

ON-CAMPUS STUDENT EMPLOYMENT PROCEDURES

Academic Year 2023-24
Summer 2024



Student Employment
UNIVERSITY OF COLORADO **BOULDER**

University of Colorado Boulder On-Campus Student Employment Procedures

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INTRODUCTION

The **Student Employment Office** (SEO) is a division of Financial Aid Office. This handbook is intended to assist HR Liaisons in the set-up of their **student employees** in the Human Capital Management (HCM) system. 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, including 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 Resources (scroll to the bottom), then Funding Administration, which can be found at: <https://www.colorado.edu/graduateschool>.

Foreign Student Employees:

Depending on a foreign student's status there may be various restrictions on their 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 <https://www.colorado.edu/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](#).

Please also refer to requirements for International Tax Status and Completion of tax Forms on Employee Services website <https://www.cu.edu/employee-services/international-tax>.

Student Employer Google Groups

Student Employment administers a [Google Group](#) for on-campus student employers. The purpose of this Google Group 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:

- Using the same email account that you want to use for your Google Group membership, open your email client and type the Google Group's email address into the To: field, and add +subscribe before the @symbol.
To Field: **custudentemployers+subscribe@colorado.edu**
- **Leave the subject and body of the message blank.** They do not need to contain any content.
- After you have submitted your request, you will receive an email to confirm the subscription. We recommend you ignore the button to click and instead **reply to the message in their email client.**
- If the Google Group settings permit it, you will join the Group after a short waiting period.

To unsubscribe or Leave Group, follow the steps below:

- Using the same email account that you used for your Google Group membership, open your email client and type the Google Group's email address into the To: field, and add +unsubscribe before the @ symbol.
To Field: **custudentemployers+unsubscribe@colorado.com**
- **Leave the subject line and body of message blank.** The Group should unsubscribe you after a short waiting period.

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 by the [degree conferral date](#) for the term in which they graduate. The degree conferral date may be different from the end of a pay period. Students who graduate, but who have been accepted for and enrolled in another program of study at CU in the next semester may continue in their student job classes. If you wish to hire a student once they withdraw or graduate, you must contact Human Resources (HR) at x2-6475 about setting them up in the State Classified system.

Students in the Leave of Absence Program (LOA):

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 two semesters off plus summer after their last graded semester at CU Boulder without having to apply for a leave of absence. Please refer to the [Return Chart](#) for more details. **However, 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 in Campus Solutions by navigating to **Student Records>Records and Enrollment>Student Records>Program/Plan Changes>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 returns.

If a student is called to military active duty, please see Registrar’s “[Military Personnel & Emergency Workers](#)” webpage for more information.

For more information on LOA you can visit see “[Leave of Absence Program](#)” on their website or you can call the Registrar’s Office at x2-6970.

Definition of an On-Campus Employer:

On-campus employment refers to employment where a student is hired by an affiliated unit or department of the University of Colorado Boulder campus and paid by CU Boulder. Students can find listings of on-campus jobs through their Buff Portal.

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 2023-24 and Summer 2024 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**.

23-24 Academic Year by May 16, 2024
Summer 2024 by August 22, 2024, 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 as STH, any academic year or summer work-study hours turned in after the term has ended will be charged 100% to the employer if our office has reduced or cancelled the work-study award.*

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

Your department **MUST** review its Peoplesoft financial statements on a timely basis, no less than monthly and more frequently as the end of the fiscal year approaches. 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 2023-24 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 8, 2024**. **Due to fiscal year end, the final two bi-weekly pay periods in the fiscal year will not be available for an expense transfer from hourly and/or late pay to work-study.** However, you may contact our office to see if an exception can be made. We will do our best but there is no guarantee.

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 your department will be responsible for paying 100% of their hourly wage. Students could appeal their SAP status, and if their financial aid eligibility is reinstated, they can resume earning their work-study. For more information about SAP, see <https://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy>.

Student Appointment Begin/End Dates for Academic Year 2023-24 and Summer 2024:

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

2023-24 Full Academic Year Appointment	08/06/23 - 05/11/24
2023 Fall Only Appointment	08/06/23 - 12/23/23
2024 Spring Only Appointment	12/24/23 - 05/11/24
2024 Summer Appointment	05/12/24 - 08/17/24

Time Entry for the 05/11/24 and 08/17/24 pay periods 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 academic year or 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 2023-24 fiscal year will be pay period ending 06/22/24. This pay period will be posted 100% 2023-2024 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, sexual orientation, 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: <https://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy>.

Colorado Equal Pay for Equal Work Act:

The Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), signed into law by the Colorado Governor on May 22, 2019, and effective January 1, 2021, amends Colorado law to provide new wage discrimination and employer provisions. The law prohibits wage discrimination by requiring that an employer shall not discriminate between employees on the basis of sex, or on the basis of sex in combination with another protected status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work (based on a composite of skill; effort, which may include consideration of shift work; and responsibility), regardless of job title. A wage rate differential is permissible if at least one of the following factors accounts for the entire wage rate differential: a seniority system, a merit system, a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed.

The Act requires the employer to keep records of **job descriptions and wage rate history for each employee** for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

A [CU Boulder Student Jobs Posting-EPA](#) template can be found on the On-Campus Employer Forms section if needed. **The job posting must be posted for a minimum of three (3) business days for all undergraduate student assistant employees. Graduate student job postings are not required.** Refer to [CU Boulder Job Posting Requirements | Human Resources | University of Colorado Boulder](#) with any questions.

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: <https://www.colorado.edu/registrar/students/records/ferpa>.

In order to verify a student's, identify, they will need to set up a Security Pass Phrase in [Buff Portal](#) 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 six 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 three credit hours in order to receive work-study but can work in a student job class if they are considered full-time according to the [chart](#) in this handbook.

- ◆ **Summer Requirements**

- ❖ Enrolled in Summer **OR** enrolled in previous spring semester and upcoming fall semester.
 - ❖ Work-study student employees must have both the current academic year FAFSA and the 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 during periods when classes are in session.

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 <https://www.colorado.edu/oiec/ada-accessibility>.

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 <https://www.colorado.edu/studentemployment/disclaimer>.

Job Announcements: Posting your Position:

In accordance with the Colorado Equal Pay for Equal Work Act, all undergraduate student hourly jobs must be publicly posted and include the hiring hourly or salary rate or range along with a general description of all benefits or other compensation to be offered to the hired applicant. The job posting must be posted for a minimum of three (3) business days for all student assistant undergraduate employees. Graduate student job postings are not required.

For records retention requirements, the hiring department is required to retain a copy of the job posting (showing the location where it was posted) used for each hire for the lifecycle of the employee plus 2 years. Departments that work with the HR Service Center are required to affirmatively acknowledge on their hiring process spreadsheet that the department has retained a copy of the job posting with the pay rate or range used for each hire.

Departments may list the availability of frequently filled positions in a public location or website to use throughout the year to fill positions, provided this information includes the hiring rate or range that will be used to hire for those positions.

A [CU Boulder Student Jobs Posting-EPA](#) template can be found on the On-Campus Employer Forms section if needed.

Student Employment offers to advertise your position on our website through [CU Boulder Student Jobs](#) and employers can manage their own job data through our online system. 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. **The Student Jobs system does not keep an archived copy of any prior versions of a job posting**, it simply keeps the most recent version. Any edits made will overwrite the prior version. Student Employment will have a record of when the posting was submitted, approved, and closed; the department must retain a copy of the job posting (showing the location where it was posted) used for each hire for the lifecycle of the employee plus 2 years.

Our office uses a self-referral system. No pre-screening of students occurs to determine the students' job experiences, academic majors, or qualifications. Our office will not place a student into any positions, it is up to your department to determine if you will require resumes, applications, interviews and offer the position to the student.

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). **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 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 Office for Civil Rights (OCR) at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

If you do not have a job application and would like a student to submit one you can refer them to our standard job application at <https://www.colorado.edu/studentemployment/student-forms>.

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 will want to make sure you close the job when it has 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 have 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 have looked on our portal, applied for a position and did not 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 late 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 [Buff Portal](#), 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](#)" 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% until the student has earned their full-term award amount (award is split by semester). Both hourly and work-study employers will be charged a [fringe benefit rate](#) (see Summary of Student Employment Charges to your FOPPS below) A student who has a work-study award does not mean a student is allowed to "study" while at work. Individual departments can determine if they will allow a student to do homework if there is down time during the job or not. It is not mandatory to allow this in order to hire a work-study student. Work-study is just the title of the federal grant. But your department can save money by hiring three work-study students at 30% each versus one hourly student at 100%.

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*	Sick Leave*
Wages	30%	100%	100%	100%	100%	100%
Account Code	407700	407600	407600	407900	407600	407950
Earnings Code	WSR/WSO	STH	LTS	SOT	SJD	HSK
Benefits**	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%
Account Code	428301	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 year.

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](#) form on our website.

Student Assistant Job Descriptions and Pay Ranges for Student Assistant Levels

CU Boulder is implemented a simplified on-campus student hourly pay plan. Below are our student job classifications, working titles and pay ranges that can help you determine a job description/pay rate for your students.

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 and ensure equal pay for substantially similar work. These pay ranges are tied to staff salary survey information and are reviewed annually. Adjustments in the range amounts occur at the beginning of the academic year term. To ensure equal pay for substantially similar work, each hiring department shall determine which student assistant jobs they hire for have similar pay standards (based on a composite of skill; effort, which may include consideration of shift work; and responsibility). The department should use standard working titles or other internal methods to identify and track substantially similar jobs.

When setting pay for student employees, wage history is not to be used as a factor. Each hiring department shall apply consistent pay setting standards to all employees hired into substantially similar positions based on one, or a combination, of the options below:

- A seniority system, such as the date of hire in the role, in the department or at CU;
- Education, experience, licensure, and/or certification directly related to the job;

In addition to the factors above, the following additional criteria may be used when determining pay increases for current employees performing substantially similar work:

- A merit system, such as performance;
- Travel or shift work requirements;

Any of these factors if used must be applied consistently to all employees performing substantially similar work. The factor(s) used to set pay shall be documented and communicated at the department level.

CU Boulder’s campus minimum wage is \$16.00 per hour effective July 1, 2023. The new minimum wage applies to all campus employees. Any employers contracted through CU Boulder will be required to comply with the new minimum wage. Read specific details about the increase on the Human Resources FAQ [webpage](#).

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 that 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.
\$16.00	\$24.46	\$32.92

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.
\$16.85	\$25.73	\$34.62

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.
\$17.69	\$27.00	\$36.31

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 their 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.

Paraprofessional Pay Range		
Min.	Mid.	Max.
\$18.54	\$28.27	\$38.00

- Frequently will include the responsibility for coordinating the work of lower-level student employee.

