Selection

- Under Search Criteria Enter Position Number you are changing. Select Search.
- Select name under Search Results
- Hit Next
You will be taken to the "Find an Existing Value" page. Enter the position number that needs to be updated. Insert a row and enter the new job code. Enter a note for the change to the position.

STEP 2: Action/Reason (the number of steps will change depending on your selections)

- Action: **Position Change**

- Reason: **Job Re-Classification**
- Effective Date: **Enter Effective Date**
In order for the pay rate to take effect and start in the correct pay period you need to make sure you start the pay rate change at the beginning of the pay period. *The beginning of a pay period begins with a Sunday.* If you date it anytime during the middle of the pay period the new rate will not take effect until the next pay period.
 - Example: Going to grant an increase in pay effective 8/17. Since that is in the middle of a pay period you will have to decide if you want to actually start the pay rate to either 8/14 (so it includes the 3 days before 8/17) or 8/28 and that becomes the true effective date. See the payroll dates at <http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates>.
- Click Next

STEP 3: Change-Job Information

- Update under New Value the **Position Title**
- Update under New Value the **Job Code**
- Click Next

STEP 4: Change - Compensation

- In the New Pay Components enter the student's new hourly compensation rate.
- Click Next

STEP 5: Department Budget

- If you are going to use the position funding that was approved, keep the check mark next to **New Funding Same as Current Funding**.
- If you need to adjust the funding, uncheck the box next to New Funding Same as Current Funding?
- Select either the AMT or PCT radio buttons-depends on how you want your funding distributed.
 - AMT will allow you to update budget amount, department number and speedtype. You can add rows as needed.
 - PCT will allow you to update department, speedtype and distribution %. You can add rows as needed.
- Click **Save**
- You will receive the Saved Successfully message. Click Ok
- You will be taken back to the Pay Change Request-Click Submit
- You will receive the System Updated Successfully message. Click Ok
- Click Ok again

If you cannot approve based on your row level access, this will be sent to your Approver.

CU CAREERS DIRECT HIRE

How to hire a previously identified student or temporary employee using the Direct Hire with Posting candidate selection workflow (CSW). The Direct Hire CSW is a shorter workflow than the regular CSW in which you post a position for anyone to apply. The [Direct Hire with Posting](#) process lets a user with HR access post the requisition to the Student-Temp career section and generate an email to the candidate containing a unique link where the candidate can apply.

Don't Have HR Access? There is also a method by which a user without HR access can perform a direct hire without posting. In this process, you can send the candidate a campus-specific link to a page where the candidate can supply personal information needed for hire. Refer to the [Direct Hire without Posting](#) step-by-step guide for more information.

The process for the Direct Hire involves the following actions:

1. A user (with HR access) posts the requisition to the Student-Temp career section in CU Careers.
2. The candidate (student or temp) receives an email with a link to an online page where he or she can register as a CU Careers user and provide name, address, and other personal information needed to complete the hire.
3. The user who posted the requisition progresses the candidate to a Hire step with a status of Hired (Send to HCM).

Direct Hire-Position Creation

You will create/update the position number the same way mentioned above. See [Creating or Updating an Existing Position](#).

Hiring Employee through Direct Hire

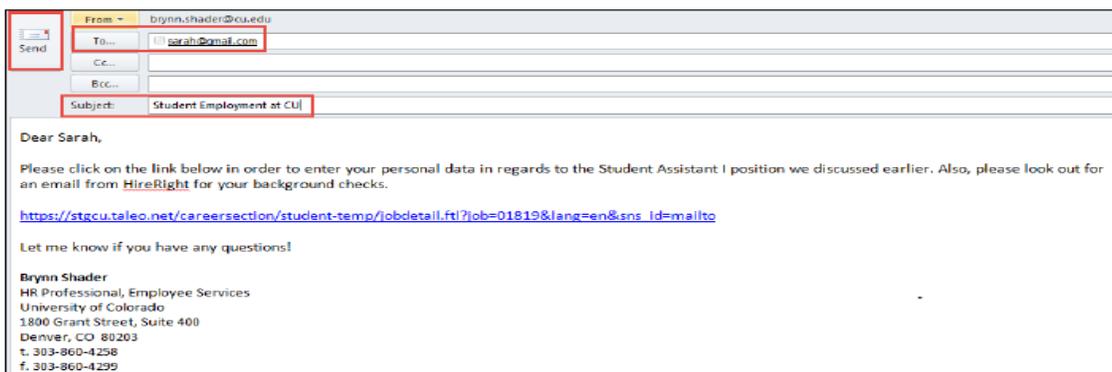
Direct Hire must be chosen on the requisition to match a candidate to the position that was fed over from HCM and disposition the candidate through the workflow. The position does not need to be posted to match a candidate. To save the position once it is fed from HCM. In CU Careers you will need to do the following:

STEP 1: Log into CU Careers

- From the homepage navigate to **Draft Requisitions**.
 - Click the title of the Requisitions, so in this case select **Student/Temp**
 - Click the **Edit** to modify the requisition.
 - Scroll down to the **Administration** section
 - Click the **search** button that appears next to the Candidate Selection Workflow field
 - Click the **Select** button next to CU Direct Hire
 - When you have finished editing your requisitions, click Save and Close
 - Click **More Actions and select Save as Open**
 - We want this to say Open so it can post to an internal/invisible career section called student/temps.
 - Click **Done**
 - Click the **Posting and Sourcing Tab**
 - Click **Modify**
 - In the Posting Requisition window deselect the Posting Status box at the top to unselect all the Career Sections
 - Under Posting Status select the box that corresponds to the Career Section titled “**CU – Targeted Hire - Career Section**” so that **To be posted** appears next to the box.
 - Click **Done**
 - Click **Share** link
 - Click **Email App** from the drop down that appears
 - An Outlook email message appears with a link in the message box. Type
 - The same link is used by all Boulder campus student direct hires.
- Boulder: <https://cu.taleo.net/careersection/2/moresearch.ftl?lang=en>

Note: The system will not send you a notification when the candidate provides their personal information. It is recommended that you ask the candidate to email you when they complete their profile.

Sample of email you can create:



The Candidate will receive the email with a link for them to “Apply Online”. They will enter all their personal information so it can feed to HCM. They will have to complete a New User Account if they do not have a CU Career Account already. If they need help on what steps to do you can refer them to the step-by-step guide, starting on page 4, <https://www.cu.edu/hcm-community/sbs-performing-direct-hire-with-posting>

STEP 2: Matching Candidate to the Position

Once the candidate has created and submitted their profile, you will need to match the candidate to the position that you fed from HCM.

1. Open your Requisition
2. Notice your panel shows 1 candidate for this requisition
3. Click the number to display the list of candidates
4. Click the candidate's name.

Note: The system has progressed the candidate to the Offer Checks step with an Initiate Background Check status.

Note: At this point, the background check coordinator starts the integration between CU Careers and HireRight. Refer to the Background Check step-by-step guide for more information.

