ON-CAMPUS
STUDENT EMPLOYMENT
PROCEDURES

Academic Year 2009-10
Summer 2009

TABLE OF CONTENTS

Appendix

Academic Year

Summer

INTRODUCTION

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

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

Graduate Student Employees:

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

Foreign Student Employees:

Depending on the foreign student's status, there may be various restrictions on his/her employment. Most notably, foreign students cannot work more than 20 hours per week (between all employers) when school is in session. 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 web address http://www.colorado.edu/oie/isss/index.html.

Student Employer Listserv

The Student Employment Office administers a listserv for on-campus student employers. The purpose of this listserv is to provide timely information concerning student hourly and work-study employment processes specific to the Boulder Campus. To subscribe to the list, please follow the instructions below. *NOTE:* The <>'s in all commands mean 'put your information here.' Do not include the brackets in your email.

Send an email (leaving the subject line blank) to: listproc@lists.Colorado.edu with the contents of the message being:

subscribe custudentemployers@lists.Colorado.edu <your-full-name>

Example: **subscribe custudentemployers@lists.Colorado.edu John Doe**

After you have submitted your request, you will receive a confirmation message stating that your request has been successfully processed.

To remove yourself from the list, send an email (leaving subject line blank) to listproc@lists.Colorado.edu with the contents of the message being:

unsubscribe custudentemployers@lists.Colorado.edu

If you have any questions or problems, please contact our office at (303) 492-7349.

SECTION 1 – IMPORTANT STUDENT EMPLOYMENT INFORMATION

Students who Graduate or Withdraw:

Hourly or work-study students who graduate or withdraw from the University must be removed from their student job classes (See 'Employee Termination on p. 38 of this handbook). Students who withdraw are no longer eligible to work as student employees as of the date they withdraw. Graduating students must stop working at the end of the term in which they graduate. Students who graduate, but who have been accepted for and enrolled in another program of study in the next semester, may continue in their student job class. If you wish to hire a student once he/she withdraws or graduates, you must contact Employment Services at x2-6475 about setting him/her up in the State Classified system.

Students in the Time Out Program (TOP):

Students who register and are approved to participate in the Time Out Program are eligible to work as hourly student employees for up to one year. The student must be formally enrolled in this program. Students in the Time Out Program are not eligible for work-study. For more information on Time Out, please go to: http://registrar.colorado.edu/students/timeoutprogram.html.

Since students are not eligible/entitled to fringe benefits they can not receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays. Students are eligible for jury duty pay-see page 20.

Final Academic Year 09-10 and Summer 2009 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 HRMS Time Collection **ON TIME**.

09-10 Academic Year by May 6, 2010
Summer 2009 by August 13, 2009 for work-study

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

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

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

The departmental end user cannot do payroll expense transfers involving work-study earnings. If you need to transfer funds that involve a work-study transaction, please complete the 'Payroll Expense Transfer Request Involving Work-study Funds" form. Due to 2009-10 fiscal year-end close deadlines, all end-of-year expense transfer requests ***involving work-study*** must be submitted to the Student Employment Office (77 UCB) by **June 12, 2010**.

Due to fiscal year end the last two pay periods in summer will not be considered for an expense transfer from hourly and/or late pay to work-study.

Satisfactory Academic Progress:

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. Completion Rate
3. Over hours

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

Student Appointment Begin/End Dates for Academic Year 09-10 and Summer 2009:

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

2009-10 Full Academic Year Appointment	08/09/09 - 05/01/10
2009 Fall Only Appointment	08/09/09 - 12/12/09
2010 Spring Only Appointment	12/13/00 - 05/01/10
2009 Summer Appointment	05/03/09 - 08/08/09

Time Entry for the 8/08/09 pay period of the summer must be entered into HRMS time collection **ON TIME** by August 13, 2009. Watch for HR User Alerts or check the PBS payroll calendars for any changes to payroll deadline dates. *Please note: Although you can submit late pay, any summer work-study hours turned in after the deadline will be charged 100% to the employer*

The last bi-weekly pay period that will be posted to the 2008-09 fiscal year will be pay period ending 6/27/09. This pay period will be posted 100% to the 2008-09 fiscal year.

SECTION 2 – Student Employee Hiring Information

Affirmative Action/Equal Opportunity Policy:

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

FERPA-Family Educational Rights and Privacy Act:

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

Student employees are protected by FERPA guidelines. Keep issues regarding a student employee private, just as you would for a permanent employee. For further clarification of FERPA guidelines, please see the CU-Boulder FERPA website at: http://registrar.colorado.edu/regulations/regulations.html.

Definition of a CU-Boulder Student Employee:

The Student Employment Office reviews and monitors the eligibility of all employees who are currently active in student job classes on HRMS. Only current degree-seeking CU-Boulder students qualify for student jobs. Undergraduates must be enrolled in at least 6 credit hours per semester and graduate students must be enrolled in at least 3 credit hours. **If you are unsure if your employees are eligible to work in student job classes, please contact our office to confirm their status if they are required to only take a certain number of credit hours to graduate or taking credits to be admitted into their graduate/professional degree.**

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.

Advertising Your Student Employment Position:

Job Announcements: Posting your Position:

The Student Employment Office offers to advertise your position on our website through CUConnect. To post your position, you may submit your job announcement to us on-line at: http://www.colorado.edu/studentemployment/oncampfillforms.html.

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

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

You may view your job announcement through CUConnect at https://cuconnect.colorado.edu/. You will need to logon on with your indentikey and password. If you have not already added the Student Employment Channel to your settings, you will need to do the following first in order to view the job postings:

1. From the Welcome page (or choose a page you want the new channel to display)—select Make Changes button (on your top right).
2. You will than see a yellow box appear, under the Content, Select—Add Channel.
3. Under Category, Select Financial.
4. Under Portlet, Select Student Employment.
5. Select Add to My Page button
6. You should now see a purple title for Student Employment
7. You can now view the job postings.
8. Log off when done.

Job Announcements: Removing your Position:

Once you have filled the position, please contact our office at x2-7349 or remove your job on-line, by going to: http://www.colorado.edu/studentemployment/removejobon.html. If you submit the request on-line, and you do not know the job number, you can enter your phone number.

If you have the same job posted under work-study and hourly, please inform our office if we should remove both or just one of them. *We will only remove the job posting number left on voicemail or entered on the takedown form*. If you plan to continue employment with a student who is currently working for you, it is not necessary to re-post the position.

Annual New Student Work-study Mailing:

If your department is interested in hiring work-study students, the Student Employment Office produces a special mailing each summer. This mailing is sent each July to approximately 1100 students who are new to the work-study program. By providing students with a listing of employers who have available positions, they can apply for positions prior to arriving on campus in the fall. We have received positive feedback from employers who have participated in this mailing. Our office charges a nominal fee to participating departments to offset the mailing and printing costs of the publication. Watch our website, Buff Bulletins, and monthly newsletter for more information on this opportunity.

Departmental Employment Applications:

If your department has an employment application that you use for students interested in your job(s), you can indicate that an application can be obtained from the Student Employment Office in your job announcement. If you choose to take advantage of this offer, forward us a copy of the application to keep on file. Similarly, if your department has an employment application on the web and you would like the Student Employment Office to link to this application, please send us an email at: stdemp@colorado.edu.

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. There are several things to keep in mind when employers are interviewing prospective employees:

1. It is usually preferable for the interviewer to be the person to whom the student will report. This gives both parties an opportunity to clarify job roles and expectations before a commitment is

made to hire. However, this may not be feasible in cases where large numbers of students must be hired.

2. Be prepared, think about what the needs of your office are. When do you need someone to be available? Who will be directly overseeing the work performed by the student employee? Should they be involved in the interview process?

3. Write up a list of questions that you will ask all job applicants. Be sure that the questions directly related to the needs of your office and the position you have advertised.

4. It is important that both the employer and the applicant recognize the total amount of hours the applicant is able to work based on his or her work-study award.

5. Ask for and check all references.

The following information may be helpful in developing a productive interview:

Prepare for Interview by:
- Developing A Job Description
- Identifying Essential Functions of the job
- Identifying Skills necessary to perform job
- Developing Questions to determine skills

Interview Questions Must be:

- Predetermined and asked of all candidates
- Non-leading and open ended
- Based on job requirements
- Job related

Some Helpful Interview Questions May Include:

- Tell me about your previous job(s).
- What were your previous duties in that job?
- What was your strength in that job?
- Why did you leave that job?
- What is your favorite subject in school and why?
- Why did you apply for this job?
- Can you perform the duties of this job?

Don't Ask About:
- Age
- Arrests
- Citizenship
- Disabilities/Health
- Economic Status (including bankruptcy, car ownership, rental or ownership of a house, length of residence at any address, or past garnishment of wages)
- Education (where no direct job-related requirement or business necessity can be proven)
- English Language Skills
- Height/Weight
- Marital/Family status (including number of children and provision for childcare)
- Military Service Records
- National Origin
- Race/Color
- Religion

Hiring decisions should be based upon the potential employee's:
- Knowledge
- Skills
- Abilities

Additional Suggestions:
- Assess both performance skills and technical skills to determine if the student will be successful in the job.
- Focus on what the employee can do, not what he/she cannot do.
- Are you willing to train the student? Is there potential for learning and applying what has been learned?
- Do not let your judgment be influenced by things unrelated to the ability to do the job, such as: relative quality of other applicants or interviewer biases or stereotypes.

Hourly vs. Work-study Employment

The employing department 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 salary and the employing department pays the remaining 30%. Students must submit the Free Application for Federal Student Aid (FAFSA) each year by the processing deadline in order to be considered for a work-study award. Renewal of work-study from year to year is not guaranteed.

It is to the student's advantage to earn work-study because the federal government excludes work-study earnings when calculating a student's financial aid application for the following academic year.

All departments on-campus are eligible to hire work-study and/or hourly students. Once the employing department has determined whether or not the student has been awarded work-study, the only difference in the HRMS set-up is the 'Employee Class' designation on the Employee Job Record.

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

Summary of Student Employment Charges to Your FOPPS:

	Work-Study	Hourly	Late Pay*	Overtime*	Jury Duty
Wages	30%	100%	100%	100%	100%
Account Code	407700	407600	407600	407900	407600
Benefits**	1.1%	1.1%	1.1%	1.1%	1.1%
Account Code	428301	428301	428301	428301	428301

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

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

If your bi-weekly charges appear in account code **410100** on your financial statements, they are in a "suspense" status and must be transferred to the correct account code. Please see Payroll Expense Transfer Requests on page 56.

Student Assistant Job Descriptions

UCB uses six student assistant levels for all student employees. The general job descriptions for each of these levels are described below. We recommend that departments use these as guides to write job descriptions that are specific to your department.

STUDENT ASSISTANT I:

This class describes unskilled positions. These positions generally perform one identifiable set of duties so there is little variety. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Very specific instructions are clearly stated and readily available. This class may be used as a training level for a higher class.

Some examples of work or positions may include: filing, reception, sorting and routing mail, unskilled typing, lab helper (e.g. clean-up, preparation of solutions), custodian, or food service worker.

STUDENT ASSISTANT II

This class describes routine and repetitive work where there is variation in duties requiring some judgment. These positions require little, if any, previous or specific knowledge, skill or experience. Employees often perform tasks which require the use of special equipment or tools (e.g. standard lab equipment, duplication equipment, grounds equipment, computer access or entry of data, or operation of slide and movie projectors). Assignments may include latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Training positions receive the necessary preparation for entry to a higher class.

Some examples of work or positions may include: switchboard operation, groundskeeper, building security guard, day care aide, library assistant, copy machine operator, manual labor, audio-visual technician, parking attendant (issuance of citations).