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

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

Student jobs at CU Boulder are intended for CU Boulder students and every attempt should be made by a department to hire CU students. However, there may be extenuating circumstances when departments need to hire students who attend other institutions (other than the CU Campuses). If you have been unsuccessful in filling your position with a CU student and 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. You must email this form **with a copy of the student's class schedule for the term that you are requesting to hire them along with documentation of your attempt to hire a CU student** to studentemployment@colorado.edu. Our office must give approval to your department before the student can begin working. You must provide our office with a copy of the job posting or the job number if you posted it with our office.

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 b and upcoming fall so you will need to submit the two schedules.

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.**

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. Human Resources (HR) 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 <https://www.colorado.edu/hr/hiring/temporary-employees>.

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 <https://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 range for the student's position.

SECTION 3 – Student Employment Policies and Procedures

Additional Pay (formerly One Time Payments)

The HR Service Center (HRSC) now handles all additional pays for student employees and no longer needs approval from the Student Employment Office. You can contact them at hrsc@colorado.edu or visit their website at www.colorado.edu/hr/hr-service-center.

A student employee (job codes 4101 to 4104) may be eligible to receive a one-time, lump sum payment (also known as Additional Pay) if they performed work in a different (secondary) department from their primary department, or if they 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.

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 –the HR Service Center (HRSC)

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 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](#). 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.

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 CU Non-Pay Actions>Personal Information>Modify a Person on the CU Personal Data tab you would see if the student completed the background check in the non-person profile when it is sent over from HireRight or updated manually by HR.

If you have any questions on background checks, contact Human Resources x2-6475, email hr-bgc@colorado.edu.

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/ope/aps>.

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

Last Updated: 1/4/2024

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. If you have specific questions on this policy, please contact Human Resources at x2-6475 or their website at <http://www.colorado.edu/hr/policies-guidance>.

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 [myCUinfo](#) under My Info and Pay (**3-5 days after being inputted in the payroll system (HCM)**). Instructions can be found at <https://www.cu.edu/employee-services/payroll/self-service/direct-deposit> 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 but there is no guarantee you will receive it on pay day as delivery is dependent on your postal service.**

Every two weeks, Employee Services 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 employer. If a student changes banks at any time during their employment, they must update that information **in the portal under the My Info and Pay** tile. The new change automatically overrides the old information. *The employee should leave their old account open until after their first wage payments have been deposited into their new account.*

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 3 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.

To determine if a student employee who reports to you has already fulfilled the requirement, you can either run a report or do a quick view.

Quick View: **HCM>CU Resources tile>in the dropdown menu select Training>Supervisor Training Summary.** This will give you a list of students you have access too. You will hit the select button and it will show you all the trainings they have completed individually with the date and grade on the test.

Reports for a group can be ran under **HCM WorkCenter>Resources>Training Report**. Enter your Department Number and other information you may want and View Results. This will provide an excel version with the courses, dates, and grades on the test for our department.

For more information on discrimination and harassment please see the OIEC website at <https://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 their 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 Reasons

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.

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 & Conflict Resolution, and the CU Police Department, who will each do their own investigations.

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)

In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the University of Colorado Boulder must verify employment eligibility of each employee **within the first three days** of employment. 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 Employment Office is no longer completing I-9 forms for students.

- New employees must complete Section #1. They will receive an email from an agency called Hire Right.
 - If they do not receive an invitation from HireRight, please contact i-9forms@colorado.edu
- International hires do not need to have the SSN to complete Section #1 of the I-9 at this time. Please advise the individual to check the box verifying that they do not have social security number. But they will need to complete this once they have their SSN.
- The employee should bring their [acceptable documents](#) to complete Section #2 of the I-9 form, in person to the I-9 office or authorize representative. They must have the **ORIGINAL** documents; **NO COPIES** of the documents will be accepted. **Be sure to tell your student to bring these documents with them when they come to CU so it's not left at home if they are out of state.**

Office hours and dates are subject to change so please check the [HR website](#) before sending the student over.

Administrative & Research Center
Monday through Friday 9:00 am to 3:00 pm
3100 Marine St., Third Floor
Boulder, CO 80309
303-735-8191

Regent Administrative Center
Monday through Wednesday 9:00 am to 3:00 pm
Room 1B28, Basement
2055 Regent Drive
Boulder, CO 80309

Departments with employees who are working out of the area or out of state should contact [CU Boulder HR I-9 Office](#) about options for completing the I-9. All federal timelines still apply.

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 <https://ehs.colorado.edu/> 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 & high winds/wildfires](#)/lightning/earthquake).
6. Post Environmental Health and Safety- Emergency Phone Numbers. You can complete the phone list with your department information.
7. [Run. Hide. Fight. Surviving an Active Shooter Incident](#) training.
8. Sign up for real-time information about campus closures, extreme weather, and other emergencies. This information is sent directly to your mobile via the [CU Boulder Alerts](#) text messaging service. Visit the website to read and 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 (you can make changes to your saved copy).

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: https://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 their maximum pay within their SA level, they do not have to be advanced to the next SA level and will not receive a pay increase or they will only be increased up to the maximum within their current SA level. If additional duties were added, you can then move the student up to the next SA level and increase their pay. Be sure to explain this to your student during their evaluation if they are 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, HCM Employee ID, and the dollar value of the gift certificate to Employee Services (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/controller/resources#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 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 to be forwarded to the PSC. If the recipient is an employee of CU, you will enter an [Additional Pay-One Time Payment](#) in HCM with an earnings code of AWR and request approval from the HR Service Center.

Jury Duty Pay Policy for UCB Student Employees

In accordance with Code of Colorado Regulations, student employees who are called to serve for jury duty are entitled to compensation. Students who are called to serve for jury duty are paid their actual hourly rate for their normally scheduled work that occurs during the **first three days** of jury service. **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 out of their funds. 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 **must** provide you with documentation from the court which indicates the dates that they served for jury duty. Hours paid for jury duty should be recorded on a separate/additional line in time entry with an earn type of **SJD** (Student 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. 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.

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 and Non-Emergency:

1. Call 911 immediately or go to the closest urgent care facility or emergency room.
2. For a non-emergency or any follow-up medical care, you must seek treatment with a [Designated Medical Provider \(DMP\)](#). Make sure to identify yourself as a **University of Colorado employee** when visiting the medical facility.
3. Student should establish contact with their supervisor or faculty sponsor/designee to:
 - a. Ensure they are aware of their injury/illness
 - b. Report any time they have lost work because of injury/illness
 - c. Submit to employer any medical reports they receive, so they have verification of their ability to return to work.
4. Supervisor and employee needs to complete the [Employee Injury Report](#) form (Workers' Compensation) and/or [Needlestick or Body Fluid Exposure Report](#) Form and submit it online or fax to University Risk Management at 303-860-5680.
 - a. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
 - b. Verify that the employee's work-related injury is report to URM in a timely manner.
 - c. Supervisor needs to make sure the employee gives them their "Physicians Report of Workers' Compensation Injury."
 - i. If there are any restrictions given, determine if your department can accommodate.
 - ii. Immediately communicate with URM if the injured employee is unable to return to work within restrictions or is taken off work by a DMP.
 - iii. Track and report ANY time the employee may have lost because of his/her claim.
 - d. 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 their records.
5. Student employee should follow doctor's instructions from DMP regarding medications, restrictions, and treatment. Attend all medical appointments. If you have medical questions, discuss them with the DMP.
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.

If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions. 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.

Over Payments

Overpayment occurs when compensation that is not owed to the employee is paid in error. Overpayments include but are not limited to excess wage and salary payments, erroneous refunds, and under-withheld voluntary or involuntary deductions for retirement programs, insurance programs, including billed receivables, and miscellaneous deductions. You can view the [State Fiscal Rules](#) and [CU Policy](#) that 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](#) found on Employee Services website. Instructions on how to complete this form can be found at <https://www.cu.edu/docs/completing-notice-overpayment-adjustment>.

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 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 is known that **employee appreciation and recognition will improve commitment, retention, and productivity.** See [Student Employee of the Year](#) below to nominate a student when the program is running.

Recognition programs do not 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 5 years. Departments with contracts and grants are required to retain records for 5 years 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 5 years 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 Campus Controller's Office-Records Retention Policy website at <https://www.colorado.edu/controller/policies/records-retention-disposition>.

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; do not 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 Career Services (career@colorado.edu) or the Graduate School (gradinfo@colorado.edu)

Remote Work

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The University of Colorado Boulder campus (CU Boulder) considers remote work to be a viable, flexible work option when the employee and the job are suited to such an arrangement. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not an organizational benefit, and it does not change the terms and conditions of employment with the University of Colorado (University). Alternate schedules and remote work can be a cost-effective way to enhance the existing salary and benefit package, fulfill business needs, assist with recruitment and retention, improve productivity and creativity, and accommodate a changing workforce.

Supervisors and Managers should review the [CU Boulder Remote Working Toolkit](#) and the [Remote Working and Alternate Work Schedule Manager Guidance](#).

The work-study program requires 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.

The department who allows a student to work remote must have in place a way to keep track/hold the student accountable. Do you have methods of ensuring the quality and quantity of their work? Who would adequately supervise the student, who is responsible for signing the timesheet, how would you keep track of the hours, etc. If you have something in place that addresses these, a student can work remote.

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 Research and Innovation Office website at <https://www.colorado.edu/researchinnovation/rcr>.

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! Be sure to celebrate some way with your student employees that week.

Student Employee Retirement Plan (SERP) 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. TIAA is the investment funds carrier for the Student Employment Retirement Plan. **You can direct specific questions regarding the investment plans to TIAA (<http://TIAA.org/cu>) or call 1-800-842-2252.**

Employee Services runs an interface that pulls in 'real time' enrollment 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 video, 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 Student Finance>Student Information>General>Student Services Ctr (AdminVw), enter the student's id number and search. Select My Class Schedule and you can look at each class enrolled and how many credit hours.
2. Request that the students provide you with copies of their schedules printed from their Buff Portal
3. Contact the Registrar's or Student Employment for verification.
4. In HCM go to Non-Pay Actions>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 unless they are full-time according to the chart below (if full-time according to the chart, the student is exempted).
- Summer: Students enrolled in less than three credits for the summer (total credit hours of all summer terms) unless they are full-time according to the chart below (if full-time according to the chart, the student is exempted).
- 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.

CUBLD Master	CUBLD PhD	CUBLD DMA
<ul style="list-style-type: none"> • A status, one thesis hours is full-time • B status, one candidate for degree hours = 6940-6949 is full time 	<ul style="list-style-type: none"> • C status, one dissertation hour is full time • E status, one dissertation hour is full time 	<ul style="list-style-type: none"> • D status, one hour of coursework 8200-8399 or TMUS 8029 is full time • E status, one hour of coursework 8200-8399 or TMUS 8019 is full time

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 are 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.*

If the student's enrollment status requires that they contribute into the student retirement program, the student will automatically be enrolled. If they want to change their investment, they can contact TIAA directly. Any student that are enrolled 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-tools> (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.