5. Click **More Actions**
6. Select **Change Step/Status**.
Notice that New Step is Offer and New Status is Offer to be made
7. Click **Save and Close**.
8. Click **More Actions**
9. Select **Create Offer**.
10. Complete the required fields within the **General Terms** section.
11. Click **Save and Close**.

Note: If you plan to use offer letters: <https://www.cu.edu/hcm-community/extend-offers>

- Refer to the Offer Letter Step-by-Step guide for more information on creating and sending offer letters.
 - Refer to the Offer Approvals Step-by-Step guide for more information on the offer approvals process.
12. Click **More Actions**.
 13. Click **Extend Offer**.
 14. Select **Yes** to extend the offer without approval
Click **Done** if you are extending the offer verbally
 15. Click **More Actions**.
 16. Click **Capture Response**.
 17. Click Next to indicate that the candidate has accepted the offer.
 18. Click **Done**.
 19. Click **More Actions**
 20. Select **Change Step/Status**.
 21. Click **Save and Continue**.
 22. Click **Save and Continue**.
 23. Click **Yes** from the Warning Box.

The candidate now has a step of Hire and status of Hired (Send to HCM) in CU Careers. The system initiates a near real-time feed of the new hire's personal information to HCM for approval. The hire process in HCM can now be completed.

STEP 3: Hiring a Candidate (HCM)

Navigate to: Main Menu>Smart Solutions>Document Framework>Document Collection

- Select Smart ePAR Pay Actions tab
- Under ePar Hire, click **Add or Expert Add**

STEP 4: Hire Search

- For the Question, "Was this person recruited through CU Careers?" **Select Yes**
- You will see your candidate under CU Careers Data.
- Select their name
- Search and select Okay.
- Verify information. Send for approval and the new hire data will come into HCM as real data once approved. (see [New Hire](#) above if you need to see the pages.)

Summary Chart of HCM Set-up Paperwork if Not Doing Direct Hire

New Student (Never worked for CU - No job record on HCM)	Continuing Student (has a current or expired job record on HCM)
Determine whether or not student has a work-study award and Determine whether or not student is required to participate in the student retirement program	Determine whether or not student has a work-study award and Determine whether or not student is required to participate in the student retirement program
If student is required to participate in the retirement program, ask student to complete TIAA-CREF Retirement Application (located on ES website) and they must complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.	If student is required to participate in the student retirement program, student must complete TIAA-CREF Retirement Application (located on ES website) if they have never participated in the program and they must complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.
Determine student Job Description/Pay rate/Job Class Code	Determine student Job Description/Pay rate/Job Class Code
If the position requires a background check, ensure the check is completed prior to setting up the student.	If the position requires a background check, ensure the check is completed prior to setting up the student.
Create or Update a vacant position; change funding date.	Create or Update a vacant position; change funding date.
Hire the student into a newly created job record. The job record for your new student employee will include personal profile information. Therefore, the student should complete a Personal Data Worksheet & Emergency Contact Worksheet.	You no longer need a separate job record so you will need to verify the information is current and update the Work-study page for "Active WS Job" if needed.
Direct Deposit: Student will complete in the student portal (MyCUInfo).	Student will update in the student portal (MyCUInfo). Will need to redo if terminated in system more than 90 days
W-4: Student will complete in the student portal (MyCUInfo).	Student will update in the student portal (MyCUInfo). Will need to redo if terminated in system more than 90 days
Student will need to complete an I-9 with your office but if your department does not have an I-9 Authorized Approver, you can send them to the Student Employment Office, or Human Resources Office.	
Forms that must be forwarded to HR: TIAA-CREF Student Retirement Application (if needed) SSA-1945 form	Forms that must be forwarded to the HR: TIAA-Cref Student Retirement Application (if needed) SSA-1945 form

SECTION 6 – INFORMATION ON TIME COLLECTION & TIME REPORTING

Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered onto a spreadsheet and uploaded into HCM if you are **not** using myLeave or another electronic timekeeping system. *The signed hard copy of the time record must be kept on file with the employing department for a minimum of 3 years (5 years recommended). Departments with contracts and grants are required to retain records for 3 years (5 years recommended) from submission of final expenditure reports on all contracts and grants. For work-study students, federal and state programs require departments to obtain the time record for 3 years (5 years recommended) from the end of the award year (See Records Retention Section for more information).* If you need a bi-weekly timesheet for your department you may use the one on our website at <http://www.colorado.edu/studentemployment/forms/employer-forms>.

PLEASE NOTE: Students are to be paid **only** for hours worked. You cannot pay a student for anticipated hours. Supervisors must review the time record for accuracy to verify that the student is reporting the correct time. **You CANNOT hold hours if you're waiting for a work-study award. You must pay the student for any hours worked, if granted work-study at a later date, submit the transfer request form (<http://www.colorado.edu/studentemployment/forms/employer-forms>) but no guarantee it'll be approved.**

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays (students are eligible for [jury duty](#) pay). To assist you in managing the time record process, we would like to suggest the following:

- Keep time sheets or time cards (if using an automated system) in one location where only the supervisor has access to them. Student employees should be given access only when they sign in and out.
- Have the student sign/punch in and out on his/her time record on a daily basis (i.e. do not have him/her fill out the entire time record at the end of the pay period). This should eliminate any errors.
- If the student makes an error while filling out the time record and you need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use white out to correct errors on the timesheet. Have the supervisor initial the changes.
- Make sure the student has a supervisor that is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). You should notify your student employee who this "backup" person will be for your department.
- Both the supervisor and the student must sign the time record. Supervisors cannot sign the student's time record for them. Students must sign to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period."
- Under no circumstances should the time record be returned to the student after the supervisor has signed it.
- State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15 and they left at 4:25 –round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.

In the TIME IN & TIME OUT columns, time is reported as shown below

8-22 mins into the hour, are reported as 15 mins after the hour (e.g. 9:08-9:22 = 9:25)

23-37 mins into the hour, are reported as 30 mins after the hour (e.g. 9:23-9:37 = 9:30)

38-52 mins into the hour, are reported as 45 mins after the hour (e.g. 9:38-9:45 = 9:45)

Anything 53 mins before through 7 mins after is reported as the hour (e.g. 9:53-10:07 = 10:00)

When calculating the time worked each shift, hours are reported in 15 min increments as shown below

(15 mins = 0.25, 30 mins = 0.50, 45 mins = 0.75 & 60 mins = 1.0); so 5 hours and 45 mins would be 5.75)

If your department discovers the reporting of fraudulent information, you must first contact Internal Audit. The student name should also be forwarded to Student Employment -only if it involves a work-study student, the Office of Student Conduct, and the CU Police Department, who will each do their own investigations.

Personnel Effort Reporting for Hourly Employees

Hourly employees (i.e. temporary or student) who are paid on any sponsored project FOPPS (Fund 30 & 31) must report the percentage of time spent on each FOPPS on the employee's time record certification. To confirm that the distribution of payroll costs represents a reasonable estimate of the work performed by the employee during each pay period, the time record certification with the percentage breakdown must be signed by the hourly employee and supervisor.