STUDENT ASSISTANT III

This class describes developmental and/or semi-skilled positions requiring the application of limited knowledge and experience. These employees usually perform more independently and require less supervision of detail. Duties may involve greater variety. Work generally requires 1-2 semesters or previous experience, course work or training. This class may be used to provide further training for a higher class.

Some examples of work or positions may include: Skilled typing, lead worker, police dispatcher, cook's assistant, lab assistant (e.g. assisting with or running routine tests, experiments, or analysis given specific procedures but requiring some judgment in the execution), public safety guard, vehicle driver, 2nd year clerk or computer operator.

STUDENT ASSISTANT IV

This class describes full operating and/or skilled positions. Employees perform independently and require minimal supervision. Instruction is provided only for new or unusual situations. Employees possess all the relevant knowledge, experience or skill to perform duties independently. Generally requires 3-4 semesters or equivalent experience.

Some examples of work or positions may include: accounting technician, bus driver, microcomputer specialist, draftsperson, electronic technician, or storekeeper.

STUDENT ASSISTANT V

This class describes supervisory and/or advanced level positions. Supervisory employees supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Duties at the advanced level are typically more complex. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience.

Some examples of work or positions may include: food service student supervisor, lab assistant supervisor, clerical supervisor, day care group leader, custodial supervisor, computer programmer (requires original coding), or advanced technical accounting.

STUDENT ASSISTANT VI

This class describes second level supervisory or graduate level positions. Supervisory employees supervise three or more subordinates with at least one as Student Assistant III. Graduate level employees possess the appropriate bachelor's degree and apply the knowledge gained to the assignment.

Some examples of work or positions may include: research assistant, graduate tutor/grader, graduate teaching assistant, entry level accountant, advanced lab work (requiring specialized knowledge), library technician, student advisor, or peer counselor.

Student Job Codes/Pay Ranges for Student Assistant Levels

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

Pay Range for the 2009-10 is effective starting 08/09/09

Job Description	Job Code	Minimum*	Maximum
Student Assistant I	4101	$ 7.28	$10.01
Student Assistant II	4102	$ 9.75	$11.21
Student Assistant III	4103	$10.92	$12.56
Student Assistant IV	4104	$12.23	$14.07
Student Assistant V	4105	$13.70	$15.75
Student Assistant VI	4106	$15.35	$19.58

***Colorado minimum wage is $7.28 effective January 1, 2009**

Students ***cannot*** be paid higher than the maximum pay for the SAVI 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 on page 48).

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

Although every attempt should be made by a department to hire CU students, there may be extenuating circumstances when departments need to hire students who attend other institutions (other than the CU Campuses). If your department wishes to hire Non-CU students, our office must first approve the requests to hire them into UCB Student Job Classes. *We must see in our system that you submitted a job announcement to hire a UCB student before we will approve a request to hire a non CU student.* The 'Request to Hire a Non-CU Student in a UCB Student Job Class' is included in the appendix section of this handbook or you can print the form from our website at http://www.colorado.edu/studentemployment/oncampforms.html. You should fax (x2-4544) or mail (77 UCB) this form to us **with a copy of the students' class schedule** for the term that you are requesting to hire them. Our office must give approval to your department **before** the students can begin working.

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

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

If we deny your request, you cannot hire the employees in student job classes, but may be able to hire them in temporary appointments in the classified staff system. We will notify departments in writing when we approve or deny requests. Temporary employees may work no more than six months in a 12-month period. Employment Services is responsible for the approval of temporary appointments in HRMS and for monitoring time periods in order to comply with the six month requirement. For additional information abut guidelines and rules pertaining to temporary employees, please visit the technical assistance available on-line at http://www.colorado.gov/dpa/dhr/rules/docs/tempemployees.pdf.

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

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

SECTION 3 – Student Employment Policies and Procedures

I-9 Employment Eligibility Verification Form

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

The Student Employment Office can complete the I-9 for both undergraduate and graduate students. Foreign students must go to Employment Services at 3100 Marine Street (3rd Floor) to have their I-9's completed. If your department is not authorized to complete I-9's, please send your graduate and/or undergraduate students (with the **ORIGINAL** required documents, **NO COPIES**) to the Student Employment Office, located in Regent 205. Please see the list of acceptable documents at http://www.uscis.gov/files/form/I-9.pdf. If you have an I-9 form the you copied and give to new students, please make sure the list of acceptable documents is printed on the back of the I-9 Employment Eligibility form and it must have 'Department of Homeland Security' on the front top left to be accepted by the HR office.

Once an I-9 is completed, the student is not required to complete another I-9 on campus during their university career unless all job records on HRMS are terminated. For specific procedures, please refer to the 'Boulder Campus Employment Eligibility Procedures (I9's)' at: http://www.colorado.edu/humres/policies/I9procedure.html?a=8.

If you are an I-9 partner, to comply with the House Bill 06S-1017, you must now copy the front and back of all documents you used to complete the I-9 and attach the copies to the I-9 form. You must also complete the "Employment Verification Affirmation Form". The verification form can be found at http://www.colorado.gov/dpa/dhr/rules/docs/i-9.pdf, page 7. Send all the documents to the Human Resources Department (565 UCB attention Rosie). You still must see all **ORIGINALS** at the time the I-9 is being completed and than make a copy to forward to HR.

Audits and Student Appointment

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

Background Checks

The Office of Employment Services (ES) within Human Resources has assumed responsibility for the campus background checks. Student employees are required to have a background check whose duties/responsibilities fall in the policy outlined in Section II.B. (http://www.colorado.edu/policies/backgroundcheck.html.). You can find a shorter version on our Student Employment website at http://www.colorado.edu/studentemployment/background.html. At this time, current employees **will** **not** be subject to retroactive background investigations.
Exceptions:

- When required by law, regulation or rule;
- Upon promotion, (includes transfer, reallocation, demotion, etc.) into a different position.
- When new responsibilities cause a position to be designated as security-sensitive.

- When an Appointing Authority (AA) learns of conviction or offense of moral turpitude that adversely affects ability to perform the job or has an adverse affect on the University if employment is continued.
- When employees are subject to motor vehicle driver history checks to insure that their licenses are current and/or without excessive violations.
- When required by Regents Laws, Administrative Policy Statements, or CU-Boulder Policy.

Background checks may consist of a criminal history check, financial history record and motor vehicle record check for positions requiring valid driver's license. Background checks will have a three year cycle. Departments may choose, with HR approval, to require background checks more frequently than every three years as part of a departmental policy.

New fields have been added to HRMS in both position data and personal data to track the position's requirement for a background check as well as the employee's completion of a background check.

If you have any questions on backgrounds, contact Employment Services (x2-6475) or Trent DeLong, Background Coordinator at x5-5524 or see the Human Resources website for Frequently Asked Questions on background checks at: http://www.colorado.edu/humres/downloads/BackgroundCheckFAQ.pdf.

Breaks

A student working a consecutive four-hour work period can be given a 15 minute break with pay. A student working a full eight-hour day can be given up to two 15 minute breaks with pay and a lunch break without pay. A student working more than five hours is entitled to a 30 minute lunch break without pay. Breaks should not be taken at the beginning or the end of the work period and are not cumulative. The breaks should be taken at times when they will not place an undue burden on the department. You can view the Fair Labor Standards Act (FLSA) website at http://www.dol.gov/esa/whd/flsa/.

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 and Nepotism" interprets this Regental Policy as follows:

The thrust of the two policies 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.

For additional information please see the policy and the reporting form on the Human Resources website at http://www.colorado.edu/humres/policies/ and select the Conflict of Interest and Nepotism link or https://www.cusys.edu/policies/policies/HR_COI-Nepotism.html.

CU Policy on Drugs and Alcohol

Per University policy, "It is a violation...for any member of the faculty, staff, or student body to jeopardize the operation or interests of the University of Colorado through the use of alcohol or drugs. Sanctions that will be imposed by the University of Colorado for employees who are found to be in violation of this policy may include expulsion and/or termination of employment. Compliance with this policy is a condition of employment for all employees."

In compliance with the federal Drug Free Schools and Communities Act, the Department of Human Resources distributed a copy of UCB's "Policy on Alcohol and Drugs" on June 22, 1992. As part of compliance with this act you are required to distribute this information at least once per year to all UCB student employees. Please make copies of this policy and distribute it to your student employees or inform them of the policy and it's website location. It is available in its entirety through the Department of Human Resources or at: http://www.colorado.edu/humres/policies/ad.html?a=3. If you have specific questions on this policy, please contact Human Resources at x2-6893.

Direct Deposit Policy/Forms

Effective September 1, 2002, direct deposit was made mandatory for all employees at the University of Colorado, including all student employees. The Direct Deposit Administrative Policy Statement can be found at: http://www.cusys.edu/~policies/Fiscal/payroll.html.

There are exemption provisions in the policy statement for employees who do not have a bank account. The 'Application for Exemption' form is contained in the policy statement, on the PBS website (General Forms section). This exemption form requires approval by the employee's supervisor and the campus controller. The completed form should be forwarded to PBS.

Students must attach a voided check to the direct deposit application form and submit it to Payroll and Benefits Services. Note: A voided check is required rather than a deposit slip because the deposit slip has a different routing number and will not deposit into your bank.

Every two weeks, PBS will post the students' advice of the deposit to be viewed in CUConnect, they will no longer be mailed to student's addresses, effective April 1, 2008.

Employees should regularly review the information printed on the earnings advice, particularly when expecting a change in wages, additional pay such as overtime, changes to deductions, and any direct deposit changes. If they note errors, students should speak with their employers. If students change banks at any time during their employment, they must update Payroll and Benefits Services with a new form and voided check. The new form automatically overrides the old information. The employees should leave their old accounts open until after their first wage payments have been deposited into their new accounts.

Both forms can be obtained from Payroll and Benefit Services, which is located at 3100 Marine Street, or from the Student Employment Office, which is located in Regent 205. The direct deposit form can also be found at: https://www.cusys.edu/pbs/forms/#d. The exemption form can be found at: https://www.cusys.edu/pbs/forms/#d. The direct deposit form can now be filled out on-line and printed to help prevent errors. Each month PBS must reject and return incorrect and missing information on the direct deposit form. This can create significant problems for employees due to delayed processing. Refer the student to the Direct Deposit Authorization Instructions (https://www.cusys.edu/pbs/forms/downloads/Direct-Deposit-Instructions.pdf) for assistance in filling out their direct deposit form completely.

Common Direct Deposit errors include:

- Not attaching required documentation
- Attaching checking account documentation for a savings account
- Attaching bank transit number documentation starting with "5" (not valid; must get alternate number from bank)
- Not completing the from (just attaching a deposit slip is not sufficient)
- Not signing and dating
- Not using the most current form

Discrimination and Harassment

All student employees must attend a mandatory sexual harassment training class provided by the Office of Discrimination and Harassment Policy. If the student employee has already attended this training for another department on campus, they do not have to attend another training. However every employee will need to attend the class again every 5 years. For further information, please refer to the University Policy on Discrimination and Harassment found on the web at: http://www.colorado.edu/policies/discrimination.html or contact the Office of Discrimination and Harassment at x2-2127. Available training times can be found at: http://www.colorado.edu/odh/training.html. You can run a report to see who has completed the discrimination and harassment training in your department by an individual report or by whole department by selecting HRMS Reporting then navigate to reports and reviews>training> then select either Student Training or Admin Training. Enter your run control id. Enter the required information.

Evaluations

Although CU-Boulder does not require student evaluations, the Student Employment Office 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 included an evaluation form in the appendix section of this handbook.