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 or roll the money into another retirement plan. All questions should be referred to Employee Services.

Student Sick Leave

Effective 1/1/2021 in accordance with the [Healthy Families and Workplace Act](#), all student employees will accrue sick leave. The accrual rate will be 0.034 hours for every hour worked. For example, if a student works 30 hours in a week, they earn 1.02 hours of paid sick leave. Other items to note for the sick leave policy:

- Students earn 1 pool of sick for all employers paid via the University payroll.
- The department that reports the sick leave will pay 100% regardless of where the sick leave was accrued.
- Work-study will not split the sick leave hours reported, the department will pay 100%.
- Students can report sick leave in 15-minute increments.
- Sick leave is not paid out if a student leaves the University. However, if they had a leave balance, the balance can be reinstated if they return within 6 months.
- Employees can view their sick leave balance in HCM under My Info and Pay or Self Service on the Leave Balance tile.
- Any sick leave taken that is not accrued will not be paid. Only sick leave accrued can be used.
- A student employee can only use 48 hours of sick leave annually.
- A student employee can only carry 48 hours from one year to the next. Hours accrued above 48 will be swept during the annual Leave Sweep.
- Use the earnings code **HSK** to report sick hours.
- **HSK** will charge to account code 407950 on your financial statements.

For additional information: <https://www.cu.edu/employee-services/payroll/self-service/my-leave/healthy-families-and-workplaces-act-2020>

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

We are following university guidance stating that department or school leadership may approve remote work, including students who have work-study, according to your area's operational needs. If something should change regarding this current policy, we will let employers know. Remote student workers must receive proper supervision of their work and certification that they have worked and earned their hours, follow all applicable institutional protocols for teleworking, and follow federal, state, and local employment conditions. Please see additional information on the [CU Boulder Remote Working Toolkit](#) website.

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; and
- iii) Each student performs their duties properly

Students can work during holidays at CU as long as they are supervised as mentioned above but they do not qualify for holiday pay.

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 them 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: <https://www.colorado.edu/studentemployment/resources/training-student-employees>.

Verification of Employment

Human Resources-[Records and Employment Verification](#) completes verbal or written verifications for all faculty, staff and student employees for the Boulder campus and System Administration.

- Phone verifications: Please call 303-492-3835
- Written verifications: Send your written requests via fax to 303-492-4491 or hrrmail@colorado.edu
- By Appointment: Employee can see an HR specialist to complete a form needing verifications
- On-line: For online verifications of employment visit the CU System website, create an account using our third party vendor, [The Work Number](#).

A signed authorization form will be required for current or former student employees. HR will try and return calls or written requests within 2 business days.

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 <https://www.colorado.edu/ova>.

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 the home address is only 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. 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 the [MyCUInfo](#) portal on the **CU Resources** tab. ***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. 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 (<https://www.irs.gov/individuals/tax-withholding-estimator>) that can help an employee figure their Federal income tax withholding so the correct amount can be withheld from their pay. This is particularly helpful if they had too much or too little withheld in the past, their situation has changed, or they 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 W-4 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 and the pay periods in a term are determined each year by CU Boulder Student Employment (see [SE payroll calendar](#)). 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:
 - iii. The maximum number of hours a student hourly employee may work is 25 hours per week or 50 hours per bi-weekly payroll period.
 - iv. 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:
 - v. The maximum number of hours a student employee may work is 40 hours per week or 80 hours per bi-weekly payroll period.
 - vi. The summer semester varies from 12 to 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.
- g. We estimate that Resident Advisors will work 20 hours per week on average. However, the actual number of hours worked per week depends on many factors, including their on-call schedule, interactions with residents, staff meetings, staff training and other job-related responsibilities. Thus, the RA role is acknowledged at 20 hours a week. The Student Employment Policy on-campus states that students cannot work more than 25 hours in a week. Therefore, if working as an RA and you have another part-time job on campus, you cannot work no more than 25 hours total between them.

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.

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: 3500/\$15.00 an hour/40 weeks [fall/spring]=5.83 hours a week to work to not go over their award. So, they should work 5.50 hours a week to not go over their award amount). 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.

Working During Scheduled Class Time Prohibited

Students are not permitted to work in their positions during scheduled class times so employers must make sure that the student is not working during the time they are scheduled to be in class. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented on the timesheet. Auditors often review student time records to check for this type of situation.

SECTION 4 – WORK-STUDY INFORMATION

Work-Study Eligibility

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 and the upcoming fall term. If students continue to earn when they are no longer eligible, the employer will be charged 100% of the students' earnings. **Work-study awards are subject to change** as it depends on a student's financial aid status at any given time; it is the responsibility of the student and supervisor to keep track of a student's award amount.

Academic Year:

To be eligible for work-study during the Academic Year, a student must submit *each year* a [Free Application for Federal Student Aid \(FAFSA\)](#) and receive a work-study award as part of their financial aid package. Students who earned work-

Last Updated: 1/4/2024

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.**

Summer:

Students must submit each year the [Free Application for Federal Student Aid \(FAFSA\)](#) for the current and upcoming academic year to be eligible for summer work-study. However, they must also apply for summer aid through [Buff Portal](#). 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 prior academic year will be given priority, though due to the limited funding, awards are never guaranteed. For a student to receive and keep their work-study award for the summer, they must meet the requirements below:

1. Must be enrolled in classes for the summer by the start of the summer term or our office will cancel the award, **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. Even though a student may have submitted the FAFSA on the deadline date, the application is processed by the government first and that sent to our office. This process can take 3-5 days.
4. The student must demonstrate need for the upcoming academic year.

Work-Study Appointments and Additional Job(s)

Students can 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 their work-study award or violate the Student Hourly Employee Work Policy. If a student over earns the award, one or both employers will 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), they are 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 their work-study award, take the work-study award, and divide by the student's pay rate and then divide by number of weeks that they will work in the term. Example (determining the number of hours a student can work in the fall semester):

Award Amount for fall semester: \$1750
Pay rate: \$16.00
Number of weeks in the fall semester: 20
 $\$1750 / \$16.00 = 109.38$ divided by 20 weeks = 5.47

Therefore, the student should work approximately 5.5 hours per week and not exceed their 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, you can also use our [Work-study Balance Spreadsheets](#) to track their hours. View our [payroll calendar](#) on our website to determine the number of weeks in a term as they may change annually. The student can work over their work-study allotment, but the department will be charged 100% for their earnings. You can submit a work-study increase request but there is never a guarantee an award can be increased. It depends on our work-study funding and students' financial aid.

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>. There is an imbedded formula contained in the Excel spreadsheets so be careful when inputting data.

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 instead of the Group spreadsheet).

Determining Work-Study Status

Before hiring a student into HCM it is important that you determine if the student has been awarded work-study to ensure that they are properly set up in HCM. To determine if the student has been awarded work-study, you have three options:

1. **Campus Solutions (CS):** 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 (see [below](#) for access).
2. **HCM** – the CU Work Study Awards page (Non-Pay Actions>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 or when the process has been updated during time collection week. **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 but is done at least once during a time collection week.
3. In HCM on the Work-study Indicator screen you can flag the students' job record for your department to use the award. If they have an award and are eligible to earn it, the earnings will automatically be processed as work-study.

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 Buff 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 following the steps above CS or contacting our office.*

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

The Employer View Screen is used to determine whether or not a student has a work-study award and if they are eligible to earn it. If you need access to view students' work-study awards and balances in Campus Solutions (CS), also known as CU-SIS, you must request access to the Work-study Employer View page (https://www.colorado.edu/studentemployment/sites/default/files/attached-files/employer_view_awards.pdf).

To see how to read the screen please view the "How to Read the Work-Study Employer View Page" (http://www.colorado.edu/studentemployment/sites/default/files/attached-files/employer_view.pdf).

The Employer View Screen also allows the employer the ability to view accumulated work-study earnings and remaining work-study amount. An '**Earnings As of Date**' field is located in the middle of the screen which 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 begin earning their award. Be sure to view the correct term when viewing since fall, spring and summer terms will display on this screen.

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 their 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 contact the Student Employment or the Financial Aid Office.

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. At this time, we cannot determine if the student will receive a work-study award or eligible to earn one until their financial aid file is completed.
- **"Failed Eligibility "**, the student has been awarded work-study but there is currently a 'hold' on the financial aid file. The student should contact the Student Employment or main Financial Aid Office 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. The student can work hourly, and earnings will charge 100% to the department if you wish for them to work until their financial aid hold is cleared. However, there is no guarantee that they will be eligible for their award once it is cleared if they become ineligible during this review process.
- **"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 Employer View Page in Campus Solutions, 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 the job record 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 work-study award limits.***

In addition to viewing a student's work-study award information, there is a work-study indicator table page to which a department must update if they want to use the student's work-study award for their specific job if they did not update this field at the time of hire.

IF THE STUDENT WAS 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. **Updating the work-study indicator requires that the job record be active and a student job code series of 4101-4104. You no longer have to wait for us to run our program that loads the work-study award limits to the work-study awards table to designate your student to use work-study. You can designate work-study during the hiring process or add them to the work-study indicator table 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:

- CU Non-Pay Actions>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](#)):

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

- CU Non-Pay Actions>CU Student Info & Processes >CU Work Study Indicator
- Enter **Empl id** or any information you have on the student and click **Search**.

You will now see some **Job Information** on the student in the top section;

- **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, to arrow through to your department/record # if needed), **Job Code** (should display job code you set student up in), and **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:

The screenshot shows the 'Work Study Indicator' form. At the top, there are navigation links: 'Find | View All', 'First', '1 of 1', and 'Last'. Below these, there are three input fields: '*Effective Date' (empty), 'Effective Sequence' (0), and 'End Date' (empty). At the bottom, there are two more fields: 'Last Update User ID' and 'Updated on'.

➤ Enter an **Effective Date**:

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

- If there is no date in the field, you can just **Enter a Date**
- If a date is in the Effective Date field **AND** an end date in the End Date field

This screenshot shows the 'Work Study Indicator' form with the dates '06/26/2022' entered in both the '*Effective Date' and 'End Date' fields. A blue oval highlights these two fields. The 'Effective Sequence' is 0. The 'Last Update User ID' is DURA000001, the user is Duran, Brenda L, and the 'Updated on' date is 07/07/22 10:32:20AM.

You must **Insert a new row, enter new date and delete the end date in the fields**

This screenshot shows the 'Work Study Indicator' form with a new row added. The '*Effective Date' field is now populated with '06/27/22', and the 'End Date' field is empty. A blue oval highlights these two fields. The 'Effective Sequence' is 0. The 'Last Update User ID' is DURA000001, the user is Duran, Brenda L, and the 'Updated on' date is 07/12/22 10:23:32AM.

- If there is an Effective Date and NO End Date, it will process to work-study during the payroll process if the student has an award on the CU Work Study Awards page and they are eligible to earn it.