Procedure for Personnel Effort Reporting for Hourly Employees

Effort is work. It is the amount of time spent by an employee on a particular activity during a certain period of time, expressed as a percentage of the total time worked by the employee during that same period. For example, in the case of an employee who holds a .50 FTE appointment, 100% of her/his effort will equal 20 hours per week. During one week, s/he spent 15 of her/his working hours on a particular sponsored project, and the other 5 of her/his working hours doing administrative tasks in the General Fund. Thus, this employee has spent 75% of her/his effort on the sponsored project and 25% of her/his effort on work in General Fund.

Salary and wages distribution is the apportionment of an employee’s salary and wages to more than one sponsored agreement or other cost objective. Initially, the distribution of salaries and wages is based upon payrolls documented in accordance with the generally accepted practices of colleges and universities. Ultimately, the salary and wage distribution must reflect how the employee actually spent his/her time and effort as reflected and certified on the ePER. The method used to accomplish this payroll distribution must also distinguish the employee’s direct cost activities (sponsored projects) from the employee’s indirect cost (F&A) activities (university responsibilities). CU may also impose penalties internally on grant recipients in situations of non-compliance.

Effort reports are not generated for hourly employees because the effort of hourly employees is considered to be certified through the time collection process. Please contact Accounting and Business Support if you have questions about the PERHS requirement. You can view their policy and step-by- step guides on ePERS at <https://www.cu.edu/controller/epers-training>.

Payroll Earning Types

Payroll earnings types are used to report student hourly time in HCM. All students (whether work-study or hourly) should use the following earning types when reporting any time in HCM time collection.

STH	Student Hourly or Work-study	Earnings type to use to submit regular time worked.
SOT	Student Overtime	Earnings type when reporting overtime. Charged 100% to department.
LTS	Late Pay	NEW EARNINGS CODE when reporting a late pay for both hourly and work-study students. Charged 100% to department.
SJD	Student Jury Duty	Earnings type to use to pay student for jury duty. Charged 100% to department.

Time Entry Processing Procedures

A current academic year or summer appointment must be on the HCM prior to reporting hours in Time Collection.

For Work-study students: In order for a student’s hours to be charged correctly, the student must have a work-study award. In order for the earnings to be split as work-study the student must have the “Active WS Job” marked on the CU Work Study Jobs page in HCM for your department if you are going to use the award. To confirm if a student has an award you can check the Employer View Screen in Campus Solutions (CU-SIS), check the HCM work-study page>CU Student Info & Processes>CU Work Study Awards-the “Active WS Job” box must be selected, or call the Student Employment Office at x2-7349.

For specific instructions on Time Collection procedures, please reference under CU Time or MyLeave for HCM Community Members step-by-step by going to the Employee Services website at <https://www.cu.edu/hcm-community/collecttrack-time-leave>.

Payroll Expense Transfer Requests and Suspense Transfers

Student Employment must process all payroll expense transfers involving work-study earning codes. **We recommend that you review your HCM work-study student set-ups and your PeopleSoft financial statements to ensure that your student is being paid correctly out of work-study funds on a monthly basis.** If a student has a current work-study award, but their earnings are charged 100% to the departmental account, you may request that the student's hourly earnings be transferred to work-study. You should complete on-line the ‘Late Pay/Hourly to Work-study Transfer Request’ (<http://www.colorado.edu/studentemployment/forms/employer-forms>) form for the appropriate term. **Completion of the form does not guarantee that a transfer will occur.** Transfers will be contingent upon availability of funds and student eligibility. The employer will be notified whether or not a transfer is completed.

If charges appear in account code 407600, your department’s FOPPS was charged 100% of the student’s earnings. If you believe this charge is incorrect, you should verify that the student has a work-study award on the HCM work-study page

and that the student is set-up correctly on HCM. Please note: Any earnings that the student earns in excess of the work-study award will also be charged to account code 407600.

If the transfer request involves a late pay, you should complete the on-line [Late Pay/Hourly to Work-Study Transfer Request Form](#). **Note: Late pays may charge 100% to the departmental account** (appearing under account code 407600 on the department's financial statement). In HCM it will display as LTS for late pay and/or STH hourly (both are 100% paid by department). **Completion of the form does not guarantee that a transfer will occur.** Transfers will be contingent upon availability of funds and student eligibility. You will be notified whether or not a transfer is completed.

Please review your FOPPS statement regularly for charges in account 410100 (Suspense Salary). This account code identifies your payroll suspense transactions. If the transfer involves work-study earnings, our office will need to process the transfer request. If your department needs to move earnings from one FOPPS to another FOPPS and it involves work-study earnings (WSR/WSC), our office will need to process the transfer request. WSR is your 30% portion that appears under account 407700 and WSC is your 100% portion that the student went over on their work-study award and appears under account 407600. Please complete the [Suspense/Employer Charges Transfer Request](#) form found on our website.

Due to fiscal year end there are deadlines for summer requests that cannot be granted. Please review your monthly statements so errors can be corrected early!

What do the codes mean in HCM on the Paycheck Distribution screens and your Financial Statements:

- **WSR** 30% of the work-study earnings that is charged to the Employer and charged under account 407700
 - WSO/OC this is a work-study charge for an off-campus agency using the work-study award. This won't appear on your statements but does go against the award.
- **WSC** 100% of the work-study earnings that is charged to the Employer because the work-study award limit has been met. Charged under account 407600
- **CWS** 70% of the work-study earnings that is charged to the Work-study Speedtype under account 407700
 - OWS this is a work-study charge for an off-campus agency using the work-study award. This won't appear on your statements but does go against the award.
- **STH** 100% of the earnings that is charged to the Employer because the student is set up as an hourly student and the "Active WS Job" box is not checked. Charged under account 407600
- **LTS** 100% of the earnings that is charged to the Employer because the student turned in a timesheet late and we don't know what pay period that really belongs to so it does not split automatically (could be a missing summer timesheet and we're in the academic year). Charged under account 407600

HELPFUL HCM REPORTS

Although there are many reports, we would like to highlight a few that may be helpful to you in setting up student employees. Many reports have run control options or parameters, such as From and To Dates, Speedtypes, Position Numbers, Employee Ids, Department Ids, etc. All reports may be viewed online, printed at the user's printer, and/or downloaded to Excel. All reports are available in Production.

Designated as Work-study: Navigate to CU HCM User Workforce>Select the Resources tab>Under HCM Queries select [Click here for ALL](#)>Scroll to **Work-study Job Limits**-select link

- ❖ Enter Term Nbr: 2174 (for summer) and your Department ID
- ❖ View Results

If this doesn't work you can go under Reporting Tools>Query>Query Viewer>search for CUES_HCM_WS_Job_Limit and run in excel with the information above.

- This report will list the information of Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Jobs page. This report will also list if the student has multiple employers who may be using the work-study award.