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

Hazardous Materials Information – (Required Field in HRMS)

In order to meet regulatory requirements, it is necessary for the University to identify positions for Hazardous Materials or Exposure reporting. This includes student positions. This field will also assist Environmental Health and Safety in identifying positions on the campuses that require training in the use of such hazardous materials. This information is identified in the position data **not** the job data. The required field can be found by navigating to:
Organizational Development>Position Management>Maintain Position/Budgets>Add/Update Position Info, than select the Specific Information tab. These fields allow departments to identify whether or not an employee handles hazardous chemicals, as well as the different categories of hazardous materials that a position/employee works with as part of his/her job responsibilities.

For current employees: Each position should be reviewed as soon as possible to determine which, if any, hazardous materials the position comes into contact with during the performance of the responsibilities listed in this position. A new reason code of "HZM" has been added to the action reason table for use when updating the hazardous materials information on existing positions.
For New Employees or when updating position information: Since this is a required field, information must be entered when creating a new position or inserting a new row in an existing position for each of the categories in this field.

If a position does not come in contact with any of these materials, the button for "No" should be clicked. Questions regarding this change or about the categories should be directed to Environmental Health and Safety at x2-6025.

Treatment of Gifts for UCB Student Employees

The use of University funds for employee holiday gifts is inappropriate based on current policies. Gifts can only be given for employee recognition. Gift certificates given to employees are considered to be taxable income and should be recorded on employee W-2 statements. Please provide the employee's name, Peoplesoft employee ID, and the dollar value of the gift certificate to PBS for processing. Information should be submitted by e-mail to payrollbenefit.services@cusys.edu.

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. These payments include:

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

This form will then be forwarded to the PSC and to PBS for inclusion on either a W-2 or 1099. Please view the Recognition and Training at: https://www.cu.edu/psc/policies/. If the gift is for someone who is not a CU employee, you will need to complete a payment voucher and the recognition reporting form. If the recipient is an employee of CU, you will complete the handdrawn check request with an earnings code of AWR.

Jury Duty Pay Policy for UCB Student Employees

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

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

How to enter Jury Duty Pay into HRMS Time Collection:
(Time Collection>Batches>Batch Header>EE Data – Current Appointment)
When entering time into HRMS Time Collection, departments should first report the actual hours that the student worked during the pay period by entering the hours using the STH earnings code (just as you normally would). After entering the actual hours worked, click on the '+' key on the pay line or below the earnings code column. This should provide you with an additional line to report the hours for jury duty. The department should enter time into time collection by using the 'SJD' (Student Jury Duty) earnings code.

If you calculated that the student's daily jury duty pay is less than the $50 daily maximum pay, just enter the hours the student was scheduled to work (up to 3 days) and HRMS will calculate the pay. If the amount of pay exceeds the $50 daily maximum, you will need to enter a '5' into the 'Hours' field for each day that the student is eligible to be paid (up to a maximum of 15 hours) and enter '$10' into the 'Override rate' field.

EXAMPLE #1:

Determine the days that a student is eligible to be compensated:
A student is called to serve for jury duty and serves four days on a jury beginning on a Monday. The student is normally scheduled to work on Mondays and Thursdays. The student would be eligible for jury duty pay for the regularly scheduled hours on Monday (since Thursday falls outside of the first three days of jury service).

Determine the amount to compensate:
The student is eligible for one day of jury duty pay and normally works 6 hours on Monday (their scheduled day). If the pay rate is $8/hour, the jury pay for that day is $48 (since the total calculated pay for the 6 hours that the student is normally scheduled to work is less than the $50 per day maximum).

Pay rate is:	Days Eligible for Jury Duty Pay	Hours scheduled to work on first day of jury service	Hours scheduled to work on second day of jury service	Hours scheduled to work on third day of jury service	Total Calculated Pay for Scheduled hours	Total Maximum Pay for Jury Duty (Paid by employing department)	Action Taken
$8.00	1	6	0	0	$48.00	$48.00 (since pay is less than the maximum of $50/day)	Report actual hours worked using STH earnings code. Insert a pay line and using the 'SJD' earnings code, enter 6 hours into HRMS time collection. (HRMS will calculate pay on the student's $8.00 pay rate).

EXAMPLE #2:

Determine the days that a student is eligible to be compensated:
A student is called to serve for jury duty and serves four days on a jury beginning on a Monday. The student is normally scheduled to work on Monday, Tuesday, Wednesday and Thursday. The student is eligible for jury duty pay for the regularly scheduled hours on Monday, Tuesday, and Wednesday (since Thursday falls outside the first three days of jury service).

Determine the amount to compensate:
The student is eligible for three days of jury duty pay and normally works 5 hours on Monday, 6 on Tuesday, 5 on Wednesday (their scheduled days). If the pay rate is $11/hour, the jury pay is $150 for the

three scheduled days (since the total calculated pay for the 16 hours that the student is normally scheduled to work exceeds the $50 per day maximum).

Pay rate is:	Days Eligible for Jury Duty Pay	Hours scheduled to work on first day of jury service	Hours scheduled to work on second day of jury service	Hours scheduled to work on third day of jury service	Total Calculated Pay for Scheduled hours	Total Maximum Pay for Jury Duty (Paid by employing department)	Action Taken
$11.00	3 (The maximum number of days)	5	6	5	$176.00	$150.00 (since pay exceeds $50 daily maximum)	Report actual hours worked using STH earnings code. Insert a pay line and using the 'SJD' earnings code, enter 15 hours and $10 into the override rate field on HRMS.

On-the-Job Injuries

Student employees who are injured on the job are covered under the University's Worker's Compensation Plan. The designated Medical provider for on-the-job injuries, effective July 1, 2007 is Arbor Occupational Medicine, located at 4790 Table Mesa Drive, Suite 200, Boulder, CO 80303. Worker's Compensation covers expenses for medical care and certain benefits for loss of pay resulting from injuries or disabilities incurred on the job. Employees need to notify their supervisors as soon as possible about on-the-job injuries. All accidents/injuries that cause an employee to miss work must be reported to the University Risk Management Office within 24 hours. Any injuries while performing employment related duties require the completion of an Employee Injury Report Form.

The department must complete the "Employee Injury Report Form" located on the University Risk Management website: https://urm.cusys.edu/docs/forms/incident_report_form.asp and send the student to the Arbor Occupational Medicine. For complete instructions please see https://urm.cusys.edu/insurance/UCB-workers.html. Students should follow the procedures below depending on whether the injury is an emergency or not.

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

Non-Emergency:

1. Student employee should inform the supervisor immediately.
2. Student employee and supervisor will need to fill out an Employee Injury Report Form (https://urm.cusys.edu/docs/forms/incident_report_form.asp) on-line or print a hard copy and fax to University Rick Management at 303-860-5680. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
3. The original report should then be either 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.
4. Supervisor should send the student employee to the Arbor Occupational Medicine, located at 4790 Table Mesa Drive, Suite 200, Boulder, CO 80303, if non-emergency medical attention is needed.
5. Student employee should return to work and give the instructions outlined on the Employee Disposition Form to their supervisor.
6. If the student employee has questions, contact University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing

the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster.

For Emergencies:

1. Call 911 immediately.
2. Student employee should notify supervisor as soon as possible.
3. Complete the Employee's Injury Report form and submit it online or fax to University Risk Management at 303-860-5680. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. The original report should then be either 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 and follow-up with Arbor Occupational Medicine as soon as possible.
6. If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster.

Specific information on this process can be obtained at the University's Risk Management Office website (http://urm.cusys.edu/insurance/workers.html).

One Time Payments (OTP)

The Student Employment Office <u>will</u> <u>not</u> approve one-time lump sum payments for students. One-Time Payments for biweekly hourly and work-study students employed in the Student Assistant job series (Job Class Codes 4101-4106) **CANNOT** be done on the Boulder Campus for Student Assistants! **Note**: This does **not** apply to students hired in any of the graduate student job classes (1501-1508), who are eligible to receive One-Time Payments.

Because One-Time Payments to Student Assistants cannot at present be tracked as easily as payments made via normal Time Collection, Boulder Campus policy **does not** allow OTP to appointments within the 4101-4106 Job Code range. The Boulder Campus's written policy for One-Time Payments may be found on the PBS website: https://www.cusys.edu/pbs/payroll/policies/pay-adjust.html.

You can and should compensate a Student Assistant for extra work performed on an hourly basis. **If a student has performed extra work for your department** that is completely different from their standard duties, and/or at a different pay rate, this extra payment MUST be handled through HRMS Time Collection. You should NOT combine this extra payment on the same line with the hours from student¹s regular job. You should have supporting documentation in the form of timesheets to justify the extra hours worked.

How you would handle recording the extra hours depends on whether or not the student employee has a work-study award and if so, if you want the extra hours paid from work-study.

- If the student is regular hourly (that is, s/he does not have a work-study award), you can pay the student for extra work through Time Collection, without adding an employment instance job record. You can do this by simply inserting a new row in Time Collection, after you¹ve recorded the student's hours for his/her regular job. **Don¹t forget to enter an override pay rate** (and override speed type, if necessary).

- If the student has a work-study award and you don't want to charge it to work-study, you will have to go into Workforce Administration and add an employment instance for the student with an emplclass of hourly and override the speedtype with the fopps you need to charge to. You would then pay the student in Time Collection from this new job record, **separately** from his/her regular job.

- If student has a work-study award and you want to pay the additional hours through the work-study program, just enter the hours through Time Collection as normal.

Please note that if the student performs this additional work for longer than, say, one or two pay periods, you should set her/him up with an employment instance job record in PeopleSoft/HRMS anyway, even if s/he does not have work-study.

If the student works in another department but is just temporarily doing extra work for your unit on an hourly basis, you will have to set up the student on an employment instance record in your own department (using either a terminated existing record or by adding an employment instance). You must do this regardless of how many (or how few) hours the student worked. Then you would report the additional hours through Time Collection.

Over Payments

Collection of wages paid in error to an employee is required by State Fiscal Rule Chapter 2, Rule 8, Fiscal Rule website: http://www.colorado.gov/dpa/dfp/sco/rules/rules.htm. Whenever an overpayment of wages has occurred, the employing department completes the Notice of Overpayment Adjustment form. (Form available on PBS website at: http://www.cusys.edu/pbs/forms/forms.html.) For more detailed information on overpayments, please see the PBS Procedures guide at: http://europa.cusys.edu/pbs/pbs_documents/PBS-GUIDE_05-02.doc.

Overtime

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

Student hourly employees are eligible for overtime. If you have students that are working multiple jobs, it is the responsibility of the department(s) and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. 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, may want to follow our 3 strikes your out, policy before 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.

Records Retention Requirements

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

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

In order to avoid incorrectly disposing of payroll records for different kinds of student employees (hourly or work-study students), we recommend that the department develop a schedule to dispose of all records for a given year. Therefore, to ensure that you are keeping them for the correct number of years (since they have different requirements), we recommend keeping this information for all students for 5 years before disposing. When disposing of these records, the department should arrange for confidential recycling. This can be done by contacting CU Recycling at x2-8307. Information is also available on the web at: http://www.colorado.edu/cure/additional_services/shredding.html

Recognition for Student Employees

Student employees are just like regular staff in the way that their work satisfaction partly comes from being genuinely appreciated for what they do. It's known that **employee appreciation and recognition improves commitment, retention, and productivity.**

Recognition programs don't have to be expensive. A simple spoken phrase like, "Thank you for your hard work," can go a long way. You can view our recognition suggestions at http://www.colorado.edu/studentemployment/images/recognition.pdf.

Safety

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 Universities disaster plan, 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.

Social Security Cards

Payroll Liaisons MUST view the *original* social security card to ensure that they enter the name exactly as it appears on the card into HRMS. To address identity theft concerns, students are required to provide the University with their original social security card and ***no copies*** will be accepted (see below for information specific to International Students).

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

All departments when interviewing students should inform the student that they will be required to provide their social security card upon hire.