Example, the current timesheet that is going to be processed for students is for pay period 06/26/22-07/09/22:

- When you look at the panel if there is **no Effective Date**, you can **Enter an Effective Date for the start of the pay period (6/26/22). Save**
- 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 effective date was 6/29/22, use 6/30/22 as the effective date. It will still split the earnings for that pay period since it is still within that pay period. **Delete the data in the End Date field. Save**
- If there is an effective date of 7/10/22 and the pay period closed, you cannot insert a row and back date it to be within the closed period. You would leave the row as is unless there is an end date in the end date field. If so, you will just insert a row (hit the plus button) and enter the date of 7/11/22 and delete the end date data in that field and save. You will need to complete a request to transfer the earnings from the 7/09/22 pay period into work-study. *However, there is no guarantee we can correct earnings for any pay period, particularly 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 (CU PAY774) will run several times throughout the day to take data from the Indicator page and check the Active WS Job box on the CU Work-study Jobs Page. Therefore, 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* the **next day**. Enter the student's employee ID and make sure that the "Active WS job" box is checked. Ensure that the work-study job belongs to the appropriate department, term, and academic year.

Academic Year - Job

Find | View All First 1 of 4 Last

Academic Year 2017

Work Study Jobs

Find | View All First 1 of 1 Last

Empl Record 0 Term 2167 Academic Year 2017

Effective Date 07/31/2016

Work Study Eligible Job ☒

Active WS Job ☒

On/Off Campus Job

On Camp ☒ Unknown ☐ Off Campus ☐

Dept ID 60017 AV/CASA-FA Financial Aid

Job Code 4102 Student Asst II

Position Student Asst II

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 if all of your students are marked to use their work-study awards. Navigate to: CU HCM User Workforce. However, in order for the information to be pulled for that term, the limits must have been fed over for that term. Contact Student Employment if you have questions (27349).

- Select the **Resources** tab
- Under **HCM Queries** scroll down and select **Click here for ALL**
- Scroll down and select the **Work-study Job Limits** link
- Enter **Term Nbr:** 2237 (fall) or 2241 (spring) or 2244 (for summer)
- Enter your **Department ID**
- Check the **Active Only** box so you don't see terminated students.
- Click the **View Results** button
- Under the WS Active Job Column anyone with an **N** is not flagged to use the work-study award and you can now update the CU Work Study Indicator page accordingly.
- The work-study eligible job check box does not mean they are eligible to earn their work-study award, this means that the job code the student is hired into is an eligible work-study job code (4101-4104).

Work-Study Increases

If you and the student wish to increase the student's work-study award, please submit the Work-Study Increase Request Form (academic year or summer) under on-campus employer forms of our website at:

(<http://www.colorado.edu/studentemployment/forms/employer-forms>). 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 the requests in the order they were received. We will keep the requests 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 or the employer will pay 100% once the award limit for that term has been met.**

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" (academic year or summer) form found under on-campus employer forms on our website at:

<http://www.colorado.edu/studentemployment/forms/employer-forms>. 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 the requests in the order they were 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.

To be considered for work-study a 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 Buff Portal, 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!**

Students can also submit a Request for Work-study and be placed on the waitlist. We will give priority to employers who will be hiring a student, but we wanted to make it easier for a student to be placed on the waiting list and then locate an employer since some departments may require a student to have an award before they can apply for a position. We will review these requests on a bi-weekly basis with the employer requests.

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
- Our office not contacted to place a hold on the work-study award by deadline stated above by either the employer or student.
- 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-3) by start of term. Cannot begin earning award until enrolled in degree seeking courses.

Our office will contact the HR Liaison via email that we have on file to let them know the change in a student's financial aid eligibility as soon as possible. We will cover the hours worked under work-study through the day we notify the HR Liaison, they in turn should notify the supervisor in their department.

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

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

Depending on how you hiring a student, will depend on what process you need to follow. Are you hiring through "[CU Careers \(Taleo\) ATS](#)" (make sure you have access) or Direct Hire in HCM? If hiring through Avature as your ATS, contact HR for more information. Prior to hiring the employee, the employer will also need to know the following information:

1. **Student's Personal Information:**
 - a. **HCM:** use the [Personal Information Form](https://www.cu.edu/docs/personal-information-worksheet) at <https://www.cu.edu/docs/personal-information-worksheet>.
 - 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](https://www.cu.edu/docs/emergency-contact) at <https://www.cu.edu/docs/emergency-contact>.
 - 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/background-check-policy>
 - 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 before you hire them into position but can be updated if 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://www.colorado.edu/hr/forms-tools>) and return to you.
7. **The I-9 Employment Eligibility Verification Form** (When hired the student will be able to start this process through HireRight but must complete the paper work with an I-9 partner or the Human Resources Office). **ORIGINAL DOCUMENTS ONLY-NO COPIES!** A list of acceptable documents can be found at <http://www.colorado.edu/hr/sites/default/files/attached-files/i-9-acceptable-documents.pdf>.
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**, if applicable they will automatically be enrolled but a student can voluntarily contribute to a pension/savings plan, see (<http://www.cu.edu/employee-services/student-employee-retirement>)

If the student has previously worked for the University, they 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 120 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.

CAUTION: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you hire anyone, you should run the Job List query (CUES_HCM_JOB_LIST) to make sure the person you are adding does not already exist in the system. If you do not know how to run the query, refer to *Hiring an Employee Step-by-Step Guide* at <https://www.cu.edu/docs/sbs-hiring-employee> or see below. Do not continue to make extra job records, reuse a job record that has been terminated.

To see if a student has been entered in HCM navigate to **HCM WorkCenter** tile. Select the **Resources** tab>Select **Job List**. Make sure the **Active ONLY** check box **IS NOT** selected. Type in as much search criteria as possible so you can to find the right person you are setting up. Double-check that your criteria is entered correctly. Mistyping a name, ID, or SSN will yield incorrect and possibly misleading data; leading you to create a duplicate record. **View Results.** This will decide if you need to do New Hire or an Additional Job.

1. Making a **Funding Entry** or **Creating a Position with Funding**. The actual set-up will be slightly different depending on whether you are creating a new position or updating an existing position. Follow the step-by-step guides at <https://www.cu.edu/docs/sbs-creating-position-funding>
2. Hiring the student into the position. 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/docs>

Log into myCUinfo. Click the **HCM** tile. 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 Position Information report. Select the **HCM WorkCenter>Select the Resources** tab and under the Query manager select the **Position Information** links. Enter your Dept ID and/or job code and other details you may want but not required. Check the **Vacant ONLY** box and **View Results**. If no vacant position number, you will need to create a new one.

Creating or Updating an Existing Position

All HR Liaisons (HCM Community Payroll Liaisons) will be able to enter and approve a student position that is hired into job codes 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.

Click the **HCM** tile>Click **Non-Pay Actions** tile>From the menu on the left select **Position Management>Add/Update Position Info>**The Add Update Info is displayed. Follow Steps below

Click the **Add a New Value** tab. **Caution:** Do not enter a Position Number. Leave the default of 00000000. HCM will assign a unique position number after you save your request. Click **Add**. You will see tabs that you may need to update or skip the following tabs.

Description Tab

Position Information

- Enter an **Effective Date**
- Reason: **New**

Job Information

- Business Unit: will default based on your security but can change to UCB
- Enter **Job Code** and press **tab**. The system populates the remaining fields
- Reg/Temp: Should default to **Temporary** for students.
- Full-Time or Part-Time box: should default to **Full-Time** for students
- Regular Shift should default to **Not Applicable**
- Leave Union code field blank
- The Title field displays the default title associated with the Job Code. If you want a different title, delete the default title, and type the new working title.
- Short title will default to the job code title entered earlier even if you change the Title

Work Location

- Reg Region field default to **USA**
- Enter **Department Number**. Press **tab**
- Will move to Location field, which will display a default location according to the selected department code. You can change if needed. Press **tab**
- **Reports To** field: enter the position number this position will report too.
 - Note: If you are planning to recruit for this position using CU Careers, the Reports To field must have a value, and the select Reports To position must have an incumbent; the Reports To position cannot be vacant.
- Dot-Line: enter the position number of the director of your department but is optional

Salary Plan Information

- Allow Salary Admin Plan, Grade, and Work Period to default according to the Job Code. Do not edit these fields.
- **Standard Hours**. Students should be **1**. The Standard Hours field will default according to the Job Code, but you can update it, if necessary. What you enter as the Standard Hours value will determine the Full-Time Equivalency (FTE) value. Standard hours determine eligibility for benefits. Employee who works 20 or more standard hours in a weekly work period are eligible for benefits. Contact HR for assistance if you are unsure what the standard hours should be.
- Click the USA flag to update FLSA Status. Students are **Non-Exempt**

Specific Information Tab

- **Max Head Count** should be 1
- **Do not select the Update Incumbents** box when creating a position. If this box is selected for a new position, the system will display an error when you save (new positions don't have incumbents).
- Under the Education and Government section, select the **Classified Indicator** and select **Student Hourly**. **DO NOT SELECT STUDENT WORK-STUDY**. This does not designate the student to use the award; you will need to see the work-study indicator steps below to mark your student to use the award.
- Ensure that the FTE value is correct (0.025000). This number is a calculated field that will correspond proportionally to the indicated Standard Hours.

Skip the Budget and Incumbents Tab

CU Positions Tab: Enter the **Campus Box** that is appropriate for the selected Department

CU Positions Compensation tab: this tab is currently not being used. Details will be updated once it is active.

Click **Save** from the bottom of the page. This system displays saving in the top right corner of the page and then displays the CU Funding Entry page with the position number and effective date populated from your saved position.

- It will automatically take you to the funding page

CU Funding Entry

In the **New Distribution Data** section, enter the **SpeedType** and **Percent of Distribution**.

- **Funding End Date and Project End Date** default from the financial system (FIN) only if you are using a SpeedType associated with a grant or contract. For other types of funding, this field will not be auto populated because there is not always an end for funding. You can update Funding End Date if needed.
- **Budget Amount** is blank for a new position. Otherwise, when the position is tied to a specific employee's pay amount, it is tied to Percent of Distribution. When you change the amount, the percent will update when you tab through the fields.
- Click the **plus** button to **add rows and update funding by percentage**. Total percent of distribution must equal **100**.
- Click **Save/Submit** from the CU Funding Earnings tab. HCM saves the funding entry and returns you to the Position Information page. Note the new position number and the HRGL Request number on this page. You can use this HRGL Request number to confirm that the funding entry status has changed to Completed once the position has been approved. Be sure to confirm the funding posted in Position Funding History.
- Click **Submit**.

After the position is approved, you can create the Non-Person Profile (NPP) and recruit for it through the applicant tracking system. Refer to [Creating or Updating and NPP Step-by-Step Guide](#) for more information.

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 their 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).

BE SURE TO HAVE YOUR POP-UP BLOCKER TURNED OFF

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 or they must be present to give you that information. You should already have the position number and funding updated before you hire the student into the position. You can view video at <https://vimeo.com/298016829> to help with the hiring process. The pages that must be completed are listed below.