Work-study Award Limits/Balance: Navigate to CU HCM User Workforce>Select the Resources tab>Under HCM Queries select Click here for ALL>Scroll to **Work-study Personal Limits**-select link

- ❖ Enter Term Nbr: 2174 (for summer) and your Department ID or
- ❖ Enter Emplid if you want to view just one student
- ❖ View Results

If this doesn't work you can go under Reporting Tools>Query>Query Viewer>search for CUES_HCM_WS_Per_Limit and run in excel with the information above.

- This report will list the Work-study award limit (WS Per Limit), WS Per Balance (amount earned as of last processed pay period) and the WS Above Limit (this is any amount that went over their work-study limit (ws per limit)).

Time Entry: Navigate to CU HCM User Workcenter and select the Resources tab then Time Entry

- This report lists the information that you are reporting in time collection for the current pay period and whether or not the batch was approved. It will not show work-study splits (this is done after payroll is processed and can be viewed on the Payroll Register Report – see below).

Payroll Register Report: Navigate to CU HCM User Workcenter and select the Resources tab the Payroll Register. In reporting tools look for CUES_HCM_Payroll_Register.

- This report is available after the payroll is processed by ES. It will provide you with the information you reported on time collection and exactly what the student was paid (i.e. total gross pay). If it was paid out of work-study funds, you will be able to see the amount charged to your department (look for the 'WSR' line-[see above for list of codes](#))

Vacant Positions Report: Navigate to Reporting Tools>Query>Query Viewer. Enter Query Name CUES_HCM_VACANT_POSITION

- This report will identify vacant positions within your department into which you can hire students (rather than creating a new position). Enter your information. You can also pull up vacant positions while working in HCM.

Employee Compensation: Navigate to Workforce Administration>Workforce Reports>CU employee Compensation Rpt

- This report will tell you how much an employee earned during a designated time period (fiscal year) and where earnings were paid. This report has different ways to search for the information.

Training: Navigate to Administer Training>CU Administer Training>CU Admin Training

This report is designed to provide a list of all employees that have taken specific course, accompanied by the date they took the training.

- **Individual student:** enter your students' emplid. It will display the training(s) the employee has completed.
- **Group of employees:** Enter a run control id. Enter the required information for report.

Submit the following forms online on the Student Employment Website:

[Employer Request for Student Work-Study Form](#)

If you interview a student who currently does not have a work-study award you can submit an "Employer Request for Student Work-Study" form. We **CANNOT** guarantee a work-study award if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received (on a first-come-first-served basis). We cannot guarantee that we will be able to grant a work-study award to the student.

[Exception Request for Student Employee Work Hours](#)

An employing department head must present to his/her dean or director, for each student hourly position requested for the [applicable type of exception](#) to the limited student hourly employee work hours policy.

[Payroll Expense Transfer Forms](#)

Student Employment must process all payroll expense transfers involving work-study earning codes. We recommend that you review your HCM work-study student set-ups and your PeopleSoft financial statements to ensure that your student is being paid correctly out of work-study funds. ***Completion of the form does not guarantee that a transfer will occur. Transfers will be contingent upon availability of funds and student eligibility. The employer will be notified whether or not a transfer is completed. Due to fiscal year end there are deadlines for requests that cannot be granted. Please review your monthly statements so errors can be corrected early!***

- **Late Pay/Hourly to Work-Study Transfer (LTS/STH)**

Late timesheet submitted, employer charged 100% and needs transferred to work-study; or Employer charged 100% until work-study granted or student was incorrectly set up in HCM. If a student receives or had a work-study award, but their earnings are charged 100% to the departmental account, you may request that the student's hourly earnings be transferred to work-study.

- **Suspense/Employer Charges to Work-Study Transfer (WSR & WSC)**

If your department needs to move earnings/charges (wsr or wsc on statement) from one FOPPS to another FOPPS and it involves work-study earnings, our office will need to process the transfer request.

[Request to Hire a Non-CU Student](#)

Although every attempt should be made by a department to hire CU students, there may be extenuating circumstances when departments need to hire students who attend other institutions (other than the CU Campuses). If your department wishes to hire Non-CU students, our office must first approve the requests to hire them into UCB Student Job Classes. *We must see in our system that you submitted a job announcement to hire a UCB student before we will approve a request to hire a non CU student.* You must fax (x2-4544) or mail (77 UCB) this form to us, attention Student Employment Coordinator, **with a copy of the students' class schedule for the term that you are requesting to hire them.** Our office must give approval to your department **before** the students can begin working.

If you are requesting approval for the summer term, students do not need to be enrolled in the summer, but we must be able to verify their enrollment in the previous spring *and* upcoming fall.

[Work-Study Increase Request Form](#) for Academic Year or Summer

If you and the student wish to increase the student's work-study award, please submit the Increase Request Form. There is **no** guarantee we can grant an increase if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received. We will keep the request on file throughout the term and if funds are available and the student has the financial aid eligibility, the work-study award will be increased. If the award is increased, we will notify the employer and student by email and the student will also receive a revised financial aid award letter with the new work-study award amount. ***Unless notified of an increased work-study award, students (and employers)***

Additional forms available on the Student Employment Website:

[Disciplinary Action Form](#)

We have developed a disciplinary action form that you can change this form as needed for your department. **This form is intended to document disciplinary actions as part of said employee's permanent record.**

[Employee Evaluation Report](#)

We have developed a student employee evaluation form. You can use this for your department and change as needed to fit within your department.

[Employer Checklist to Hire Student Employees](#)

We have developed an employer check list to hire new student employees. You can use this for your department and change as needed to fit within your department.

[Fact Sheet on Student Retirement](#)

Students who are hired by the University of Colorado may be subject to enrollment in the university's Student Employee Retirement Plan (SERP) if they do not meet the conditions of exemption for participation in a retirement plan. House Bill 93-1328 (Colorado statute) provides a SERP as an alternative to social security tax (<https://www.cu.edu/policies/aps/hr/5011.html>).

[Late Termination Policy](#)

We have developed a late termination policy form that you can use for your department and change as needed to fit within your department.

[On-Call Employer Referral Application](#)

This form is used to hire students for a one time job. Students who registered with the on-call service will be sent an email with your job information. If they are interested, they will contact you directly. It will be up to you to negotiate the terms of the job with the student. This is a self-referral service and there is no prescreening of applicants.

[Reminder Form for W4/Direct Deposit/Discrimination-Harassment Completion Form](#)

We have developed a form for student employees to remind them to set up their direct deposit, W4 and complete the discrimination/harassment training if they were not hired through Direct Hire or used the onboarding process. You can use this for your department and change as needed to fit within your department.

[Student Assistant Job Performance Termination](#)

We have developed a job performance termination policy form that you can use for your department and change as needed to fit within your department.

[Student Assistant Time-Off Request Form](#)

We have developed a time-off request form for student employees. You can use this for your department and change as needed to fit within your department.