The employing department should NOT copy the original document and forward it to PBS. The card should only be used to determine that the data entered into HRMS is accurate. For specific information, please refer to the 'Social Security Card Filing' policy at: https://www.cusys.edu/policies/Fiscal/socialsec.html.

Note: It is important that you enter the correct social security number on HRMS. Each semester, the Student Retirement Program uses the social security numbers to match the HRMS database with the SIS database. Any mismatches could cause a retirement deduction to be taken, when students are not required to participate.

International students: Policy is located at: http://www.cusys.edu/pbs/payadmin/groups/international.html

Student Employee of the Year Award:

The Student Employment Office 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 at 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 Buff Bulletins for more information!

Student Employee Retirement Information

To comply with the Revenue Reconciliation Act of 1990, the following students **are required** to enroll in the Student Retirement Plan:

Undergraduate Students:

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

A student employee's normal weekly work schedule is not affected by increases in hours worked caused by work demands unforeseen at the start of an academic term, and a student employee's work schedule during academic breaks is not considered.

Any student that must enroll in the student retirement program must complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.

PBS has put together a fact sheet (https://www.cusys.edu/pbs/benefits/resources/downloads/student-ret-facts.pdf) on the student retirement program that you can distribute to your student employees.

An interface between the Student Information System (SIS) and HRMS will run approximately a month after each term has begun. This interface will check the student's SIS enrollment status and will update the student's employee class (Workforce Administration>Job Information>Job Data>Enter EmplID and search>Job Information tab) accordingly on HRMS. Due to changes in enrollment at the beginning of terms, the interface will not run until at least one month into the designated term. To ensure that students are initially set up correctly in HRMS for student retirement purposes, we recommend that departments use the 'Student Employee Intended Enrollment Form.' This form will assist you in determining your students' enrollment status. This form is not required. Departments can decide whether or not to use the form. *If your department chooses to use this form, please do not forward it to the PBS.* You should retain the form in your department. An employer can confirm the student's enrollment status using one of the following two options:

1. Go to SIS, Screen 191 and verify the number of credit hours that the student is enrolled for the appropriate term. The 09-10 academic year term is 097 (for fall). At the end of fall semester, you should use the spring semester term, which is 101. For the 2009 Summer Term, use 094.
2. Request that the students provide you with copies of their schedules printed from CUConnect.

Once the interface has run for the term, the students will either have the retirement deduction or not. To maintain consistency and effectively manage this program, any changes in students' enrollment after the interface has run for the designated term will not impact their deductions for that term. If an employer makes a manual update to the employee class after the interface has run for the term, the program will change the employee class back overnight. Scheduled "final" run dates for the student retirement program are:

Fall 2009	September 11, 2009
Spring 2010	February 5, 2010
Summer 2009	June 17, 2009

Student Retirement Application- TIAA-CREF

TIAA-CREF is the investment funds carrier for the Student Retirement Plan. Information and enrollment forms are available on the Payroll & Benefits Services website at https://www.cusys.edu/pbs/forms/. **You can direct specific questions regarding the investment plans to TIAA-CREF at 1-800-842-2776**.

Students enrolled in the retirement program will contribute 7.5% of their gross wages for the retirement deduction and 1.45% for the meditax deduction. 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 1.1% benefit charge will appear on your department's monthly financial statement and is subject to change every 2 years.

If the student's enrollment status requires that they contribute into the student retirement program, the student must complete a TIAA/CREF Student Retirement Application Form. If the student has already enrolled in the student retirement plan (i.e. they were enrolled in a previous year), he/she does not need to resubmit the TIAA-CREF application. If he/she wants to change the contribution distribution, he/she can contact TIAA-CREF directly.

If a student is to enroll in the student retirement program they must complete the 'Statement Concerning You Employment in a Job Not Covered by Social Security' form. The form is located at http://www.colorado.edu/humres/forms/index.html?a=3. Social Security publications and additional information, including information about exceptions to each provision, are available at http://www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

If students are enrolled full-time and would *like* to pay into retirement, they must contact Payroll and Benefits to have a flag placed on their file so that the Student Retirement Interface program does not switch them to no retirement when it runs each term.

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

Supervisor's 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. You can view our recommendation on how to improve morale at http://www.colorado.edu/studentemployment/images/morale.pdf.

You can read about some tips in our '**Strategies for Helping Supervisors Succeed with Student Employees'** at http://www.colorado.edu/studentemployment/oncamp.html or '**Tips for Training Student Employees'** at http://www.colorado.edu/studentemployment/oncamp.html.

Supplemental Tax Rate Applies To Employees With Active Job Status In Multiple Pay Cycles

In order to stay in compliance with IRS rules and regulations, it is the University's responsibility to apply federal and state supplemental tax rates to the bi-weekly earnings of employees that are paid on multiple pay cycles. This practice will be in effect as of the end of the 2005 spring semester. Payroll Liaisons, please review your personnel roster report to identify these employees. If you need to reappoint any of them, now is a good time to convert the employee to a single pay cycle to avoid their having to pay the supplemental tax rate on their bi-weekly earnings.

EXCEPTION: Work-study student employees are not required to be paid on a single pay cycle. These employees can continue to be paid on multiple pay cycles without being taxed at the supplemental rate. For additional information, refer to IRS Publication 15 (Rev. January 2004), Chapter 7, Supplemental Wages (Available at http://www.IRS.gov).

Training Sessions for Supervisors of Student Employees

The Student Employment Office, in conjunction with the UCB Employee Development Department, provides training sessions for supervisors and payroll liaisons of student employees. Currently, three different sessions, 'Selecting and Interviewing Student Employees,' 'Supervising Student Employees' and 'HR Process for Student Employees,' are offered several times a year. Human Resources will send out Buff Bulletins announcing the dates of upcoming trainings in advance of these sessions. We also announce upcoming trainings in our newsletter that is sent out to employers signed up on our Listserv. Training can be found at: http://www.colorado.edu/humres/training/hrseminars.html?a=51.

See 'Tips for Training Student Employees at: http://www.colorado.edu/studentemployment/oncamp.html.

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. 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 given a printed copy of their Personal Data Worksheet (PDW) in November of each year to verify address information so that their W-2 is mailed to the correct address in January. The "MAILING ADDRESS" address on the PDW is the address where the W-2 is sent. Department administrators may print out the PDW for each of their employees, asking them to make any corrections necessary in CUConnect. Address changes that affect W-2 mailings must be done prior to the January payroll deadlines.

To print a PDW you must go into HR Reporting. Navigate to Reports and Reviews>Personal Information>Personal DataWorkSheet. Enter your run control id and hit the search button. You will be brought to the Personal DataWorksheet box. In the Report Parameter enter your DeptID. In the Jobcode Series (leave blank for all). Select the yellow run button. You will now see the "Process Scheduler Request" page.

Make sure the Server Name is "PSUNX", *Type is Web and *Format is PDF. Hit the yellow OK button. This takes you back to the Personal DataWorksheet page, select the Report Manager link. You will now see the "View Reports For" page. You will need to press the yellow Refresh button until you see under the Status, "Posted" and under the Description the title "Personal Data Worksheet" will become a hyper link that you select. You will now see the Personal Data Worksheet in acrobat. Print your report and give to students to review.

W-4

New student employees must complete a W-4 form. 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.

Each month PBS must reject and return incorrect and missing information on the W-4. This can create significant problems for employees due to delayed processing. Refer the student to W-4 Instructions sheet for assistance in filling out their W-4 completely. Common W-4 errors include:

- Not completing all required boxes
- Filling in both lines 5 & 7 (Line 5 must be left blank [no 0 or #] if Line 7 is marked Exempt)
- Using a prior year's form (you must use the 2008 form in 2008; you cannot alter a prior year's form-the IRS considers it invalid)
- Not signing and dating the form

International students must schedule an appointment with the tax specialist in the Payroll and Benefit Services (x5-6500). DO NOT give an international student a W4 form to complete.

Work Schedules

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 **<u>in advance</u>** 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 and give 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 schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer.

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

SECTION 4 – WORK-STUDY INFORMATION

Work-Study Eligibility

Academic Year:
To be eligible for work-study during the Academic Year, a student must submit a Free Application For Federal Student Aid (FAFSA) and be awarded work-study as part of his/her financial aid package. Students who earned work-study in the previous academic year will be given awarding priority. Priority is also given to students who apply by April 1. The Free Application for Federal Student Aid must be submitted each year and can be done as early as January.

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

Summer:
Students must apply for financial aid using the Free Application for Federal Student Aid (FAFSA) to be eligible for summer work-study. If they have completed this for the current academic year, they do not need to complete it again for the summer term. However, they must also apply for summer aid through CUConnect to be considered for a summer work-study award. The Summer Aid Application and additional information will be available on the Financial Aid website (http://www.colorado.edu/finaid/summer.html) on or around the first of February. Because work-study funds are limited, students should apply by the March 15th priority date.

If a student is not enrolled in classes for the summer, but has received a work-study award, the student must have been enrolled in spring and be registered for classes in the fall by the start of the summer employment term. The student must also have the next academic year FAFSA on file and demonstrate need in the next academic year in order to keep the work-study award. If the student has not enrolled for fall semester by the deadline date, 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.

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

Work-Study Appointments and Add Employment Instances

Students are allowed to work for more than one employer using the same work-study award. In these instances, it is important that the two employers communicate to ensure that the student does not over earn his/her work-study award. If a student over earns the award, one or both of the employers may be charged 100% of the student's earnings. Therefore, when multiple employers are using the same work-study award, the earnings charged against the student's work-study award cannot be "guaranteed" to one employer. Students can be set up with work-study and hourly appointments. If the student exceeds 40 hours per week (between all employers), they are entitled to overtime pay. 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. After the fall semester has ended, the spring limit will automatically be added to the fall limit on HRMS (and the HRMS Work-Study page will show the total award amount). If students earn more than one-half of their award in the fall semester, the excess will be charged 100% to the employer. If students do not earn their entire fall award, the remaining amount will be carried into the spring semester. Any part of the work-study award that is not earned at the end of the academic year will be cancelled. 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.

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 students do not earn by the end of the summer will be cancelled.

Students can verify their work-study award and earnings through CUConnect. Please note: the earnings on CUConnect will reflect the most recent pay period that has been processed by the PBS and because of the payroll processing schedule may not contain all of the earnings to date. Students should consult a payroll calendar to determine if all of their earnings are reflected.

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 he/she will work in the term. Example (determining the number of hours a student can work in the fall semester):

> Award Amount for fall semester: $900
> Pay rate: $7.00
> Number of weeks in the fall semester: 18
> $900/$7.00 = 128.57 divided by 18 weeks = 7.14 hours/week

Therefore, the student can work approximately 7.14 hours per week and not exceed his/her work-study award for the fall semester. Keep in mind since the student's schedule can vary (due to time off for vacation periods and exams), you should recalculate the hours throughout the semester. For assistance in calculating the number of hours a student can work per week, please contact our office at x2-7349 or email to stdemp@colorado.edu.

Work-study Award Balances:

A web query to help departments monitor work-study awards and work-study balances is available. You must have a Central Information Warehouse (CIW) Logon to access this report. For CIW users, the 'Student Work Study Balances' report can be found on the System Operations Information page (https://www.cu.edu/operations/ati/web-based.html). Select the Payroll Personnel Liaison, & Department Administrator button and then scroll down until you see the "Student Work Study Balances". You will be required to logon with your CIW ID and password.

