

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

- ___1. List position on On-Campus Student Employment Announcement Form by calling (x2-7349), faxing (x2-4544) or sending 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. Mail copy of job announcement (77 UCB) or call the Office of Financial Aid, Student Employment (x2-7349), to have the job posting removed from the job boards & the Web when the position has been filled.
- ___5. Have new students complete a Personnel Data Worksheet. Enter information into the HRMS system 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 the HRMS system or it will result in an 100% charge to your departmental account.
- ___6. If student has never worked for the University, send a copy of the Original Social Security Card, 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 (Refer to Section 3.8 of this memo).
- ___8. Review and provide a copy of the University of Colorado's "Policy on Drugs and Alcohol" to the student.
- ___9. Keep track of the hours worked. 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 sheet on a bi-weekly basis (employers must keep these time sheets on file for 7 years). Hours reported on the time sheet must be reported on the HRMS time collection panels according to the deadline dates on the payroll reports.
- ___11. Remember that Academic Year work-study hours submitted after the last Time Entry due date for Academic Year 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.