[Student Employee Termination Checklist](#)

We have developed a termination check list for student employees. You can use this for your department and change as needed to fit within your department.

[Student Job Offer Letter](#)

A department can use the offer letter to list the requirements for the job that is being offered to the student so the job duties are clear from the beginning.

[TimeCollection Spreadsheet](#)

If your department uses a time clock or another electronic or manual process, you can upload the data into CU Time. Please visit Employee Services website at <https://www.cu.edu/hcm-community/collecttrack-time-leave>

[Work-Study Balance Worksheets](#)

We have developed a couple excel spreadsheets to help employers figure how many hours a week a student can work and the remaining hours they have left to earn on their work-study award.

- **Individual**
- **Group Remaining Work-study Calculation**

Contact Information:

Student Employment:

Phone: 303-492-7349
Fax: 303-492-4544
Web: www.colorado.edu/studentemployment
Email: studentemployment@colorado.edu
Mailing Address: 77 UCB
Location: Regent 205

Human Resources:

Phone: 303-492-6475
Fax: 303-735-6786
Web: www.colorado.edu/hr
Email: hmail@colorado.edu
Mailing Address: 565 UCB
Location: 3100 Marine St., 3rd Floor

Employee Services:

Phone: 303-860-4200
Fax: 303-860-4299
Web: www.cu.edu/employee-services
Email: employeeservices@cu.edu
Mailing Address: 400 UCA
Location: 1800 Grant St., Ste 400, Denver, CO 80203
Last Updated: 7/19/2017



PAY PERIODS				TIME COLLECTION DUE		PAY DAY	
FALL SEMESTER (20 weeks):							
August	13	-	August 26	August	31	September	08
August	27	-	September 09	September	14	September	22
September	10	-	September 23	September	28	October	06
September	24	-	October 07**	October	12	October	20
October	08	-	October 21	October	26	November	03
October	22	-	November 04	November	09	November	17
November	05	-	November 18	November	22 (WED)	December	01
November	19	-	December 02	December	7	December	15
December	03	-	December 16	December	21	December	29
December	17	-	December 30	January	04	January	12

PAY PERIODS				TIME COLLECTION DUE		PAY DAY	
SPRING SEMESTER (20 WEEKS):							
December	31	-	January 13	January	18	January	26
January	14	-	January 27**	February	01	February	09
January	28	-	February 10	February	15	February	23
February	11	-	February 24	March	01	March	09
February	25	-	March 10	March	15	March	23
March	11	-	March 24	March	29	April	06
March	25	-	April 07	April	12	April	20
April	08	-	April 21	April	26	May	04
April	22	-	May 05	May	10	May	18
May	06	-	May 19	May	24	June	01

All Time information must be entered **and** approved in HCM by Noon on each Time Collection due date. If you miss a deadline your student(s) will not be paid until the next pay period and must be entered as LTS. Your department will be charged 100% for LTS. However you can submit the Late Pay to Work-study Transfer Request form found on our website. Completion of the form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility.

IMPORTANT DATES TO REMEMBER

- August 12, 2017 **Last** working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
- August 13, 2017 **First** day students **enrolled** in fall semester can begin working for the fall semester
- August 17, 2017 **Last** due date for Time Entry for the final pay period of summer.
- October 1, 2017 **“Use It or Lose It”** date for fall work-study to reflect earnings against award.
- December 21 2017 **Last** working day for student’s **graduating/leaving** in the fall semester.
- December 31, 2017 **First** day students **enrolled** for spring semester can begin working for the spring semester.
- February 1, 2018 **“Use It or Lose It”** date for spring work-study to reflect earnings against award.
- May 19, 2018 **Last** working day of the academic year for work-study students. *Any unearned Work-Study is automatically cancelled after this date.*

****If a student is awarded academic work-study, they must begin earning their work-study award October 1, 2017 for fall and by January 27, 2018 for spring. If they cannot begin working by this date, the student or the employer must notify Student Employment by the deadline date or your award will automatically be cancelled. Call Student Employment at 303-492-7349, or send an e-mail to studentemployment@colorado.edu.**

IMPORTANT UNIVERSITY DATES

- Aug. 28, 2017 First Day of Fall Classes
- Sep. 4, 2017 Labor Day Holiday (campus closed)***
- Nov. 20-22 2017 Fall Break
- Nov. 23-24, 2017 Thanksgiving (campus closed)
- Dec. 14, 2017 Last Day of Fall Classes
- Dec. 16-20, 2017 Fall Finals Week
- Dec. 21, 2017 **Last day graduating students can work for fall.**
- Dec. 24 & 25, 2017 Christmas Holiday (campus closed)***
- Jan. 1, 2018 New Year’s Day (campus closed) ***
- Jan. 15, 2018 Martin Luther King Holiday (campus closed) ***
- Jan. 16, 2018 First Day of Spring Classes
- Mar. 26 - 30, 2018 Spring Break (campus closed Fri. Mar. 31) ***
- May 3, 2018 Last Day of Spring Classes
- May 05-9, 2019 Spring Finals Week
- May 10, 2018 **Last day graduating students can work for spring term.**
- May 12, 2017 University Commencement Ceremony

*** Due to a university holiday, campus is closed this day but student employees are not eligible for holiday pay since they are not entitled fringe benefits.



Pay Periods	Time Collection Due	Pay Day
May 20 – June 02❖	June 7	June 15
June 03 – June 16❖	June 21	June 29
June 17 – June 30↻	July 5	July 13
July 01 – July 14	July 19	July 27
July 15 – July 28	August 2	August 10
July 29 – August 11**	August 16	August 24

❖ No transfers will be processed for these pay periods from hourly to work-study if they were set up in the HRM system with the wrong emplclass.

↻ This pay period will post in the 2017-18 fiscal year. After this date, the remaining summer pay periods will post in 2017-18 fiscal year.

**Student who will graduate in the summer 2018 must stop working on 08/11/18. They can work until last day of class.

TIME ENTRY FOR THE LAST PAY PERIOD OF THE SUMMER MUST BE TURNED IN ON TIME!! Any work-study hours turned in after the last Time Entry due date will be charged 100% to the employer.

If you miss a deadline your student(s) will not be paid until the next pay period and must be entered as LTS. Your department will be charged 100% for LTS. However you can submit the Late Pay to Work-study Transfer Request form found on our website. Completion of the form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility.

IMPORTANT DATES TO REMEMBER

- May 19, 2018 Last working day of the academic year for work-study student employees.
- May 20, 2018 First day students enrolled for summer semester can begin working for the summer semester. *Must be enrolled in summer or bookending terms (spring 2018/fall2018) and the Financial Aid Office must have the FAFSA on file and Demonstrate need for 2018-19 by start of summer term. FAFSA may take a week to process before it is received by our office.*
- June 01, 2018 “Use It or Lose It” date for summer work-study to reflect earnings against award.
- August 11, 2018 Last working day of the summer for students who will graduate in the summer.
- August 11, 2018 Last working day of the summer for work-study student employees
- August 12, 2018 First day students can begin working for the academic year.
- August 16, 2018 Last due date for Time Entry for the final pay period of summer.