Selection parameters include Financing Speedtype and/or Finance Department ID or HR Department id. In all cases, the data pulled is the current row of data for that employee. For an individual, the total work-study award will be one line, and all dollars earned by all employers/jobs will be totaled into a single amount. Information displayed on the report includes student name, employee ID, date of last work-study award revision (revision would indicate that award was increased or decreased on this date), work-study end date, appointment end date, work-study award amount, work-study confirmed earnings (through the last payroll run), remaining work-study award in both earnings and number of hours, and any earnings (paid hourly) above the work-study award. Additional accounting information (account code, description, speed type and description, fund, program code) is also included. This report may be helpful in managing your student employee work-study funding limits and departmental resources. If you have any questions about how to run this report, please call the IRM help line at 303-492-9222.

If you do not have a CIW logon, we have developed several 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. You can use our spreadsheet in Excel:

Group of Students Remaining Work-study Calculation spreadsheet:
Fall/Spring: http://www.colorado.edu/studentemployment/images/figurewsay09_10.xls
Summer: http://www.colorado.edu/studentemployment/images/figurewssum09.xls

Individual Student Remaining Work-study Calculation spreadsheet:
Fall/Spring: http://www.colorado.edu/studentemployment/images/blank_total_hours_ay.xls
Summer: http://www.colorado.edu/studentemployment/images/blank_total_hours_sum.xls
(Please note: there is an imbedded formula contained in the spreadsheet.)

Determining Work-Study Status

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

1. SIS, screen 331 displays work-study information for all students who have been awarded work-study.

2. The work-study page in HRMS lists work-study award information. This page is only available if the student has previously worked for the University. If they have never worked for the University, this page will not be activated until the employer has created the position and hired the student into it. The page is updated with data on new student hires every two weeks.

Students are notified if they have received work-study by an award letter that is sent from the Office of Financial Aid stating the amount of the award. In addition, the work-study award appears under the 'award status' section of the student's financial aid menu on the CUConnect system. If you do <u>not</u> have access to SIS, you can verify if a student has been awarded work-study by asking the student for a copy of their award letter or by calling us at x2-7349. You should not set up students in the payroll system without first verifying that they have been awarded work-study and are eligible to earn their award.

Using SIS, Screen 331 to Verify a Student Work-Study Award (can be used for all students awarded work-study):

The Student Information System (SIS), Screen 331 is operational for the Academic Year. Work-study employers who have an SIS logon I.D. can access this screen to determine if the student has been awarded work-study. When accessing SIS, Screen 331 for the academic year or summer appointment (NOTE: INST = BD, FIN UNIT = F1), please use appropriate Term and session. For the 2009-10 academic year, the Term is '10' and the Session is '1.' For Summer 2009, the Term is '09' and the Session is '2.' You can use this screen to determine whether or not a student has a work-study award and if he/she is eligible to earn it. This, in turn, is used to determine what Employee Class (Empl Class) to enter onto the Job Information Page on HRMS.

Screen 331 also allows the employer the ability to view accumulated work-study earnings. An 'earnings through' field is located in the bottom right hand corner of Screen 331. This date indicates the most recent pay period end date through which the student has been paid out of work-study funds.

It is important to verify the information on SIS, Screen 331 to ensure that the student is eligible for a work-study appointment. If the student is not eligible to earn his/her work-study, an edit will appear on the top left-hand corner of the screen. If an error message appears above the "331 FAM EMPLOYMENT MONITORING" screen title, the student <u>is</u> <u>not</u> eligible to earn work-study. There are several error messages which could appear, possibly signaling the need for the student to come to the Student Employment Office (which is located in Regent 205).

The most common error messages are:

- "**STUDENT AID RECORD NOT 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. <u>It is not necessary to send the student to Financial Aid, unless the student wants clarification on financial aid application procedures</u>.

- "**STUDENT NOT ELIGIBLE FOR APPOINTMENT**", the student has been awarded work-study but there is currently a 'hold' on the financial aid file. The student should come to the Student Employment Office to determine what action can be taken to reactivate the work-study award. <u>Until the Office of Financial Aid has cleared the problem, the student cannot start/continue to earn work-study funds</u>.

- "**STUDENT HAS NO EMPLOYMENT MONITORING DATA**", this indicates that the student has a financial aid record, but was not awarded work-study. You can send the student to the Student Employment Office to determine eligibility. If the student is eligible for a work-study award, a letter indicating your desire to hire him/her is beneficial. The form can be located on our website at http://www.colorado.edu/studentemployment/fillemplrequest.html. However it is not a guarantee that the student will be awarded a work-study award.

Specific instructions on how to access and use the Employment Monitoring Screen can be obtained on our website (http://www.colorado.edu/studentemployment/instructions.html) or by calling the Student Employment Office at x2-7349.

HRMS Work-Study Page

In addition to SIS, Screen 331, the work-study award limit and earnings information is also available in HRMS. This option is available if the student has a job record on HRMS (even if it is not currently active). The information on this page is updated every two weeks. To access the page, use the following navigation:

HR Production and/or HR Reporting
Menu>Reports and Reviews>Job Information>Work-study
Enter any information you have on the student and click search.
You can now see the work-study effective begin and end dates, work-study limit, above limit balance, unconfirmed and confirmed earnings for work-study. Ignore the lower section with the empl recd, etc. this does not pull the correct information.

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 HRMS page, you will not see the current award. To access the current work-study information, you will need to select 'View Al'l and look at the Eff Date and End Date to make sure you are viewing the current work-study award.***

Work-Study Increases

If you and the student wish to increase the student's work-study award, please use the Increase Request Form in the handbook, or on the web (http://www.colorado.edu/studentemployment/oncamp.html), by selecting forms, select either the request under academic year or summer. You can also print and fax the form by navigating to Forms>more on-campus employer forms (pdf). Increases will be made on a funds-available basis. There is **<u>no</u>** guarantee that we can increase the work-study 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 increased. If the award is increased, we will notify the employer by letter or email and the student will 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 (which can be viewed on SIS, Screen 331), since we cannot guarantee increases.

Work-Study Employer Letters

If you interview a student who currently does not have a work-study award you can submit an "Employer Request for Student Work-Study". Please use the form in our handbook or from our website at: (http://www.colorado.edu/studentemployment/oncamp.html).

Student must have applied for financial aid by submitting the current year FAFSA and the necessary tax documents. For the summer they must also submit the summer aid application through CUConnect, have the upcoming academic year FAFSA and demonstrate need in the next academic year before we will consider them for an award. Work-study awards will be made on a funds-available basis. We will review the requests on a bi-weekly basis and it is a first-come-first serve basis. We **CANNOT** guarantee that we will be able to grant a work-study award to the student.

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 letter with the new work-study award amount.

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 can not 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.

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
- Work-study not being earned for spring by February 1
- Work-study not being earned for summer by June 1
- Student withdrew from the University
- Additional grants or scholarships came into the Financial Aid Office after the deadline
- Student not enrolled in classes by census date

SECTION 5 – SETTING UP A UCB STUDENT IN HRMS

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

- a FUND END DATE in Organizational Development>Position Management>Funding Distribution
- an APPOINTMENT END DATE in Workforce Administration>Job Information>Job Data>Employment Information page
- a WORK-STUDY EMPLOYEE CLASS in Workforce Administration>Job Information>Job Data>Job Information page

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 inactive.

HRMS Student Employment Set-up Procedures

The instructions in this handbook are intended to be a summary of the PBS step-by-step guides located on the web at: https://www.cu.edu/pbs/sbs/. Select the HR Step-By-Step link for the steps you need to view.

Prior to entering information into HRMS, the employer will need to know the following information:

1. Position number.
2. Whether or not the student has a work-study award.
3. The student's pay rate.
4. The student's job class code (job title/description determines job class code, see chart on pg. 9).
5. Student's personal information (if student is new to the CU system).
6. Student's emergency contact information.
7. The speedtype(s) that will be used to pay the student.
8. If a student was required to have a background check, what type of background check and the date completed.

If the University has never employed the student, the student will need to complete/provide the following:

1. Background Check, if applicable, see http://www.colorado.edu/policies/backgroundcheck.html for university policy or students see http://www.colorado.edu/studentemployment/background.html.
2. Person of Interest (POI) (https://www.cusys.edu/pbs/forms/#p).
3. Emergency Contact Worksheet (https://www.cusys.edu/pbs/forms/#e).
4. Direct Deposit Form attaching a voided check (https://www.cusys.edu/pbs/forms/#d).
5. W-4 (https://www.cusys.edu/pbs/forms/#4).
6. Student Retirement Plan Enrollment Form, if applicable, (https://www.cusys.edu/pbs/forms/#s).
7. Statement Concerning Your Employment in a Job Not Covered by Social Security, if applicable, (http://www.colorado.edu/humres/forms/index.html?a=3).
8. The I-9 Employment Eligibility Verification Form (send student to the Student Employment Office or Human Resources unless your department is authorized to sign I-9 forms). If your departments makes copies of the I-9 forms, please make sure the list of acceptable documents are on the back of the eligibility form. **ORIGINAL DOCUMENTS ONLY-NO COPIES!** A list of acceptable documents can be found at http://www.colorado.edu/humres/forms/index.html?a=3

If the student has previously worked for the University, he/she only may only need to complete some items listed above if any information has changed and HRMS needs to be updated with the new information. However if all the jobs are terminated in the system or inactive for more than 90 days, they must resubmit all direct deposit and W4 form. You must search HR to see if the person is already in the system. To do this you must navigate to Workforce Administration>Personal Information>Add a Person>Search for Matching Persons. In the Search fields enter as much information as you can to find the right person you are setting up, the name fields are *case sensitive*.

You will need to determine whether or not a student has work-study. Once you have determined if the student is regular hourly (non work-study) or work-study employment are very similar. There are two main steps in setting up student employees in HRMS:

1. Updating or creating a position (Organizational Development>Position Management)
2. Hiring the student into the position (Workforce Administration>Personal Information).

In step 1, the actual set-up will be slightly different depending on if you are creating a new position or updating an existing position.

In step 2, the procedures are slightly different depending on if you are setting up a student employee who already exists in HRMS or if you are hiring a student who has never worked for the University.

Please follow the appropriate procedures below.

STEP 1: Organizational Development (Position Management)

To begin the set up process, you must either create a new position or use an existing vacant position on HRMS. To determine if your department has any available vacant positions, you can run a vacant positions report. The report can be ran under HR Production or HR Reporting by navigating to Reports and Reviews>Position>Vacant Position Report.

- Enter your run control id.
- Enter your Dept.ID and/or Job Code.
- Select the yellow run button.
- Make sure the Server Name is PSUNX. Hit OK.
- Select Report Manager link.
- Select the yellow Refresh button until the status says posted.
- The Vacant Position Listing under description will turn into a hyperlink when report has posted. Select the report.
- Report will show vacant positions in a pdf format. Use this report to choose a vacant position or create a new one.

1a: Updating an Existing Position

If an appropriate position already exists, be sure to review its requirement for a background check and hazardous materials on the Specific Information page and update if necessary. You must also update the position funding distribution begin and end dates. To avoid incorrect charges, be sure to follow the procedures below.

Navigate to: Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info. This will bring you to the "Add/Update Position Info" page. Although you can search by different criteria, we recommend you search on the position number you want to update.

Make sure the effective date, job code, and work location are correct on the description page, insert a row and change if incorrect. If they are correct you will need to update the Funding Distribution. Select the 'Go To Position Funding' link. Click on the plus "+" button to add a new funding row.