Select **HCM Community Users**>Click **Transaction Launch Page** tile

- Under Search Criteria **Enter** one or more fields to help narrow your search down
Emplid, First Name, Last Name, Date of Birth, National ID, National ID Last 4, Department
- In the dropdown menu on the **Search Option** field, this determines the type of hire you are doing:
Hire/Rehire/Additional job or Transfer Employee. For this process we will do the **Hire/Rehire/Additional job**.
- Click **Search**

Hire/Rehire/Additional job

If they are a new hire, you will see no data appear under the NO ATS matching Values Found (if they didn't use the AVATURE/CU Careers) and No HCM matching values found.

Caution: HCM Data results will include any future-dated hires or rehires that have been approved. If you see that the person you are hiring (or rehiring) has a future-dated record, or if the system displays a warning of a pending future-dated transaction, you should contact your department lead or HR before proceeding.

- Click the **Add a Person** checkbox
- Click **Submit**

You will get a question prompt pop-up box,

- *"Is this employee on a contract?"* you must select Yes or No. For student hourly/work-study **select No** to the contract question.

Add a Person Page is displayed

Biographical Details tab

Name Section:

- Enter an **Effective Date**
- Click **Add Name** button
Enter **First Name, Middle Name and Last Name**
- Click **Ok**

Biographical Information:

- **Date of Birth** (*the other fields in this section are optional*)

Biographical History: (*Fields are option in this section that don't have an asterisk (*) and won't be listed in the steps*).

- **Gender**
- Optional fields are Highest Educational Level, Marital Status

National ID:

- **National ID** (Enter the Social Security Number). **Note:** If the employee does not have a valid Social Security number at the time of entry into HCM, follow your campus specific guidelines, or leave it blank and the system will automatically populate XXX-XX-XXXX. Refer to the [Social Security Number Procedural Statement](#) for more information. Employees cannot be paid without a valid SSN. However, you must update this field as soon as the student has their number, since the system cannot match them to their enrollment in Campus Solution it will treat them like they are not a student, and they will pay into student retirement and/or their work-study may not split correctly. This will also cause tax issues later on.

Contact Information

Current Addresses

Home: Click the **"Add Address Detail"** link. It will default some fields so update as needed.

- Click the **Add Address** link
 - Enter the **Home Address** Information
 - Click **Ok**
 - Click **Ok** again.

Mailing Address Information

- A nightly integration will update this field with the Home address otherwise you can select the plus button to add a mailing address if you have a different one than the home address.

Phone Information

- Must select a Type: Home Phone, Mobile, Business Information. **You must select one as Preferred**
- Enter the Phone Numbers as listed from employee on form.

Email Addresses

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

Regional tab

- Select a Military Status
- Look up Ethnic Group and select the value

CU Personal Data tab

Background Checks

- If required by the position. This should've been done **PRIOR** to Employment and should default the information in from Hire Right. If none, skip if you know the information you can enter it.

CU Personal Data I9 tab

I-9 Information

- Information should default in from Hire Right once you hire the student into position. You should go back and check that the student has completed it within 3 days of hire, or they should not work until it's completed.

Once all information is completed click **OK** and this will take us to the actual template.

Template Based Transactions

Enter Transaction Details

The following transaction details are required.

The screenshot shows a web form titled 'Enter Transaction Details' under the heading 'Template Based Transactions'. The form contains several fields and buttons. Numbered callouts are present: 1 points to the 'Category Code' field; 2 points to the '*Job Effective Date' field; 3 points to a red arrow icon next to the 'Mickey Mouse' text; 4 points to the '*Reason Code' dropdown menu. The form includes fields for 'Template', 'Organizational Relationship', 'Country', 'Category Code', '*Empl ID' (with value 123456), '*Job Effective Date' (with value 10/10/2018), 'Direct Hire', 'Employee', 'United States', 'Job', 'Mickey Mouse', 'Action' (with value Hire), and '*Reason Code'. At the bottom are 'Continue', 'Cancel', and 'Notify' buttons.

1. You will see that an Empl id has been created
2. **Job Effective Date** (is the effective Start date), **change** to employee start date
3. Optional: View the Related Content by selecting the red arrow to view the Person Organizational Summary. This helps identify if the person exists in the system already (POI, Additional Job, etc.) on this person. This will default the **Action reason** for you.
4. Reason Code select from the drop down: **New Hire**
5. Click **Continue**

This takes you to the hire template to hire them into the position

Pos and Job Info

Work Information-Position Data

- Enter **Position Number** you created. **Tab** out (will populate some fields that will be greyed out). If you see anything is wrong with the position information you will need to "Save as Draft". Go back and update position information and come back to complete.

Work Location - Job Fields, Job Information – Employee Classification, Job Information-Standard Hours, Job Information-United States (should have populated based on position number).

Job-Payroll Information

- Pay Group: **STU** for Student Workers
- Employee Type: **H**

Job-Compensation - Payroll Currency and Frequency

- Compensation Frequency: **H**

Job-Compensation – Pay Components

- Comp Rate Code: **BASEH**
- Compensation Rate: **enter the compensation rate for student**
- Compensation Frequency: **H** (should default from previous selection)

You do have the option to enter multiple pay components, appointment end date, comments and add attachments if necessary.

Appointment End Date. Not recommended for work-study students. If you enter an appointment end date, a message will appear indicating that this date is not used for Auto Term evaluation and processing.

Expected Job End Date Not recommended for work-study students. If needed, type or enter a date that will be evaluated by the Auto Term process, and if eligible will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

CU Work Study Indicator Section If a student has a work study award or you wish to have them flagged to use work-study if they receive an award later in the academic year, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the first day of hire. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered.

Adding Comments and Attachments

1. In the Comments section, type any notes in the **Job Notes** field. When this hire transaction is approved, these comments populate Job Notes in Job Data.
2. If needed, attach documents, such as an offer letter. a. Click **Add Attachment**.
 - a. In **Attachment Title** field, type a name for this document, such as Offer Letter.
 - b. Click **Add**.
 - c. Click **Choose File**.
 - d. Select a file and click **Open**.
 - e. Click **Upload**

Click Save and Submit for Approval

This will give you the TBT Request Id number. If you cannot approve based on your row level access, this will be sent to your Approver. However, all HR Liaisons should be able to auto approve students.

Click **Ok**

Click **Ok** again

Emergency Contact

This no longer automatically pops up so you must navigate to **Non-Pay Actions>Personal Information> 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. Save

If you did not enter the Date in the Work-study Indicator Section at the time of hire you can still mark the job for work-study. Follow the instructions under to [Mark Your Department To Use The Work-Study Award](#) above.

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

HCM>Transaction Launch Page tile>Under Search Criteria **Enter** one or more fields to help narrow your search
Emplid, First Name, Last Name, Date of Birth, National ID, National ID Last 4, Department

- Select a **Search Option** (this field is required) from the drop-down menu. This determines the type of hire you are doing: **Hire/Rehire/Additional job or Transfer Employee**. For this process we will do the **Hire/Rehire/Additional job**.
- Click **Search**



Transaction Launch Page

Search Criteria

Empl ID

First Name

Last Name

Date of Birth

National ID

National ID Last 4

Department

*Search Option

1



Select	Source System	Amendment ID	Name	Date of Birth	National ID Last 4	Dept ID	Department Name	Position Number
<input type="checkbox"/>	TI	id	Name displays here			60106	ADM AVCFO Building Maint Opns	00216625

2

HCM Data											Personalize Find View A	
Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title
<input type="checkbox"/>	New Employment Instance	I D	NEW	Name		S						
<input type="checkbox"/>	No Action		0		Active	N	07/01/2018	UCCS 40391	VCAF-Office of Sustainability	2320	Engineering/Arch I	
<input type="checkbox"/>	No Action		1		Active		09/01/2016	UCCS 40363	AA-Undergraduate Education	1419	Lecturer	
<input type="checkbox"/>	Rehire		0		Terminated		01/01/2018	UCB 10344	Computer Science	1505	Research Assistan	
<input type="checkbox"/>	Rehire		1		Terminated		08/01/2017	UCB 10344	Computer Science	1505	Research Assistan	

Sample is if you searched by last name only:

1. TI is Taleo/Career Services Tracking, and AI is Avature Tracking
2. HCM Data will display all the employees with the same last name so updating as many fields as possible ensures you pull up the correct employee.
3. Click the **checkbox** next to the correct Employee in the ATS Applicants section (if they appeared). This pulls in their current information. **and**
4. Click the **checkbox** next to the correct Employee you are doing an additional job for. You will look for a terminated job and under Template action for Rehire.
5. Click **Submit**

Pop-up window appears. For the question prompt

"Is this employee on a contract?" you must select Yes or No. For student hourly/work-study select **No**.

This will take us to the actual template.

1. You will see that an Empl id is displayed (greyed out)
2. **Job Effective Date** (is the effective Start date)
3. View the Related Content by selecting the red arrow to view the U Person Organizational Summary. This helps identify if the person exists in the system already (POI, Additional Job, etc.) on this person. This will default the **Action reason** for you.
4. Reason Code select from the drop down: **Additional job**
5. Click **Continue**

This takes you to the hire template to hire them into the position

Personal Data and Pos and Job Info

Personal Data tab

Verify the Employee Information is correct that populated. You should be able to change the Personal information if needed: address, phone, email, education, etc. You may add job notes and add attachments if necessary.

Pos and Job Info tab

Enter **Position Number** you created. **Tab** out (will populate some fields that will be greyed out). *You will see a position number that was populated from CU Careers, if it's the same position you wanted to hire into you can copy and paste it in the Position number field otherwise enter new position number.* If you see anything is wrong with the position information you will need to "Save as Draft". Go back and update position information and come back to complete.

Work Location - Job Fields, Job Information – Employee Classification, Job Information-Standard Hours, Job Information-United States (should've populated based on position number). These are not editable fields.

Job-Payroll Information (not editable).

- Pay Group: **STU** for Student Workers
- Employee Type: **H**

Job-Compensation - Payroll Currency and Frequency

- Compensation Frequency: **H**

Job-Compensation – Pay Components

- Comp Rate Code: **BASEH**
- Compensation Rate: **enter the compensation rate for student**
- Compensation Frequency: **H** (should default from previous selection)

You do have the option to enter multiple pay components, appointment end date, comments and add attachments if necessary.

If needed, type or select an **Appointment End Date**. A message will appear indicating that this date is not used for Auto Term evaluation and processing.

If applicable, type or select an **Expected Job End Date** that will be evaluated by the Auto Term process, and if eligible will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

CU Work Study Indicator section

If a student has a work study award or you wish to have them flagged to use work-study if they receive an award later in the academic year, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the first day of hire. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered.