If a student is awarded summer work-study, they must begin earning their work-study award by June 16, 2018. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/16/2018 or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349, or send an e-mail to studentemployment@colorado.edu.

IMPORTANT UNIVERSITY DATES

- May 03, 2018 Last day of spring 2018 Classes
- May 05-09, 2018 Spring 2017 Finals Week
- May 10, 2018 Spring 2017 Commencement
- May 14, 2018 First day of Term M classes
- June 1, 2018 Last day of classes and finals for Term M
- May 28, 2018 Memorial Day - University Holiday (Campus Closed)**
- June 4, 2018 First day of Terms A, C & D classes
- July 06, 2018 Last day of classes and finals for Term A
- July 04, 2018 Independence Day Observed - University Holiday (Campus Closed)**
- July 10, 2018 First day of Term B classes
- July 27, 2018 Last day of classes and finals for C
- Aug. 06, 2018 First day of Augmester Term
- Aug. 10, 2018 Last day of classes and finals for B & D
- Aug. 23, 2018 Last day of classes and finals for Augmester

*** Due to a university holiday, campus is closed this day but student employees are not eligible for holiday pay since they are not entitled fringe benefits.

How to Read the CU Work Study Awards Page

Part I.

The screenshot shows the CU Work Study Awards page. At the top, there is a 'Person ID' field. Below it, the 'Academic Year' section (1) displays 'Academic Year 2015' (2) with a total award of 10237.60 and award year earnings of 7339.42 (3). A note states 'Totals Contains Sum of Max Effective Dated Rows in the Term'. The 'Work Study Awards' section (4) is divided into three terms: 2154 (2015 Sum), 2151 (2015 Spr), and 2147 (2014 Fall). Each term has a table of awards with columns for Effective Date (5), End Date (6), Total Award (7), Earned To Date (8), Above Limit Balances (9), and Unprocessed Earnings (10). The 'MAX' label is shown in red next to the most current row for each term.

Term	Acad Yr	*Effective Date	End Date	Total Award	Earned To Date	Above Limit Balances	Unprocessed Earnings
2154	2015 Sum	MAX 07/18/2015	08/15/2015	\$2,237.60	\$0.00		
2151	2015 Spr	MAX 03/14/2015	05/09/2015	\$4,000.00	\$3,339.42		3339.42
2147	2014 Fall	MAX 12/20/2014	12/20/2014	\$4,000.00	\$4,000.00	335.15	4000.00

Academic Year Totals Award and Earnings

1. Academic Year: in this example, 2015 represents academic year 2015 which is terms fall 2014 (2147), spring 2015 (2151), and summer 2015 (2154).
2. Award Year Total Award: this represents the overall academic year award year total for fall, spring and summer combined.
3. Award Year Earnings: this represents the overall academic year award year total earnings for fall, spring and summer combined.

Work Study Awards - This is the student's award information by term. You will need to use the Arrow (highlighted) to view other terms as the current term will display by default, or select View All.

4. Effective Term and Academic Year
5. Effective Begin and End Dates for the Work-Study: This is the date the work-study award begins and ends for that term. When a change has happened to their financial aid with a term, a new row will be inserted with a new effective date and same end date. This is when that Total Award Amount Can be Earned
6. Total Award: This is the total amount in work-study for that term that the student can earn, if eligible to earn their award.
7. Earned to Date: Work-study earned as of last payroll processed. NOTE: this amount may not match what it is on Campus Solutions at certain points in time given the delay in feeding payroll data to Campus Solutions.
8. Above Limit Balances: amount of a student's earnings above their work-study award
9. Unprocessed Earnings: In most cases, this will be the same value as Earned to Date. However, if payroll is being processed, the two values may be different.
10. Account and Speedtype: these are for Student Employment use only and can be ignored.

You will see the word MAX in red (see above) next to certain rows. This represents the latest effective row or most current data for that term, which is included in award total and award year earnings at the very top of the page. For this example it will include Fall 2014 (term 2147) for \$4,000, Spring 2015 (term 2151) for \$4,000 and Summer 2015 (term 2154) for \$2,000 max rows and the earnings totals (\$4000 + \$3339.42 + \$0).

Part II.

The screenshot displays the 'Academic Year - Job' interface with four job records. Each record is a form with the following fields and controls:

- Record 1:** Empl Record 1, Term 2154, Academic Year 2015. Effective Date: 10/19/2015. Work Study Eligible Job, Active WS Job. Dept ID 10046, Job Code 4104, Position Student Asst IV. On/Off Campus Job: On Camp, Unknown, Off Campus.
- Record 2:** Term 2151, Academic Year 2015. Effective Date: 03/14/2015. Work Study Eligible Job, Active WS Job. Dept ID 10046, Job Code 4104, Position Student Asst IV. On/Off Campus Job: On Camp, Unknown, Off Campus.
- Record 3:** Term 2151, Academic Year 2015. Effective Date: 03/14/2015. Work Study Eligible Job, Active WS Job. Dept ID 20525, Job Code 4103, Position SOP-Apothecary Student Asst III. On/Off Campus Job: On Camp, Unknown, Off Campus.
- Record 4:** Term 2147, Academic Year 2015. Effective Date: 12/20/2014. Work Study Eligible Job, Active WS Job. Dept ID 10046, Job Code 4104, Position Student Asst IV. On/Off Campus Job: On Camp, Unknown, Off Campus.

Numbered callouts in the image point to: 1. Academic Year dropdown; 2. Term dropdown; 3. Active WS Job checkbox; 4. Work Study Eligible Job checkbox; 5. On/Off Campus Job radio buttons; 6. Department and Position information.

Academic Year-Job – This is the student’s job information by term.

1. Academic Year – scroll through to view the information for the correct year
2. Term – scroll through to view the information for the correct term
3. Active WS Job – check this box to use work-study for your job record
4. Work Study Eligible Job – This means the student has a current job record in HCM that can use the work-study award. This does not mean they are eligible to earn the award. You are not able to update this box.
5. On/Off Campus Job – indicates if the student is earning work-study through an on or off-campus work-study position. This will default to on-campus and should not be changed.
6. Department Information – this displays the job and department information to help you match to your job record. You should only update records that belong to your department but you may view whether a student is using their work-study with another department.

How to Mark Your Job(s) for Work-study

Part III. If the student has work-study and you want to utilize it for your department, you will now need to add the student to the CU Work Study Indicator table. You don't have to wait for Student Employment to send the work-study limits to HCM.

Navigate to: CU Student Info & Processes>CU Work Study Indicator

Enter the **Empl Id** and **Empl Record** created for the student and hit Search.