The date in the **Fund Begin Date** field will default to the first day of the current unprocessed pay period. Leave as is or enter a future begin date. If you are setting up the position prior to the start of the term, you must change this date to the appropriate begin date for the term (Fall 2009 = 8/09/09, Spring 2010 = 12/13/09, and Summer 2009 = 5/3/09). **Please note**: the funding distribution page will not permit users to add, delete, or correct funding for a pay period that has been closed. This ensures that the funding distribution pages will always reflect what the distribution was at the time the payroll was processed. If you try to add, delete, or change funding with a funding begin date that is prior to the current payroll, you will receive an error message. You will not be able to save the change until the funding begin date is greater than or equal to the start of the current pay period for that position. Be sure to enter a funding note, to do this:

- Select Funding Notes icon.
- Select Add a New Note button.
- Enter a subject title and in the 'Note Text' box enter the comments.
- Select Save - Return to Funding Page
- Save

Now scroll down to the Distribution section and enter the following:

- **Percent:** enter the percentage to charge to your speedtype (usually 100%). If using more than one speedtype, use the plus "+" button to insert another row; the percentages of all lines must total 100%.
- **Speedtype**: enter the correct speedtype(s) to charge
- **Funding End Date**: enter the appropriate end date for the term.
  2009 Fall Only = 12/12/09
  2010 Spring Only = 05/01/10
  Full Year Academic Year Appointment = 05/01/10
  Summer 2009 = 8/08/09

SAVING AND APPROVING:

Save the record. You may receive a warning message indicating that the 'Reports To' field is blank, hit OK.

If you are the approver, you will now need to approve the funding. If you are not the approver for your department, the position will be sent to your approver's worklist to approve. **Updated funding rows must be APPROVED prior to the payroll deadline for the current payroll period, or the funding will not take effect.**

If you can approve the funding follow the steps below:

On your left in the menu bar select Funding Approval
This will bring up your funding approval page
Using the drop down box, change the Status to Approved
Save the record

Note: If you need to change funding after a term has begun, you must insert a row and enter an effective date as the first day of the pay period in which the change is to take effect. Otherwise, the earnings will be charged to the old FOPPS, but you cannot back date the effective row. The new date for the current pay period will automatically appear in the effective date box.

1b: Creating a New Position

If you have determined that you do not have a vacant position that can be updated, you will need to create a new position. The process includes, 1) creating the position and establishing the funding distribution; and 2) approving the position and funding. Refer to the 'Create a New Position w/Funding-Organizational Development Module' step-by-step guide, found on the University of Colorado System website (https://www.cu.edu/pbs/sbs/).

Navigate to: Organizational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info. Click Add a New Value and complete the following tabs:

<u>Description tab</u>:

- Effective Date-enter the start date for the position.
- Job Information-enter the job code (4101-4106) and tab out-the other boxes will be updated with the information based on the job code your entered.
- Work Location-enter the department number, some of the fields will update. You can enter the reports to and appointing authority information.

<u>Specific Information tab:</u>

- Background check and hazardous materials, if applicable.

<u>Position and Incumbent Data tab</u>:

- Skip

Save the information. Now select the 'Go To Position Funding' link on the description page.

On the Funding Distribution page, the Funding Begin field is the effective date for the funding from the speedtype to begin. We suggest using the term begin date (Fall 2009 = 08/09/09, Spring 2010= 12/13/09, Summer 2009 = 05/03/09) if you are creating the position prior to the start of the term. If you are creating the position after the term has started, the funding begin date will default to the first day of the current bi-weekly pay period.

Please note: the funding distribution page will not permit users to add, delete or correct funding for a pay period that has been closed. This ensures that the funding distribution pages will always reflect what the distribution was at the time the payroll was processed. If you try to add, delete or change funding with a funding begin date that is prior to the current payroll, you will receive an error message. You will not be able to save the change until the funding begin date is greater than or equal to the start of the current pay period for that position.

On the Funding Distribution page, you must enter the appropriate fund end date in the 'Fund End Date' field.

2009 Fall Only = 12/12/09
2010 Spring Only = 05/01/10
Full Year Academic Year Appointment = 05/01/10
Summer 2009 = 8/08/09

Save. Note the position number that is created when you save the record, you will need this number when you hire the student into the position.

SAVING AND APPROVING:

Save the record. You may receive a warning message indicating that the 'Reports To' field is blank, hit OK.

If you are the approver, you will now need to approve the position and funding. If you are not the approver for your department, the position will be sent to your approver's worklist to approve. **Updated funding rows and update position rows must be APPROVED prior to the payroll deadline for the current payroll period, or the funding will not take effect.**

If you can approve the position/funding follow the steps below. On your left in the menu bar select:

- Funding Approval or Position Approval
- This will bring up your funding approval or position approval page
- Using the drop down box, change the Status to Approved
- Save the record. If you approved the funding, go back and approve the position or the other way around.

Note: If you need to change funding after a term has begun, you must insert a row and enter an effective date as the first day of the pay period in which the change is to take effect. Otherwise, the earnings will be charged to the old FOPPS.

STEP 2: Workforce Administration: Hiring the Student into the Position

Once the position has been created or updated, you must 'hire' the student into the position. The HRMS Step-by-Step Guides, which give specific instructions on this process, can be found by going to PBS website at: https://www.cu.edu/pbs/sbs/ and then under Workforce Administration select hire Student Hourly or Work Study link.

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

a) New Hire (the student has never worked for the University).
b) Transfer or Rehire Employee (the student has a terminated or expired job record, or will transfer his/her active job record to your department).
c) Add an Employment Instance (the student has an existing, active job record which will not be transferred to your department).
d) Short Work Break-Return is when a student's job record was placed on SWB and you need to set the student back up in the academic year or summer term under that record now.

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

You will need the Personal Data Worksheet and Emergency Contact Worksheet from the student to complete the hire pages. If the student was required to do a background check you will need that information to complete the position data and personal data pages. You should already have the position number and funding updated before you hire the student into the position. The pages that must be completed are listed below.

Navigate to: Workforce Administration>Personal Information>Add a Person

<u>**BIOGRAPHICAL DETAILS:**</u>

Primary Name

Enter Effective Date (this will be the date you hired the student)

Select the Add Name link:

Enter First Name, Middle Name and Last Name (*as the name appears on the social security card*).

Select OK

Biographical Information

Enter Date of Birth

Biographical History

Enter the Gender, Highest Education Level Language Code (defaults to English), Military Status, Home Department and Campus Box.

National ID

Enter the Social Security Number

<u>**CONTACT INFORMATION:**</u>

Current Addresses

HOME: Select the Add Address Detail link.
Select the Add Address link
Enter the home address
Select OK
You will see the Address History with the address you just entered. Select OK

MAILING: If Mailing Address differs from Home Address, click Add Address Detail and enter the mailing address.

Phone Information

Select the Phone Type and Enter the Phone Number. If you have more than one number you can select the plus button '+' to add additional numbers. You must select one as Preferred.

Email Addresses

Select the Email Type and Enter the Email Address. If you have more than one email you can select the plus button '+' to add additional email addresses. You must select one as Preferred.

<u>IDENTITY/DIVERSITY:</u>

Ethnic Group- - this is a required field

Enter ethnic group or chose not to disclose. The primary box should automatically update with a checkmark. But if you have more than one ethnic group, you can select the plus button '+' to add additional ethnic groups and you must select one as primary.

Employment Eligibility Proof

This will be completed by Human Resources

Background Checks

If required by the position, check off the one(s) that apply and enter the date completed. Criminal History Records, Financial History Records, Motor Vehicle Records and other background checks.

<u>ORGANIZATIONAL RELATIONSHIPS:</u>

Must select the Employee check box
Select the Add JOB/Relationship Data button
May receive some error message, check if need to correct or hit OK.
This will now take you to the Work Location tab

<u>WORK LOCATION:</u>

Work Location:

Effective Date: defaults to current date, change if needed
Action = Hire (defaults)
Action Reason = HIR
Enter the position number you updated or created earlier, and press tab. The rest of the fields on the page will update based on the position information.

Job Information

This page determines whether or not the student is paid out of work-study and whether or not the student retirement deduction is taken. Therefore, it is important to enter the appropriate 'Empl Class.' For a student to be paid out of work-study, he/she must have a work-study award (see page 30) and must have an 'Empl Class' of either:

N Work Study – No Stdt Retirement or
O Work Study – Stdt Retirement

If the appointment is not Work-study, use the Student Hourly 'Empl Class' of:

L Stdt Hourly – No Stdt Retirement or
M Stdt Hourly – Stdt Retirement

These employee classes can be found by using the drop down box on this field. (For determination of whether or not the student is subject to Student Retirement, see the Student Retirement Section on page 25).

Payroll Skip all fields default.

Compensation

In Pay Components enter:
Rate Code: Enter BASEH (for student hourly)
Comp Rate: Enter the student's hourly compensation rate and hit the 'Calculate Compensation' button**.**

Employment Data

This page must have the 'Appointment End Date' field filled in, and the end date should be for the appropriate term.

2009 Fall Only = 12/12/09
2010 Spring Only = 05/01/10
Full Year Academic Year Appointment = 05/01/10
Summer 2009 = 8/08/09

Hit the Save button. This will take you to the Emergency Contact Page

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.

SAVING AND APPROVING:

Save the record. Take note of the new Emplid number assigned. You must approve the record now if you are the approver. If you are not the approver, the job record will be sent to your approver's Worklist to approve.

Workforce Administration>Job Information>Job Approval
Enter the Emplid if it did not populate and hit search
Using the drop down box, change the Status to Approved
Save the record.

Please keep in mind, entries made in HRMS that have not been approved prior to the payroll deadline, as noted on the PBS payroll calendar, will not be processed. Employees (especially new employees) must be notified by their department if their payments will be delayed due to late or delayed transaction input that has missed a payroll calendar deadline. It is the department's responsibility to approve the item(s) and arrange for any pay adjustments for the employee.

The Employing Department will <u>only</u> forward the following documents to Payroll and Benefits Services (PBS):

1. Completed Direct Deposit w/voided check
2. W-4
3. Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.

2b. TRANSFER/REHIRE/REAPPOINT: Updating a Job Record for a Student who has worked for the University

<u>**Definitions**</u>:

Transfer Position to Another Department – transferring a position to another department.

Rehire/Rehire Employee – transferring an employee from one position to another within the same department or between departments. Also rehiring a terminated employee and reusing a terminated employee record.

Reappointment of Employee – update an expired (but not terminated) job record from your department to rehire the student in your department. Reappointment is often the next step after returning an employee from a short work break.

Short Work Break Enter/Return- placing an employee on short work break and returning an employee from short work break.

<u>**Transfer/Rehire students who have worked in a different department:**</u>

When transferring or rehiring an employee for whom you do not have security access because of row-level security, you <u>**must**</u> start by searching for the person to see if they are in the system already (there is no row-level security on the search for matching persons page). This will enable you to:

- Determine if the individual you wish to hire is already in the system,
- Find his or her Employee ID number, if you don't already know it,
- View basic information for all of the employee's jobs in one place,
- Determine if there is a terminated employee record (empl rcd) that can be reused, thereby reducing the number of jobs an employee has in the system, and
- Maintain the employee's primary job on the 0 employee record.

Navigation: Workforce Administration>Personal Information>Search for Matching Persons.

Enter as many fields as available. If you use the employees' name the name fields are *case sensitive*. On the search results page click on the show all columns icon to show search results from both the results tab and the additional information tab. Click on the Person Organizational Summary link to see more data about the person.

When transferring an employee from a position in one department to a position in another department, there is no row-level security attached to the two pages that you will access when entering the transfer (e.g. the receiving department may execute the transfer). After completing the transfer, the employee's job data and personal data records are automatically transferred to the new department's row-level security access profile. Be sure to update the Personal Data if the student has completed a background check. To transfer a position to another department navigate:

Organizational Management>Maintain Position/Budgets>Position Transfer only.
Position Transfer Only search page displays. Enter one or more of the search fields and click search.
In the Position Information area, click the plus '+' button to insert a row.
The effective date defaults to current date; change if necessary
Reason defaults to XFR
Enter Department Number to which position is being transferred.
Location Code will update
Click on Position Notes to add appropriate comments about the transfer
Review and save
Notify receiving department that transfer has been made. Receiving department can access position when effective date is current.
Receiving department will likely insert additional rows to change other position and/or funding date.
Receiving department must approve the transfer and any other additional rows of data.