If you forgot to update the Work-study indicator at the time of hire, no worries you can navigate to the Work-study indicator page and **follow the instructions under to [Mark Your Department To Use The Work-Study Award](#) above.**

Adding Comments and Attachments

3. In the Comments section, type any notes in the **Job Notes** field. When this hire transaction is approved, these comments populate Job Notes in Job Data.
4. If needed, attach documents, such as an offer letter.
 - a. Click **Add Attachment**.
 - f. In **Attachment Title** field, type a name for this document, such as Offer Letter.
 - g. Click **Add**.
 - h. Click **Choose File**.
 - i. Select a file and click **Open**.
 - j. Click **Upload**

- Click **Save and Submit for Approval**

This will give you the TBT Request Id number. If you cannot approve based on your row level access, this will be sent to your Approver. However, all PPLs should be able to auto approve students.

- Click **Ok**
- Click **Ok** again

This will give you the TBT Request Id number. If you cannot approve based on your row level access, this will be sent to your Approver. However, all HR Liaisons should be able to auto approve students.

- Click **Ok**
- Click **Ok** again

Short Work Break

Short Work Break is no longer needed for student employees. If you had a student on short work break from the previous system, you could go in and reinstate them under Rehire and follow steps to rehire them above or you can terminate that position/job record. **Be sure to update the Work-study Indicator Page if they are a work-study employee and you rehired them.**

Termination in HCM

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

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

Click on the **HCM** tile>Click **Transaction Launch Page** (If you are already in the CU Non-Pay Actions area you can just select the Transaction Launch Page link from there).

STEP 1: Search Criteria

- Enter **Employee id or name and/or other identifying information**
- Select **Termination** from the Search Option (this is a required field)
- Select **Search**.
- Select name and your department under HCM Data Search Results
- Hit **Submit**

STEP 2: Enter Transaction Details

- Empl id and Employment Record will be defaulted
- Enter an **Effective Date**. **Make sure you enter an effective date the day AFTER the last day a student is to be paid. If you terminate their record on a day they worked, the system will not pay them for that day.**
- Select a **Reason** for termination from the drop-down box
- Click **Continue**
- Make any notes and add any attachments if needed
- Select **Save and Submit for Approval**
- Click **OK**.
- Click **OK** again. The system will return you to the Enter Transaction Details page.

If terminated for Cause or Other the approval will need to be done by HR. The Work-study Indicator Page will update with the termination date. If you rehire the student, you will need to make sure and update that field in the template or go directly to the Work-study Indicator page.

Transferring an Employee in HCM

Run the Job List query (CUES_HCM_JOB_LIST) to verify the most recent job data for the employee. The Job List query identifies employees that may not be in your role level security. For example, if you are at Denver and will be transferring an employee from Boulder, you can run Job List to identify that employee and basic information about that employee.

To run the query from the HCM Community Users dashboard:

1. Click the **HCM WorkCenter** tile.
2. Click the **Resources** tab.
3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
4. Select **Job List**.
5. Type search criteria and press **Enter**.
6. Verify current job data and confirm that the Eff Date in Job List is on or before the intended transfer date.

Note: The Transfer Template will allow a row to be inserted before a more current row in Job Data so make sure you are looking if there is an future dated row before you select a particular job record to use.

Prepare the position to which the employee is being transferred. This includes making sure the correct funding is specified for the position. Refer to *Creating a Position with Funding Step-by-Step Guide* or *Updating a Position Step-by-Step Guide* for more information. If you use non-person profiles, refer to *Creating or Updating a Non-Person Profile Step-by-Step Guide*. You may also want to check you campus business processes.

Have the following information available:

- Empl ID of the employee.
- Position number to which the employee is transferring.
From the portal, click the **HCM** tile>Click the **Transaction Launch Page** tile **Or** click **Pay Actions** tile then select **Transaction Launch Page** link.
- In the **Empl ID, name and/or other identifying factors**
- In the Search Option select **Transfer Employee**
- Click **Submit**
- Answer question if student will be on a Contact. For students, the answer should be **No**

Entering Transfer Transaction Details

- In the Empl ID and Employment Record Number will be greyed out
- In the Job Effective Date field, type or select the effective date of your transfer transaction.
 - Note: Even if a more current row exists in Job Data, no message will appear. The transfer row will be inserted into Job Data. If more current rows exist for a previous position, those rows will require an additional effective sequence update.
- Select a **Reason Code** in the drop-down box.
- Click **Continue**

Entering Transaction Information for Position and Job

- In the **Work Location – Position Data** section, type the **Position Number** and press **Tab** (or use the lookup to search for and select the position number). After you press Tab or select the position, the system displays the **Employee Classification**.
- Notice that the **Pay Group** is already selected in the **Job – Payroll Information** section. Update this field, if necessary.
- In the **Job – Payroll Information** section, type or search for the **Employee Type**.
Important: All Job Compensation codes must match the selected Employee Type, or your submission will be pushed back or denied.
- Under the **Job Compensation – Payroll Currency and Frequency** section, type or search for the **Compensation Frequency**.
- Under the **Job Compensation – Pay Components** section, type (or look up and select) values for the following fields:
 - a. **Comp Rate Code**

- b. **Compensation Rate**
- c. **Compensation Frequency**

Note: You have the option to enter additional pay components under Job Compensation – Pay Components – 2 and Job Compensation – Pay Components – 3.

If applicable, type or select an **Appointment End Date (NOT RECOMMENDED FOR WORK-STUDY STUDENTS)**. For student employees no end date is NOT required

CU Work Study Indicator section

If a student has a work study award or you wish to have them flagged to use work-study enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the first day of hire. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered. *If you forgot to update the Work-study indicator at the time of hire, no worries you can navigate to the Work-study indicator page and follow the instructions under to Mark Your Department To Use The Work-Study Award above.*

Enter any comments in the **Comments** section

Once you have completed the required fields, you have the following options:

Return to Enter Transaction Details Page – Lets you go back to the first page of the transaction.

Save as Draft – Lets you save the transaction as a draft and come back to it at a later time.

Cancel – Cancels the entire transaction.

Save and Submit for Approval – Saves the transaction and starts the workflow, sending it to the appropriate approver.

After clicking **Save and Submit for Approval**

Click **Ok**

Click **OK** again

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

Since all ES correspondence (including W-2s) 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 an address, go to Non-Pay Actions>Personal Information>Modify a Person to make the necessary changes and save.

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.

HCM Community Users>Click Transaction Launch Page

- Under Search Criteria enter **Employee ID**
- Under Search Options select **Job Change**
- Hit **Search**
- From the HCM Data listing, select the **checkbox of the employee** (and job record, if applicable) that you are updating. **Caution:** Because employees may have more than one job, it's important to ensure you have the correct employee and job record, before continuing. As only a few records are displayed at a time, you may need to page through the results to find the correct record or search again using additional criteria.
- Click **Submit**
A message will appear asking if this is a contract employee. Indicate whether this employee is paid on a contract: For this purpose, it's a **NO**.

After responding to the contract prompts, the Enter Transaction Details page appears, displaying the name of the template you are using and required fields, which appear with an asterisk.

- Effective Date: **Enter Job Effective Date** (be sure to update as it will default to the current 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: You want to grant an increase in pay effective 8/17/22. Since that is in the middle of a pay period you will have to decide if you want to actually start the new pay rate on either 8/07 or 8/21 (the start of the next pay period) and that becomes the true effective date. See the payroll dates at <http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates>.

From the **Action** dropdown list, select the type of action you are taking: **Pay Rate Change**

From the **Reason Code** dropdown list, select the reason for the change: **Base Pay – Increase in Pay**

Click **Continue**. The Enter Transaction Information page appears.

Job Information

- Update the following fields, as needed, depending on the Reason selected for the pay rate change:
 - Pay Group
 - Employee Type
 - Compensation Frequency: For contract employees, system displays Contract and is not editable.
 - Comp Rate Code: For contract employees, system displays BASEC and is not editable.
 - Compensation Rate: Type the compensation rate that is correct for the employee type. (Hourly rate)
- Enter any comments in the **Job Notes** field. When this transaction is approved, these comments populate Job Notes in Job Data.
- If needed attach any documents
- Click **Save and Submit for Approval**
- A message will appear with your Request ID number (make a note of ID in case you need to inquire on it later)
- Click **Ok**
- Click **ok**

CU CAREERS (TALEO) ATS HIRE

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

In order to use CU Careers, you will need to go to [CU Careers Access and Training | University of Colorado](#) to get access.

The process for the Direct Hire involves the following actions:

- A user (with HR access) posts the requisition to the Student-Temp career section in CU Careers.
- The candidate (student or temp) receives an email with a link to an online page where they can register as a CU Careers user and provide name, address, and other personal information needed to complete the hire.
- 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

Because there are different ways to use CU Careers: Create or Modify a Position, personalize your CU Careers Account, Create Job Postings, Select Candidates, Organize your Search Committee, Extend Offers, Hire or Rehire processes you should go to [Recruit & Hire | University of Colorado \(cu.edu\)](#).

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, they will automatically be enrolled but 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 retirement program, they will automatically be enrolled but 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 make sure the Work-study Indicator page has a current effective date and no end date to use the award.
Direct Deposit: Student will complete in MyCUInfo.	Student will update in MyCUInfo. Will need to redo if terminated in system more than 90 days
W-4: Student will complete in MyCUInfo	Student will update in MyCUInfo. Will need to redo if terminated in system more than 90 days
Student will need to complete an I-9. If your department does not have an I-9 Authorized Approver, you can send them to Human Resources website to see locations, date/times available and documents they must provide	They do not need to complete another I-9 unless they have been terminated in system more than 90 days.

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 are 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 processed.**

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, snow days, unemployment and/or paid holidays (students are eligible for [jury duty](#) pay and sick leave). 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 their time record on a daily basis (i.e. do not have them 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/approve their time record. Supervisors cannot sign the student's time record for them. Students must sign/approve 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 approved/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 & Conflict Resolution, 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. You can read the Policy and Procedure on the Campus Controller's website at <https://www.colorado.edu/controller/policies/epers-policy-procedure>.

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. For 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 their 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 procedures on ePERS <https://www.colorado.edu/controller/policies/epers-policy-procedure> and training <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	Earnings type when reporting a late pay for both hourly and work-study students. Charged 100% to department. If any hours are being reported after the normal due date for a bi-weekly pay period, earnings type LTS must be used. Be sure to submit a transfer request
SJD	Student Jury Duty	Earnings type to use to pay student for jury duty. Charged 100% to department.
HSK	Student Sick Leave	Earnings type to use to pay student for sick leave. 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 for your department, or call Student Employment 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

Our office does not process any timesheets to pay a student when we process these forms so be sure you have submitted those hours in HCM Time Collection for the student to receive the late payment.