The screenshot shows the 'CU Work Study Indicator' search interface. It includes a search criteria section with dropdown menus for 'Empl ID begins with', 'Empl Record =', 'Position Number begins with', 'Name begins with', 'Last Name begins with', 'Second Last Name begins with', 'Alternate Character Name begins with', 'Middle Name begins with', and 'Department begins with'. There are also checkboxes for 'Include History' and 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

You can now see the information for that student.

The screenshot displays the details for a specific student's job. At the top, it shows 'Employee' and 'Empl ID' (redacted) and 'Empl Record 1'. A red instruction reads: 'Enter the effective date with the pay period begin date in which the employee becomes eligible for workstudy.' Below this is a 'Job Information' table with fields: Effective Date (01/24/2017), Effective Sequence (0), Payroll Status (Active), Department (10443), Job Code (4103), and Position Number (00602179). Underneath is a 'Work Study Indicator' table with fields: *Effective Date (input field), Effective Sequence (0), and End Date (input field with a plus button). At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Update/Display, and Include History.

Enter an Effective Date:

The Effective Date cannot be earlier than the hire date of the empl record for this position.

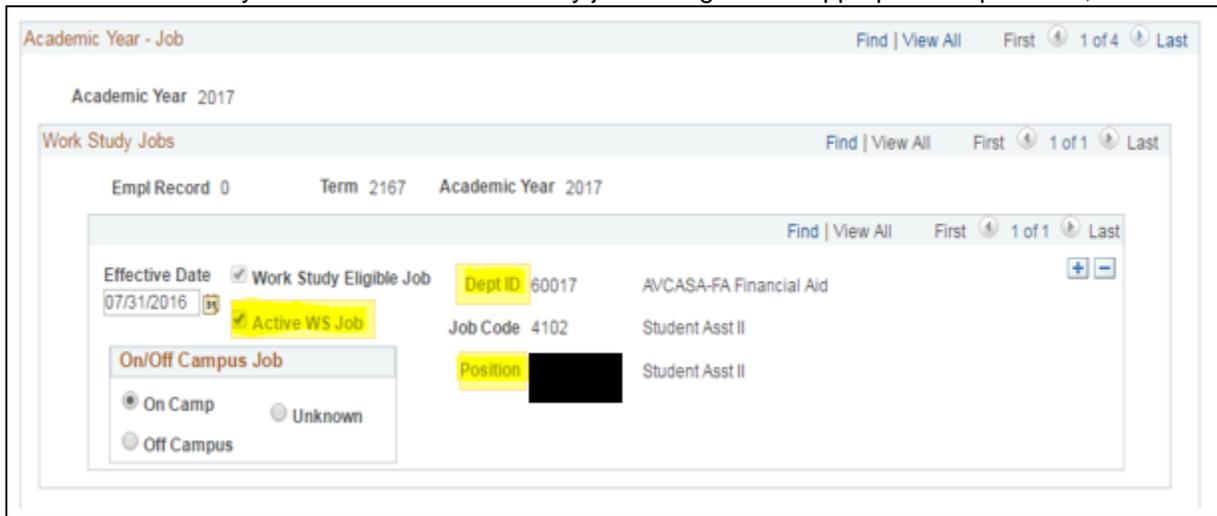
In this example, the current timesheet that is going to be processed for students is for pay period 07/31/16-08/13/16:

- Change the effective date to the start of the current pay period that will be processed. If that pay period has passed, you cannot back date it.
- When you look at the panel there is no date, you can enter 7/31/16.
- If there is an effective date and an end date**, you must insert a new row (hit the plus button) and enter a new effective date. The date must be within the current timesheet that is going to be processed, so if the end date was 7/31/16, use 8/1/16 as the effective date. It will still split the earnings for that pay period since it's still within that pay period.
- If there is an effective date of 8/14/16 you cannot insert a row and back date it to be within the closed period. You will just insert a row (hit the plus button) and enter the date of 8/15/16. You will need to

complete a request to transfer the earnings from the 8/13/16 pay period into work-study. *However there is no guarantee we can correct earnings for any pay period, particularly those as we approach fiscal year end!*

2. Leave End Date blank. This will allow the work-study indicator to roll forward each term for this position and empl record, as long as the student is work-study eligible.
 - a. The end date will be automatically populated when the student's position is terminated.
 - b. If you transfer or re-hire a student in a position which was previously terminated, you will need to insert a new row, enter a new effective date and remove the end date.
3. Save your changes.

A program has to run on a nightly basis in order for the CU Work-study Jobs Page to update but you may confirm that the student was set up correctly to utilize work-study funds by checking *Main Menu > CU Student Info and Processes > CU Work Study Jobs*. Enter the student's employee ID and make sure that the "active WS job" box is checked the next day. Ensure that the work-study job belongs to the appropriate department, term and academic year.



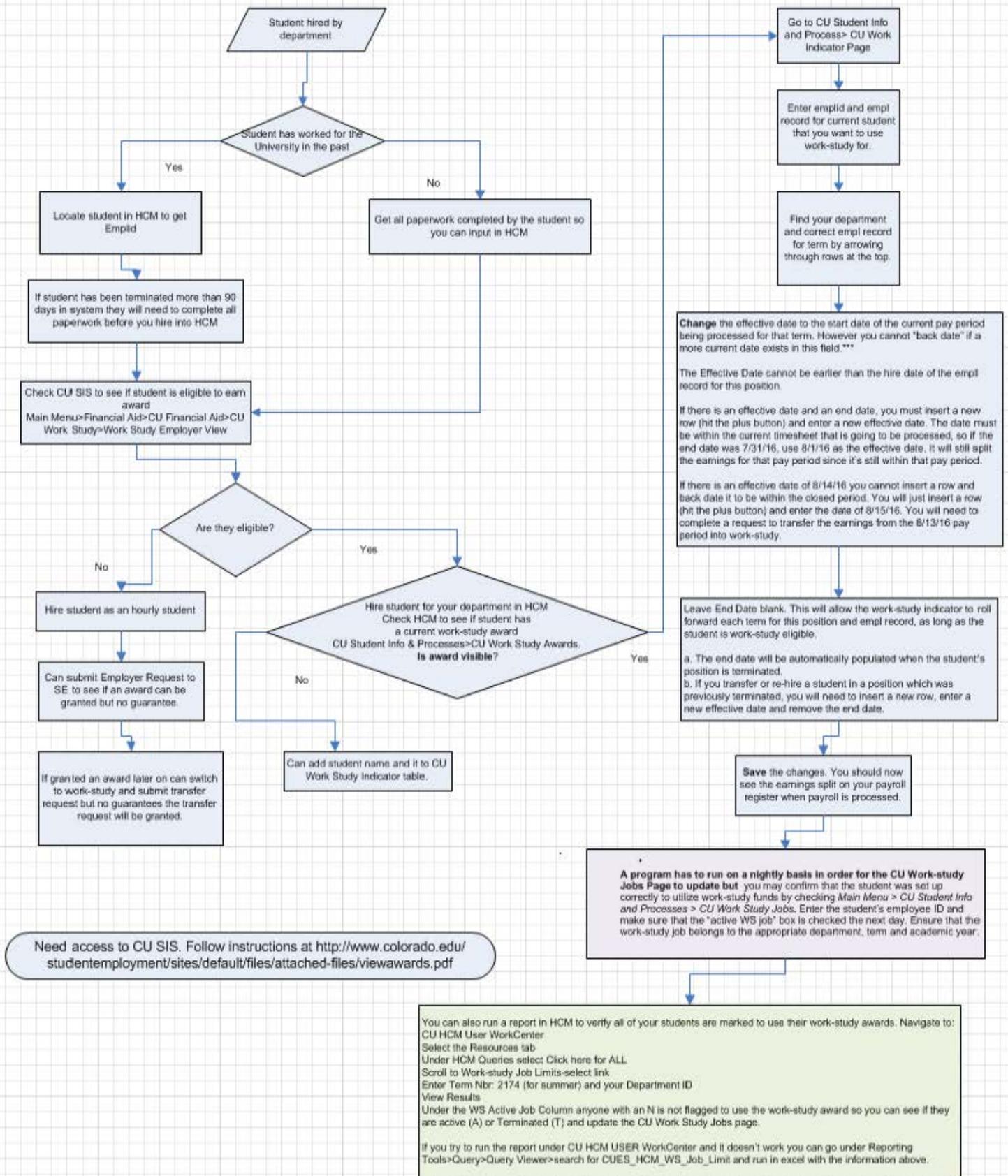
A few weeks prior to a term, information for the upcoming term may appear as a future dated row. *Once an award for a future term has been placed on the HCM page, you will not see the current job. To access the current work-study information, you will need to select 'View ALL' or press the arrow button and look at the Eff Date and Term to make sure you are viewing the current work-study job.*