Transferring, Rehiring or Reappointing an Employee:

To transfer, rehire, or reappoint a student, you will first need to verify and update (if necessary) the information for your position following the procedures in 'Updating an Existing Position' on page 36. Once completed, you can hire the student into your position. If using a terminated job record, you can do so regardless of what department terminated the student. If processing a transfer, you can do so as the receiving department.

Workforce Administration>Personal Information>Search for Matching Persons.
Enter as many fields as available. Name fields are *case sensitive*. Click Search.
Search Results page displays. Click on the Show all Columns icon to show search results from both the Results tab and the Additional Information tab.

1. If the person does not exist, exit this and follow the New Hire instructions.
2. If the person exists as a POI (not an employee), exit this and use the Add Employment Instance instructions.
3. If the person exists and needs reappointed exit this and use **the Transfer/Rehire/Reappoint instructions**. If the employee is on Short Work Break (SWB), you must return them from the Short Work Break (RWB) before you can update any job records.

All columns of search data display click on the Person Organizational Summary link to see more data about the person, to include the employee's job record numbers.

Personal Org Summary page displays in a new window. Determine appropriate job record (Empl Rcd#) to be used for the transfer or rehire. (Active=transfer, Terminated=rehire)

If more job detail about the employee is required (ex: job code or position #), refer to the Job List Review by navigating to Reports and Reviews>Job Information>Job List.
Job List search page displays. Enter one or more search fields and click search.
Job List page displays select and review basic information for the employee.

Transfers: Look at jobs in active (A) status to determine record number of position OUT of which employee is transferring; make note of position number.

Rehire: Look at jobs in terminated (T) status to determine record number to be used for the rehire; make note of position number.

You are now ready to enter the transfer or rehire data.
Navigate to Workforce Administration>Job Information>Job Data Transfer/Rehire only
Job Data Transfer/Rehire Only search page displays. Enter one or more search fields and click search.
Entire list of employee's job records displays. Select Empl Recd Nbr to be used for Transfer or Rehire. The work location page displays

WORK LOCATION:

Work Location:

Click on the plus '+' button to insert a row
Effective Date: defaults to current date, change to start date of transfer or rehire
Action = Transfer or Rehire
Action Reason = XFR or REH
Enter Position number to which employee is being transferred or rehired into. The rest of the fields on the page will update based on the position information.

Job Information

This page determines whether or not the student is paid out of work-study and whether or not the student retirement deduction is taken. Therefore, it is important to enter the appropriate 'Empl Class.' For a student to be paid out of work-study, he/she must have a work-study award (see page 30) and must have an 'Empl Class' of either:

N Work Study – No Stdt Retirement or
O Work Study – Stdt Retirement

If the appointment is not Work-study, use the Student Hourly 'Empl Class' of:

L Stdt Hourly – No Stdt Retirement or
M Stdt Hourly – Stdt Retirement

These employee classes can be found by using the drop down box on this field. (For determination of whether or not the student is subject to Student Retirement, see the Student Retirement Section on page 25).

Payroll Skip all fields default.

Compensation

In Pay Components enter:
Rate Code: Enter BASEH (for student hourly)
Comp Rate: Enter the student's hourly compensation rate and hit the Calculate Compensation button**.**

Employment Data

This page must have the 'Appointment End Date' field filled in, and the end date should be for the appropriate term.

2009 Fall Only = 12/12/09
2010 Spring Only = 05/01/10
Full Year Academic Year Appointment = 05/01/10
Summer 2009 = 8/08/09

Select the Save button

Update Personal Information to include the new Home Department and Campus Box, if applicable by navigating to Workforce Administration>Personal Information>Modify a Person.

The Personal Information search page displays. Enter one or more of the search fields if the emplid did not carry over. Click search.

The Biographical Details page displays. Update all applicable fields such as Home Department, Campus Box, contact phone numbers and emails.

SAVING AND APPROVING:

Save the record. You must approve the record now if you are the approver. If you are not the approver, the job record will be sent to your approver's Worklist to approve.

Workforce Administration>Job Information>Job Approval
Enter the Emplid if it did not populate and hit search
Using the drop down box, change the Status to Approved
Save the record.

2c: Add Employment Instance: Adding a Job Record for a student employee who has no terminated jobs.

Navigation: Workforce Administration>Personal Information>Search for Matching Persons.

Enter as many fields as available. If you use the employees' name the name fields are *case sensitive*. On the search results page click on the show all columns icon to show search results from both the results tab and the additional information tab.
Click on the Person Organizational Summary link to see more data about the person.

The Add an Employment Instance search page requires input of an employee id number and effective date of the additional job. If it finds a job record that has been terminated for at least 45 days, it will offer it for your use. You may receive a 'Warning-date out of range. The date entered is either more than 30 days in the past or 30 days in the future. This is not normally true for this date. Either acknowledge that the date is OK or correct the entered date.' Hit OK.

You will then see the page that states, 'Terminated Job Record Found for this Employee. The following job record will be re-used for the requested additional job. Please press OK if you wish to continue and allow the system to reuse this employee record number or CANCEL if you don't want to use the terminated employee record the system has selected.' Choose OK or cancel and follow the procedures below:

If you select **cancel** you will receive the following message: "You can select an individual employee record number by doing the following':

1. Go to Reports and Reviews-Job Information-Job List page to review available terminated employee job records. Select one to re-use.
2. If you have row-level security access to the employee record number you wish to re-use, you may access that record directly via Workforce Administration>Job Data Menu.
3. If you do not have access to the employee job record you want to re-use, go to Workforce Administration>Job Information>Transfer/Rehire Only menu to access the employee job record you have selected.

Typical examples of when to use Add Employment Instance

- Hiring a student with more than one job
- Hiring a student for a summer position as well as academic year position

If you select **OK** the system will take you to the Work Location page:

You will need to fill in the following pages:

WORK LOCATION:

Work Location:

Effective Date: defaults to the date you entered on the Add Employment Instance
Action = Additional Job or Rehire (defaults)
Action Reason = ADL
Enter Position number to which employee is being transferred or rehired into. The rest of the fields on the page will update based on the position information. If the employee is on Short Work Break (SWB), you must return them from the Return Short Work Break (RWB) before you can update any job records.

Job Information

This page determines whether or not the student is paid out of work-study and whether or not the student retirement deduction is taken. Therefore, it is important to enter the appropriate 'Empl Class.' For a student to be paid out of work-study, he/she must have a work-study award (see page 30) and must have an 'Empl Class' of either:

N Work Study – No Stdt Retirement or
O Work Study – Stdt Retirement

If the appointment is not Work-study, use the Student Hourly 'Empl Class' of:

L Stdt Hourly – No Stdt Retirement or
M Stdt Hourly – Stdt Retirement

These employee classes can be found by using the drop down box on this field. (For determination of whether or not the student is subject to Student Retirement, see the Student Retirement Section on page 25).

Payroll Skip all fields default.

Compensation

In Pay Components enter:
Rate Code: Enter BASEH (for student hourly)
Comp Rate: Enter the student's hourly compensation rate and hit the Calculate Compensation button**.**

Employment Data

This page must have the 'Appointment End Date' field filled in, and the end date should be for the appropriate term.

2009 Fall Only = 12/12/09
2010 Spring Only = 05/01/10
Full Year Academic Year Appointment = 05/01/10
Summer 2009 = 8/08/09

Select the Save button

Update Personal Information to include the new Home Department and Campus Box, if applicable by navigating to Workforce Administration>Personal Information>Modify a Person.

The Personal Information search page displays. Enter one or more of the search fields if the Emplid did not carry over. Click search.
The Biographical Details page displays. Update all applicable fields such as Home Department, Campus Box, contact phone numbers and emails.

SAVING AND APPROVING:
Save the record. You must approve the record now if you are the approver. If you are not the approver, the job record will be sent to your approver's Worklist to approve.
Workforce Administration>Job Information>Job Approval
Enter the Emplid if it did not populate and hit search
Using the drop down box, change the Status to Approved
Save the record.

Things to remember when using this page group:
1. If you wish to cancel before completing the transaction you must go to Work Location to do so and use the CANCEL button.
2. You can only enter one row of data so if you need to add additional effective sequence rows for this effective date you will go back to Job Data to do so.
3. All row level security rules apply! If you future date a transaction you will not be able to access the record until that is the current row of date.

If the HRMS does not find a terminated job record after you clicked OK on the search page, it will automatically add a new employee record number for that employee. Fill in the same pages as above.

If not using the terminated record for Additional Employment Instance, use the following steps to complete the Employment Instance:
- Access employee record directly in Workforce Administration>Job Data or Workforce Administration>Transfer/Rehire.
- Finish an incomplete Original Hire in Add Employment Instance
- New hire job data was not entered during the Add a Person Function. Navigate to Workforce Administration>Job Information>Add Employment Instance.
- Enter Empl ID and Effective Date of the Hire
- Click Add
- Job Data, work location page displays with action of Hire. Follow the steps above.

Adding the Student's Summer Job Data on HRMS:

To ensure that work-study is charged correctly and to have consistency among all student positions (in the event that a student receives a work-study award later during a term), we recommend that employers set up a separate Empl Record for the summer term. If the student worked last summer, he/she may already have an inactive or expired summer appointment. Do not select the Empl Record number that is being used for the 2009-10 academic year. If you are not sure which job record is being used for the academic year, begin in Home>Workforce Administration>Job Information>Job Data and click on the first record. Go to the Employment Data Page to view the Appointment End Date; if the Empl Record has an end date of 5/01/10, skip to the next record. If the employee did not have an academic year appointment, but has a record number that has an expired date on the Employment Data Page and is terminated in HRMS, you should update this record. If the employee only has a job record that ends on 5/01/10, you need to Add Employment Instance (see instructions above). You can update the job record if the end date for last summer was 08/09/09.

Please keep in mind, entries made in HRMS that have not been approved prior to the payroll deadline, as noted on the PBS payroll calendar will not be processed. Employees (especially new employees) must be notified by their department if their payments will be delayed due to late or delayed transaction input that has missed a payroll calendar deadline. It is the department's responsibility to approve the item(s) and arrange for any pay adjustments for the employee.

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

Since all PBS correspondence (including W2s) are mailed to the student's home address, you should verify the student's mailing address each term. The employee can now update their address in CUConnect. They will need to update their address under the CUConnect Profile (view/update your address) for Registrar information and under MyCULinks (Address Update (Employee) for payroll information.

Changing the Student's Pay Rate

1. 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 step 2. If the new rate falls outside of the current class, you will need to make sure the student's job description has changed and the student's job code is updated on the position. To update the job code, navigate to:
   Organizational Development>Maintain Positions/Budgets>Add/Update Position Info.
   You will be taken to the "Find an Existing Value" page. Enter the position number that needs to be updated.
   Insert a row and enter the new job code. Enter a note for the change to the position.

   SAVING AND APPROVING:
   Save the record.
   You must approve the record now if you are the approver. Otherwise, the position data record will be sent to your approver's Worklist to approve.
      Organizational Development>Maintain Positions/Budgets>Position Approval.
      Change the Status to Approved.
      Save the record.

2. Once you have ensured that the student's position reflects the correct job code, you will need to go navigate to the Job Data page. Workforce Administration>Job Information>Job Data.