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 but 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 in a timely manner 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 will not 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 and does not go against the award.
- **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 will not 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 (work-study indicator not flagged for job record, No work-study award, or the "Active WS Job" box is not check. Charged under account 407600 and does not go against the award.
- **LTS** 100% of the earnings that is charged to the Employer because the hours were reported after the normal due date for a bi-weekly pay period. It is difficult to determine what pay period the earnings really belong to so it does not split into work-study automatically (i.e., they could be late hours from a summer timesheet, and we are now in the academic year). Charged under account 407600 and does not go against the award.
- **HSK** 100% of the earnings that is charged to the Employer because the hours were reported as sick leave. Charged under account 407950 and does not go against the award.

HELPFUL HCM REPORTS

Although there are many reports available, 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. You will use the same navigation to access them:

Navigate to **HCM WorkCenter**>Select the **Resources** tab>Under HCM Queries select "**Click here for ALL**" link>

Designated as Work-study: Scroll to **Work-study Job Limits**-select link

- ❖ Enter Term Nbr: 2244 (for summer) or 2237 (for fall) or 2241 (for spring) and your Department ID
- ❖ View Results
- 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 Indicator page. This report will also list if the student has multiple employers who may be using the work-study award.

Work-study Indicator Max Row Report: Scroll to **Work-study Indicator Max Row**-select link

- ❖ Enter your Department ID and/or other optional fields
- ❖ View Results
- This report will list the student are placed on the work-study indicator table with the effective date.
- This will only work for the active term until Student Employment has feed over the work-study limits for the new term.

Work-study Award Limits/Balance: Scroll to **Work-study Personal Limits**-select link

- ❖ Enter Term Nbr: 2244 (for summer) or 2237 (for fall) or 2241 (for spring) and your Department ID **OR**
- ❖ Enter Emplid if you want to view just one student

❖ View Results

- 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: Select **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: Select **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](#))

Positions Information Report: Select **Positions Information**. **Be sure to mark the Vacant Only checkbox.**

- This report will identify vacant positions within your department into which you can hire students (rather than creating a new position). Enter your information.

Training: Select **Training Report**

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 your department org number

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 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 their 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 would like it 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. **You must submit a copy of the job announcement and where you posted it, to show that you attempted to hire a UCB student before we will approve a request to hire a non-CU student. The job posting must be posted for a minimum of 3 business days.** You must email this form **with a copy of the student's class schedule for the term that you are requesting to hire them along with documentation of your attempt to hire a CU student to studentemployment@colorado.edu.** 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 so you will need to submit the two schedules.

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.

Additional forms available on the Student Employment Website:

We have developed some forms that your office can download and use. Fill free to adjust according to your departmental needs:

Disciplinary Action Form-This form is intended to document disciplinary actions as part of said employee's permanent record.

Employee Evaluation Report-This form is intended to help evaluate your student employee, at least annually, for job duties and possible pay increases.

Employer Checklist to Hire Student Employees-This form is intended to help you with the hiring process.

Student Employee Retirement Plan -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/ope/aps/5011>).

Late Termination Policy- This form is intended to help your department with a policy on a student constantly being late to work.

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 -This form can be handed out to student employees to remind them to set up their direct deposit, W4 and complete the discrimination/harassment training

Student Assistant Job Performance Termination -This form can help with a contract on job performance and possible termination.

Student Assistant Time-Off Request Form -Can use this request form for a student to request time off if you do not have a process in place.

Student Employee Termination Checklist -Can use as a termination check list for student employees.

Student Job Offer Letter -Use to offer a job to the student so the job duties and pay rate are clear from the beginning.

TimeCollection Spreadsheet – Use if your department does not use a time clock or another electronic process, you can upload the data into CU Time.

Work-Study Balance Worksheets Can use the 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:

Employers Contact Phone: 303-492-7349

Students Contact Phone: 303-492-5091

Web: www.colorado.edu/studentemployment

Email: studentemployment@colorado.edu

Mailing Address: 77 UCB

Location: Regent 175

Human Resources:

Phone: 303-492-6475

Fax: 303-735-6786

Web: www.colorado.edu/hr

Email: hrmail@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 80203s



PAY PERIODS FALL SEMESTER (20 weeks):	TIME COLLECTION DUE	PAY DAY
August 6 - August 19	August 24	September 1
August 20 - September 2	September 7	September 15
September 3 - September 16	September 21	September 29
September 17 - September 30	October 5	October 13
October 1 - October 14**	October 19	October 27
October 15 - October 28	November 2	November 10
October 29 - November 11	November 16	November 24
November 12 - November 25	November 30	December 8
November 26 - December 9	December 14	December 22
December 10 - December 23	December 28	January 5

PAY PERIODS SPRING SEMESTER (20 WEEKS):	TIME COLLECTION DUE	PAY DAY
December 24 - January 06	January 11	January 19
January 07 - January 20	January 25	February 2
January 21 - February 03**	February 8	February 16
February 04 - February 17	February 22	March 1
February 18 - March 2	March 7	March 15
March 3 - March 16	March 21	March 29
March 17 - March 30	April 4	April 12
March 31 - April 13	April 18	April 26
April 14 - April 27	May 2	May 10
April 28 - May 11	May 16	May 24

All time information must be entered and approved in HCM by 5:00pm on each time collection due date. **Deadlines are subject to change per Employee Services.** 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 5, 2023	Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
August 6, 2023	First day students enrolled in fall semester can begin working for the fall semester.
August 10, 2023	Last due date for Time Entry for the final pay period of summer.
October 1, 2023	"Use It or Lose It" date for fall work-study to reflect earnings against award.
December 21, 2023	Last working day for student's graduating/leaving in the fall semester.
December 24, 2023	First day students enrolled in spring semester can begin working for the spring semester.
February 1, 2024	"Use It or Lose It" date for spring work-study to reflect earnings against award.
May 09, 2024	Last working day for student's graduating/leaving in the spring semester.
May 11, 2024	Last working day of the academic year for work-study students . <i>Any unearned Work-Study is automatically cancelled after this date.</i>

****If a student is awarded academic work-study, they must begin earning their work-study award October 1, 2023 for fall and by February 1, 2024 for spring. If they cannot begin working by this date, the student or the employer must notify Student Employment by the deadline date or the award will automatically be cancelled. Send an email to studentemployment@colorado.edu.**

IMPORTANT UNIVERSITY DATES

Aug. 28, 2023	First Day of Fall Classes
Sep. 4, 2023	Labor Day Holiday (campus closed)***
Nov. 20-22, 2023	Fall Break
Nov. 23-24, 2023	Thanksgiving (campus closed)
Dec. 14, 2023	Last Day of Fall Classes
Dec. 15-20, 2023	Fall Finals Week
Dec. 21, 2023	Fall Commencement. <i>Last day graduating students can work for fall.</i>
Dec. 25-29, 2023	Christmas Holiday and Winter Break (campus closed)***
Jan. 1, 2024	New Year's Eve Day (campus closed) ***
Jan. 15, 2024	Martin Luther King Holiday (campus closed) ***
Jan. 16, 2024	First Day of Spring Classes
Mar. 25 - 29, 2024	Spring Break (campus closed Fri. Mar. 29) ***
May 02, 2024	Last Day of Spring Classes
May 03-09, 2024	Spring Finals Week
May 09, 2024	Spring Commencement
Aug. 28, 2023	First Day of Fall Classes

*** 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 (14 weeks)	Time Collection Due	Pay Day
May 12 – May 25	May 30	June 7
May 26 – June 08❖	June 13	June 21
June 09 – June 22☞	June 27	July 5
June 23 – July 06	July 11	July 19
July 07 – July 20	July 25	August 2
July 21 – August 03	August 8	August 16
August 04 – August 17	August 22	August 30

❖ No transfers will be processed for these pay periods from hourly to work-study if they were not flagged in HCM on the work-study indicator page.

☞ This pay period will post in the 2023-24 fiscal year. After this date, the remaining summer pay periods will post in 2024-25 fiscal year.

****Students who will graduate in the summer 2024 must stop working on 08/17/24. 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 11, 2024	Last working day of the academic year for work-study student employees.
May 12, 2024	First day students enrolled for summer semester can begin working for the summer semester. <i>Must be enrolled in summer or bookending terms (spring 2024/fall 2024) and the Financial Aid Office must have the FAFSA on file with demonstrated need for 2024-25 by start of summer term. FAFSA may take a week to process before it is received by our office.</i>
June 01, 2024	"Use It or Lose It" date for summer work-study to reflect earnings against award.
August 17, 2024	Last working day of the summer for students who will graduate in the summer.
August 17, 2024	Last working day of the summer for work-study student employees
August 18, 2024	First day students can begin working for the academic year. Must be enrolled in fall to begin working fall term.
August 22, 2024	Last due date for Time Entry for the final pay period of summer.
August 22, 2024	Last day of Augmester.

If a student is awarded summer work-study, they must begin earning their work-study award by June 1, 2024. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/01/2023 or the award will automatically be cancelled. Send an e-mail to studentemployment@colorado.edu to put a hold on the award.

IMPORTANT UNIVERSITY DATES

May 11, 2024	Last day of spring 2024 Classes
May 4-9, 2024	Spring 2024 Finals Week
May 9 2024	Spring 2024 Commencement
May 13, 2024	First day of Term M classes
May 31, 2024	Last day of classes and finals for Term M
May 27, 2024	Memorial Day - University Holiday (Campus Closed)**
June 3, 2024	First day of Terms A, C & D classes
July 5, 2024	Last day of classes and finals for Term A
July 4, 2024	Independence Day Observed - University Holiday (Campus Closed)**
July 9, 2024	First day of Term B classes
July 26, 2024	Last day of classes and finals for C
Aug. 5, 2024	First day of Augmester Term
Aug. 9, 2024	Last day of classes and finals for B & D
Aug. 22, 2024	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' interface. At the top, there's a 'Person ID' field. Below it, the 'Academic Year' section (1) shows '2015' with a dropdown arrow. To the right, 'Award Year Total' (2) is \$10,237.60 and 'Award Year Earnings' (3) is \$7,339.42. A red note says 'Totals Contains Sum of Max Effective Dated Rows in the Term'. The 'Work Study Awards' section (4) has a 'Term' dropdown set to '2154' and 'Acad Yr' set to '2015'. Below this, the 'Awards' table shows three rows of data. Row 1 (Term 2154) has an effective date of 07/18/2015 (5), end date of 08/15/2015 (6), total award of \$2,237.60 (7), earned to date of \$0.00 (8), above limit balances (9), and unprocessed earnings (10). Row 2 (Term 2151) has an effective date of 03/14/2015 (5), end date of 05/09/2015 (6), total award of \$4,000.00 (7), earned to date of \$3,339.42 (8), above limit balances (9), and unprocessed earnings (10). Row 3 (Term 2147) has an effective date of 12/20/2014 (5), end date of 12/20/2014 (6), total award of \$4,000.00 (7), earned to date of \$4,000.00 (8), above limit balances of 335.15 (9), and unprocessed earnings of 4000.00 (10). Each row also shows the account number (407700) and speed type (13002075 or 13023314).