You can run a report in HCM to verify all of your students are marked to use their work-study awards. Navigate to: CU HCM User WorkCenter.

- Select the Resources tab
- Under HCM Queries select Click here for ALL
- Scroll to Work-study Job Limits-select link
- Enter Term Nbr: 2174 (for summer) and your Department ID
- View Results
- Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Jobs page.

If you try to run the report under CU HCM USER WorkCenter and it doesn't work you can go under Reporting Tools>Query>Query Viewer>search for CUES_HCM_WS_Job_Limit and run in excel with the information above.

VERIFY WORK-STUDY AND MARK TO USE AWARD



WEB LINKS REFERENCE in this HANDBOOK

Acceptable I-9 Documents	http://www.colorado.edu/hr/hr-operations/i-9 page 9
Accounting and Business Support	http://www.colorado.edu/abs/
Additional Pay	http://www.cu.edu/employee-services/policies/additional-pay
Affirmative Action/Equal Opportunity Policy	http://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy
Background Checks (UCB) for Applicants for Employment	http://www.colorado.edu/hr/position-compensation-management/background-checks
Boulder Campus Employment Eligibility Procedures	http://hr.colorado.edu/Director/Pages/I-9.aspx
Confidential Recycling	http://ecenter.colorado.edu/recycling
CU Conflict of Interest and Nepotism	https://www.cu.edu/ope/administrative-policy-statements-z
CU Policy on Drugs & Alcohol	https://www.cu.edu/ope/administrative-policy-statements-z
Direct Deposit Administrative Policy Statement	http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/mandatory-direct-deposit
Direct Deposit Information and Form	http://www.cu.edu/employee-services/policies/direct-deposit-authorization-and-instructions
Discrimination and Harassment UCB Policy	http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures
Discrimination and Harassment Training	http://www.colorado.edu/hr/training/new-employees
Emergency Contact Worksheet	http://www.cu.edu/employee-services/forms
Employer Listserv	http://www.colorado.edu/studentemployment/resources
Employer Request for Student Work-study	http://www.colorado.edu/studentemployment/forms/employer-forms
Employer View Screen	http://www.colorado.edu/studentemployment/resources
Employment Verification	http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx
Environmental Health and Safety	http://ehs.colorado.edu/about
Fair Labor Standards Act (FLSA)	http://www.dol.gov/elaws/esa/flsa/screen5.asp
FERPA	http://www.colorado.edu/registrar/resources/family-educational-rights-and-privacy-act-ferpa
Figure Work-study Balance/Availability for AY & Summer	http://www.colorado.edu/studentemployment/forms/employer-forms
Fire and Other Building-Related Emergencies	http://ehs.colorado.edu/about
Foreign Students	http://www.colorado.edu/oie/iss
Graduate Student Employees	http://www.colorado.edu/GraduateSchool/
Hazardous Materials and Waste Management	http://ehs.colorado.edu/about
Injuries on the Job	https://www.cu.edu/risk/workers-compensation
International Students (tax appointments)	http://www.cu.edu/employee-services/international-employee-pavroll
Job Announcement Post On-Line or Remove Posting	http://www.colorado.edu/studentemployment/post-job
Job Postings in MyCUInfo	http://mycuinfo.colorado.edu
Leave of Absence	http://www.colorado.edu/registrar/students/withdraw-cu/leave-of-absence
Office of International Education	http://www.colorado.edu/oie/
Personal Information Worksheet	http://www.cu.edu/employee-services/forms
Records Retention	http://www.cu.edu/employee-services/business-partners-ppldrl/business-partner-resources/employee-services-procedure-34
Recognition for Student Employees	https://www.cu.edu/psc/procedures/
Recognition and Training	https://www.cu.edu/psc/procedures/
Request to Hire Non-CU Student Form	http://www.colorado.edu/studentemployment/forms/employer-forms
Set Up Forms (for Employee Services)	http://www.cu.edu/employee-services/forms
Shots Fired (Recommendations for Active Harmers)	http://police.colorado.edu/crime-prevention-and-safety/
Social Security Card Filing Policy	http://www.cu.edu/employee-services/business-partners-ppldrl/resources/es-procedures-guide/social-security-number
Social Security Office	http://www.socialsecurity.gov/ssnumber
Statement Concerning Social Security SSA-1945	http://hr.colorado.edu/Pages/Forms.aspx
Step-by-Step Guides (HCM/System)	http://www.cu.edu/employee-services/how
Student Assistant Job Descriptions	http://www.colorado.edu/studentemployment/descriptions-pay-codes
Student Employee Enrollment Verification Form	http://www.colorado.edu/studentemployment/pdf/intendedenrollment.pdf
Student Employment	http://www.colorado.edu/studentemployment
Summer Financial Aid	http://www.colorado.edu/financialaid/apply-aid/summer-school
Temporary Employees	http://hr.colorado.edu/es/Pages/Temps.aspx
Time Off Program	http://www.colorado.edu/registrar/withdrawals/time-program
Victim Assistance Website	http://cuvictimassistance.com/
W-4 Form	http://www.cu.edu/employee-services/forms
Weather Related Emergencies	http://alerts.colorado.edu/
Work-study Increase Request Form (AY or Summer)	http://www.colorado.edu/studentemployment/post-job/campus-employer

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