

UNIVERSITY OF COLORADO AT BOULDER  
OFFICE OF FINANCIAL AID/STUDENT EMPLOYMENT  
STUDENT EMPLOYMENT CHECK LIST  
FOR EMPLOYERS

- \_\_\_1. Submit your job announcement on the web or by using on On-Campus Student Employment Announcement Form. If using the form, fax (x2-4544) or send the form to the Student Employment Office, 77 UCB.
- \_\_\_2. Interview student.
- \_\_\_3. Discuss job expectations. If you are hiring a work-study student, be sure the student understands the number of hours per week, which can be worked in order to earn the full work-study award.
- \_\_\_4. Call the Student Employment Office (x2-7349) or submit a takedown request online to have the job posting removed from the Web when the position has been filled.
- \_\_\_5. Have new students complete a Personnel Data Worksheet. Enter information into HRMS following the appropriate set-up procedures as outlined in this memo; If the student has work-study, be sure that the student is set up correctly in HRMS or it will result in an 100% charge to your departmental account.
- \_\_\_6. If student has never worked for the University, the W-4 Withholding Form, the TIAA-CREF Application form (if applicable) and a Direct Deposit Form w/a deposit slip to the PBS.
- \_\_\_7. Student new to the University must complete an I-9 Form. Undergraduate and Graduates can be sent to the Student Employment Office in Regent 205 to complete the I-9. Please send them with original documents, we can not accept copies. Foreign Students must go to Employment Services (3<sup>rd</sup> Floor of 3100 Marine Street) to complete the I-9.
- \_\_\_8. Review and provide a link to the University of Colorado's "Policy on Drugs and Alcohol" to the student. Set the student up for sexual harassment training.
- \_\_\_9. Keep track of the hours worked on a time record. The employer is charged 100% of any earnings which exceed the student's work-study limit. **The employer and the student are responsible for keeping track of the work-study eligibility so that the student's work-study limit is not exceeded.**
- \_\_\_10. Have student complete a time record on a bi-weekly basis (see records retention or time record section for how long time sheets must be kept on file). Hours reported on the time record must be reported on the HRMS time collection pages according to the deadline dates on the payroll reports.
- \_\_\_11. Remember that work-study hours submitted after the last Time Collection due date for the term will result in a charge of 100% to the employer.
- \_\_\_12. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 150% for any overtime.