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 shows the following information:

- Record 1:** Effective Date 10/19/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV.
- Record 2:** Effective Date 03/14/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV.
- Record 3:** Effective Date 03/14/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 20525, Job Code 4103, Position SOP-Apothecary Student Asst III.
- Record 4:** Effective Date 12/20/2014, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV.

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 will come here if you did not enter a start date when you hired the student, or they were granted an award later in the year.

You no longer have to wait for Student Employment to send the work-study limits to HCM before you mark your student to use the award.

Navigate to: HCM>CU Non-Pay Actions>CU Student Info & Processes>CU Work Study Indicator
Enter the **Empl Id** and **Empl Record** created for the student and hit **Search**.

CU Work Study Indicator

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

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

Department

begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria

You can now see the information for that student.

Employee

Empl ID

Empl Record 1

Enter the effective date with the pay period begin date in which the employee becomes eligible for workstudy.

Job Information

Find | View All

First 1 of 1 Last

Effective Date 01/24/2017

Effective Sequence 0

Payroll Status Active

Department 10443

Rec Ctr-Special Ops

Job Code 4103

Student Asst III

Position Number 00602179

Student Asst III

Work Study Indicator

Find | View All

First 1 of 1 Last

*Effective Date

Effective Sequence 0

End Date

Last Update User ID

Updated on

Save

Return to Search

Previous in List

Next in List

Notify

Update/Display

Include History

Enter an Effective Date:

- 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:

Work Study Indicator

Find | View All First 1 of 1 Last

*Effective Date Effective Sequence 0 End Date

Last Update User ID Updated on

➤ Enter an Effective Date:

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

- If there is no date in the field, you can just **Enter a Date**
- **If a date is in the Effective Date AND an End Date in the fields**

Work Study Indicator

Find | View All First 1 of 1 Last

*Effective Date 06/26/2022 Effective Sequence 0 End Date 06/26/2022

Last Update User ID DURA000001 Duran, Brenda L Updated on 07/07/22 10:32:20AM

You must **Insert a new row, enter new Effective Date and DELETE the End Date in the fields.**

Work Study Indicator

Find | View All First 1 of 2 Last

*Effective Date 06/27/22 Effective Sequence 0 End Date

Last Update User ID DURA000001 Duran, Brenda L Updated on 07/12/22 10:23:32AM

- If there is an Effective Date AND NO end date it will pull as work-study if the student has an award on the CU Work Study Awards page.

Work Study Indicator

Find | View All First 1 of 2 Last

*Effective Date 06/14/2020 Effective Sequence 1 End Date

Last Update User ID DURA000001 Duran, Brenda L Updated on 06/26/20 10:53:06AM

- **Save** your changes

Example, the current timesheet that is going to be processed for students is for pay period 06/26/22-07/09/22:

- When you look at the panel if there is **no Effective Date**, you can **Enter an Effective Date for the start of the pay period (6/26/22). Save**
- 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 effective date was 6/29/22, use 6/30/22 as the effective date. It will still split the earnings for that pay period since it is still within that pay period. **Delete the data in the End Date field. Save**
- If there is an effective date of 7/10/22 and the pay period closed, you cannot insert a row and back date it to be within the closed period. You would leave the row as is unless there is an end date in the end date field. If so, you will just insert a row (hit the plus button) and enter the date of 7/11/22 and delete the end date data in that field and save. You will need to complete a request to transfer the earnings from the 7/09/22 pay period into work-study. *However, there is no guarantee we can correct earnings for any pay period, particularly 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 will run several times throughout the day to take data from the Indicator page and check the Active WS Job box on the CU Work-study Jobs Page. Therefore, 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* the **next day**. Enter the student's employee ID and make sure that the "active WS job" box is checked. Ensure that the work-study job belongs to the appropriate department, term and academic year.

Academic Year - Job

Find | View AllFirst1 of 4Last

Academic Year 2017

Work Study Jobs

Find | View AllFirst1 of 1Last

Empl Record 0Term 2167Academic Year 2017

Effective Date07/31/2016

☒ Work Study Eligible Job

Dept ID60017

AVCASA-FA Financial Aid

☒ Active WS Job

Job Code4102

Student Asst II

On/Off Campus Job

☒ On Camp☐ Unknown☐ Off Campus

Position

Student Asst II

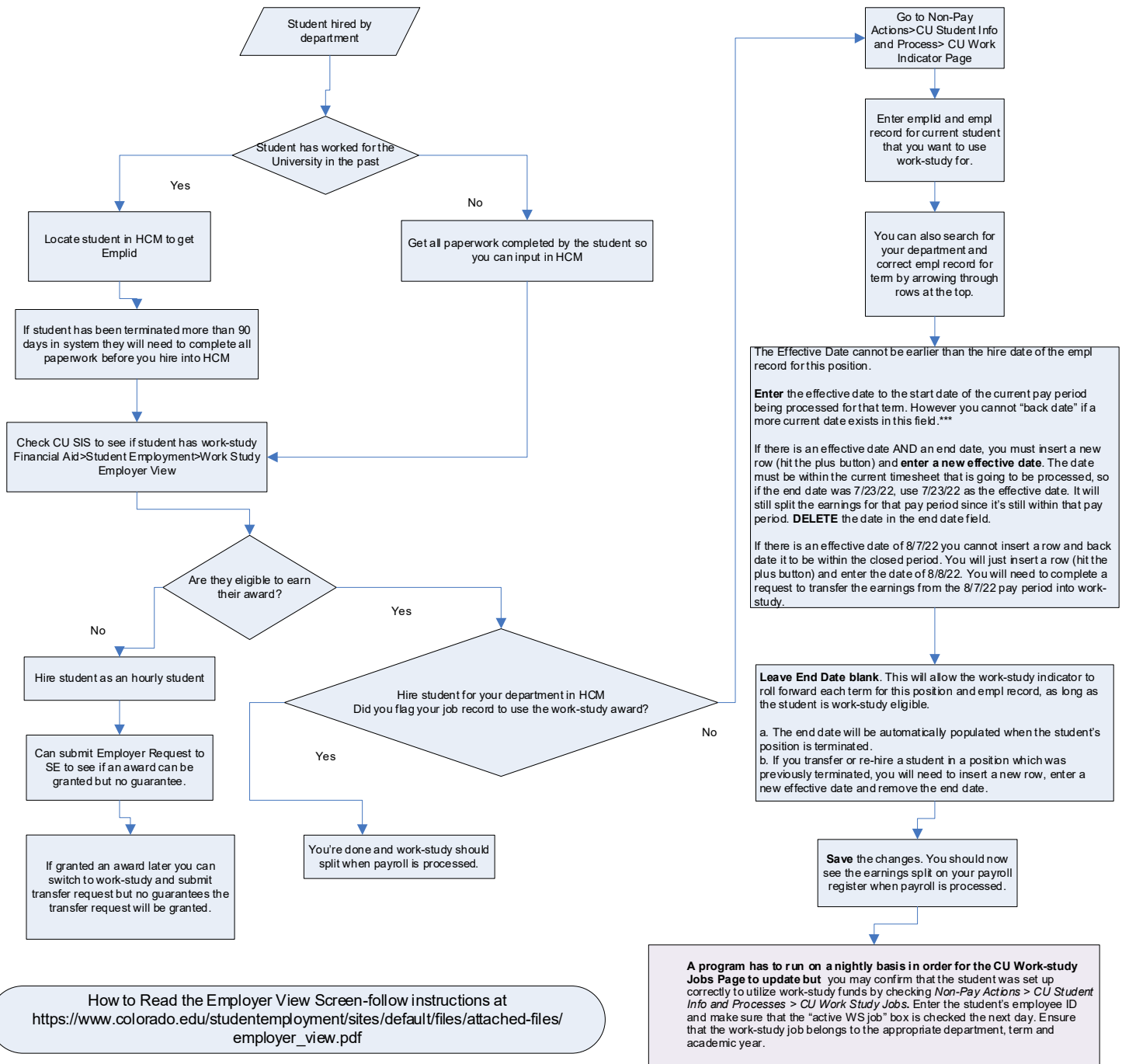
A few weeks prior to a term, information for the upcoming term may appear as a future dated row. *Once an award for a future term has been placed on the HCM page, you will not see the current job. To access the current work-study information, you will need to select 'View ALL' or press the arrow button 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:** 2214 (for summer) or 2217 (for fall) or 2211 (for spring)
- Enter 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 Indicator 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



How to Read the Employer View Screen-follow instructions at https://www.colorado.edu/studentemployment/sites/default/files/attached-files/employer_view.pdf

Need access to CU SIS -follow instructions <https://www.colorado.edu/studentemployment/node/148/attachment>

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 WorkCenter**
Select the **Resources** tab
Under HCM Queries select **Click here for ALL**
Find and select the **Work-study Job Limits** link
Enter Term Nbr: **2224** (for summer 2022) and your **Department ID**
Click on the **Active Only** box
View Results
Under the WS Active Job Column anyone with an **N** is not flagged to use the work-study award. If you want them to use the award you can update the job record on 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.

WEB LINKS REFERENCE in this HANDBOOK

Acceptable I-9 Documents	http://www.colorado.edu/hr/sites/default/files/attached-files/i-9-acceptable-documents.pdf
Accounting and Business Support	http://www.colorado.edu/abs/
Additional Pay	https://www.cu.edu/hcm-community/pay-transactions/issue-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/policies-guidance#B
Confidential Recycling	http://www.colorado.edu/ecenter/recycling/recycling/shredding-service
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	https://www.cu.edu/employee-services/direct-deposit
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/employee-learning/required-training
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://www.colorado.edu/hr/about/records-employment-verification
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/students/records/ferpa
Figure Work-study Balance/Availability for AY & Summer	http://www.colorado.edu/studentemployment/forms/employer-forms
Foreign Students	http://www.colorado.edu/oie/iss
Graduate Student Employees	http://www.colorado.edu/GraduateSchool/
Injuries on the Job	https://www.cu.edu/risk/workers-compensation
International Students (tax appointments)	http://www.cu.edu/employee-services/international-employee-payroll
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://www.colorado.edu/police/crime-prevention-safety/shots-fired-recommendations-active-harmer-response
Social Security Office	http://www.socialsecurity.gov/ssnumber
Statement Concerning Social Security SSA-1945	http://www.colorado.edu/hr/forms-tools#S
Step-by-Step Guides (HCM/System)	https://www.cu.edu/hcm-community/master-resources-page#H
Student Assistant Job Descriptions	http://www.colorado.edu/studentemployment/descriptions-pay-codes
Student Employment	http://www.colorado.edu/studentemployment
Summer Financial Aid	http://www.colorado.edu/financialaid/apply-aid/summer-school
Temporary Employees	http://www.colorado.edu/hr/managers-and-supervisors/compensation/getting-started-positions
Office of Victim Assistance	http://www.colorado.edu/ova/
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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