   Job data search page displays. Enter EmplID or name and click search. The following information will need to be updated on the job record that the new pay rate will take effect on:

   WORK LOCATION:
   Work Location:
   - Click on the plus '+' button to insert a new row.
   - Effective Date: defaults to the current date; enter effective date of pay rate change
     Action = Pay Rate Change
     Action Reason = enter the appropriate reason. You can select the magnifying glass to choose a reason.
   - Click on Job Notes. The Job Data Notepad page displays.
   - Click on Add a New Note button. Job Data Notepad-New Note page displays. Enter subject and note.
   - Click save – Return to Job Data Page
     If you made any changes to the position number, you'll want the job record to update with the new position information you must delete and reenter the position number.

   Job Information
   - Make sure the 'Empl Class' is correct for the student (work-study or hourly with retirement or no retirement). Change if incorrect.

Skip the Payroll and Salary Plan tabs

Compensation

In Pay Components enter:

Rate Code: Enter BASEH (for student hourly and work-study)

Comp Rate: Enter the student's hourly compensation rate and hit the Calculate Compensation button.

SAVING AND APPROVING:

Save the record. You must approve the record now if you are the approver. If you are not the approver, the job record will be sent to your approver's Worklist to approve.

Workforce Administration>Job Information>Job Approval

Enter the Emplid if it did not populate and hit search

Using the drop down box, change the Status to Approved

Save the record.

Employee Termination

Students are an 'at will' employee, which 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
- Falsifications of time sheet
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of UCB policies and procedures

It is recommended, if possible, that reasonable (approximately two weeks) notice be given. Before terminating a student, we recommend:

1. Counseling: 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 students think they need more training, arrange a training schedule. We have a "Late Termination Policy" and "Student Assistant Job Performance Termination Policy" in the forms section of this hand book 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 hand book 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. When possible, agencies 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.

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.

At the time of termination, please make sure that the student has completely filled out his/her time sheet, including signature, for the hours worked during the pay period. At the regular payroll time submit the hours that the student has worked just as you normally would. Also terminate the appointment on the payroll system.

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.

For assistance in developing a termination policy, please contact our office.

<u>HRMS Actions:</u>

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. the PBS to determine if a student can withdraw their student retirement contributions when the student graduates or withdraws from the University.

To terminate a student, first navigate to: Workforce Administration>Job Information>Job Data

- Job data search page displays. Enter one or more of the search fields. Click on the search button
- Work Location page displays. Click on the plus button "+" to insert a row and enter the following information:

  Effective Date: enter the date of termination
  NOTE: the termination date is the day AFTER the last day worked. In other words, it is the 1st day the employee no longer works for the university, even if that is a Saturday.
  Action: Termination
  Reason: appropriate reason from the drop down menu

- Enter job notes for appropriate comments regarding the termination. Click Job Data Notepad Displays.
- Return to Work Location page by clicking Job Data Page.

NOTE: You may receive a warning message, saying the "date is out of range", click "OK".

SAVING AND APPROVING:

Save the record. You must approve the record now if you are the approver. If you are not the approver, the job record will be sent to your approver's Worklist to approve.

Workforce Administration>Job Information>Job Approval
Enter the Emplid if it did not populate and hit search
Using the drop down box, change the Status to Approved
Save the record.

Short Work Break

Short Work Break for student employees is to be used in very limited circumstances and must be closely monitored. This should be restricted to your summer appointments, since academic year appointments will not be subject to reuse by the Add Employment Instance process by the time you would typically rehire the student for the next year. If you believe that there is a high probability that your job record will be reused by another department and you do not want them to, you must add a new job record when the time comes, you can put a student hourly employee on Short Work Break. A job record on Short Work Break that has not been used for one year is subject to termination. Refer to the Step-by-Step guide for placing a student on Short Work Break or Returning from a Short Work Break.

Summary Chart of HRMS Set-up Paperwork

New Student (Never worked for CU - No job record on HRMS)	**Continuing Student (has a current or expired job record on HRMS)**	**Memo Reference/Comments**
Determine whether or not student has a work-study award (to determine appropriate 'Empl Class' on job record) 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 (to determine appropriate 'Empl Class' on job record) and Determine whether or not student is required to participate in the student retirement program	Page 30-31 Page 25-26; Appendix 63-64
If student is required to participate in the retirement program, ask student to complete TIAA-Cref Retirement Application (located on PBS website) and they must complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.	If student is required to participate in the student retirement program, student must complete TIAA-Cref Retirement Application (located on PBS website) if they have never participated in the program and they must complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.	Page 25
Determine student Job Description/Pay rate/Job Class Code	Determine student Job Description/Pay rate/Job Class Code	Page 11-13
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.	Page 15
ORGANIZATIONAL DEVELOPMENT: Create or Update a vacant position; change funding date.	ORGANIZATIONAL DEVELOPMENT: Create or Update a vacant position; change funding date.	Page 36-37
WORKFORCE ADMINISTRATION: Hire the student into a newly create 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.	WORKFORCE ADMINISTRATION: For the summer, hire the student into an expired job record, or short workbreak if worked for your department last summer. If they have not worked for your department before create a new job record or add an employment instance job.	Page 39-49
Direct Deposit Form with voided check	Direct Deposit Form (if changing) with voided check	Page 17
W-4	W-4 (if changing)	Page 28
I-9		Page 15
	Change of Address	Page 48
Forms that must be forwarded to the PBS: • TIAA-Cref Student Retirement Application (if needed) • Direct Deposit Form w/voided check • W-4 • I-9 (if department is authorized to	Forms that must be forwarded to the PBS: • TIAA-Cref Student Retirement Application (if needed) • Direct Deposit Form (if changing) w/voided check • W-4 (if changing)	***NOTE***: All other forms (e.g. Personal Data Worksheet, Emergency Contact Worksheet, etc.) should remain in the department.

complete) • SSA-1945 form	• SSA-1945 form	

SECTION 6 – INFORMATION ON TIME COLLECTION & TIME REPORTING

Students must complete bi-weekly time records listing time in & time out for each day worked. The hours reported on these time records must then be entered onto HRMS Time Collection Pages. 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/oncampforms.html.

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.

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays (Students are eligible for jury duty pay-see page 20). 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 their 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. <u>Do not use white out to correct errors on the time sheet</u>. Have the supervisor initial the changes.

- Make sure the student has a supervisor that is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). You should notify your student employee who this "backup" person will be for your department.

- Both the supervisor and the student must sign the time record. Supervisors cannot sign the student's time record for them. Students must sign to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period."

- Under no circumstances should the time record be returned to the student after the supervisor has signed it.

- State Procedure P-3-35 states “Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15 and they left at 4:25 –round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
  15 minutes = .25 of an hour
  30 minute = .50 of an hour
  45 minutes = .75 of an hour

If your department discovers the reporting of fraudulent information, you must first contact Internal Audit. The student name should also be forwarded to the Student Employment Office, the Judicial Affairs Office, and the CU Police Department, who will do their own investigations.

Personnel Effort Reporting for Hourly Employees

Effective July 2005, hourly employees (i.e. temporary or student) who are paid on any sponsored project FOPPS (Fund 30 & 31) must report the percentage of time spent on each FOPPS on the employee's time record certification. To confirm that the distribution of payroll costs represents a reasonable estimate of the work performed by the employee during each pay period, the time record certification with the percentage breakdown must be signed by the hourly employee and supervisor.

Procedure for Personnel Effort Reporting for Hourly Employees

To comply with this requirement for hourly employees, the percentage of an hourly employee's wage that is charged to a federal project must appear on the time document on which the employee and supervisor certify the hours worked.

- The hourly employee's **supervisor** is responsible for verifying the percentage of time attributed to each federal project FOPPS prior to time collection.
- The department **payroll liaison** is responsible for entering the appropriate percent of hours into HRMS time collection each pay cycle, ensuring that the time entered is attributed to the correct sponsored project FOPPS.
- The hourly **employee and supervisor** will sign the time record and certification attesting that the appropriate percentage of time for each sponsored program is accurately reported.

Depending on the method of recording time, departments should adhere to one of the following:

1. **Paper Timesheets:** Departments using a paper timesheet must report the FOPPS and percent of time the hourly employee spends on every federal grant on each timesheet. If multiple federal FOPPS are used, the percent of time attributed to each FOPPS must be listed separately.

   A sample timesheet that complies with this requirement is available from the PBS web site (http://www.cu.edu/pbs/forms, under Employee Work Record). You may adopt this sample timesheet for use in your department or you may modify your existing timesheet. If you need assistance bringing your timesheet into compliance, or if you would like to confirm that your changes are acceptable, please contact Student Employment at 303-492-7349.

2. **Electronic Timekeeping Systems:** Departments using an electronic method to record time must report the FOPPS and percent of time the hourly employee spends on every federal grant on each time record on the form or printout that is used to certify their hours worked for that pay period. If multiple federal FOPPS are used, the percent of time attributed to each FOPPS must be listed separately. Suggested format for the paper timesheet can be used for this certification.

Non-Compliance

Since award recipients hold the responsibility for monitoring and reporting on project and financial performance, server penalties can result from inaccurate (false claims), incomplete or untimely effort reporting.

OMB Circular A-110, Subpart C, Paragraphs .60 through .62 addresses the penalties that cam be imposed by the awarding agency as a result of non-compliance with the terms and conditions of a federal award. When a recipient materially fails to comply with the terms and conditions of the award, the awarding agency can:

1. Temporarily withhold cash payments
2. Disallow all or part of the cost of the activity not in compliance
3. Wholly or partly suspend or terminate the current award
4. Withhold further awards for the project
5. Take other remedies that may be legally available.

Including among the other remedies legally available to be used by the federal sponsoring agency in response to non-compliance on the part of the award recipient are:

1. Designating the award recipient as a High Risk Organization
2. Applying special terms and conditions to awards, such as requiring “pre reviews” or sensitive items
3. Requiring the recipient to do a Corrective Action Plan
4. Subjecting the recipient to special monitoring
5. Eliminating streamlining initiatives such as the university’s ability to do internal budget revisions and provide no-cost extensions.

CU may also impose penalties internally on grant recipients in situations of non-compliance. Please contact Student Employment at x2-7349 if you have questions about the PERHS requirement for hourly employees.

Payroll Earning Types

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

STH	Student Hourly or Work-study	Earnings type to use to submit regular time worked.
SOT	Student Overtime	Earnings type when reporting overtime. Charged 100% to department.
LTS	Late Pay	**NEW EARNINGS CODE** when reporting a late pay for both hourly and work-study students. Charged 100% to department.
LTP	Late Pay	**DO NOT USE THIS EARN CODE EFFECTIVE 07/24/08.** This earn code includes the unemployment tax which students are not eligible for.
SJD	Student Jury Duty	Earnings type to use to pay student for jury duty. Charged 100% to department.

Time Entry Processing Procedures

A current academic year or summer appointment must be on the HRMS prior to reporting hours on the Time Collection page. If there is no current appointment, your student will not appear under the EE Data – Current Appointment section when you try to enter time for this student under Time Collection. If you are reporting time for the current term, do not report time using the EE Data – Expired Appointment. You must create or update the position and hire the student into it prior to reporting time. This complete process can be done (position creation, hiring, time reporting) within the same day, if necessary.

For Work-study students: In order for a student’s hours to be charged correctly, the student must have a work-study award. This can be confirmed by checking SIS (screen 331), checking the HRMS work-study page (Reports and Reviews>Job Information>Work-study) or calling Student Employment at x2-7349. The HRMS work-study page is updated on a bi-weekly basis.

In order for a work-study student's earnings to be charged to the correct account code, do not override the speedtype/account. If you need to override this field for a pay period, just enter the speedtype. DO NOT enter an account code in the override field. HRMS will automatically assign the correct account code when the payroll is processed. Following this procedure will prevent your department from being charged 100% of the student's earnings.

For specific instructions on Time Collection procedures, please reference under Time Collection the Time Entry-Student Hourly & Other BW Hourly Employees step-by-step guide on the University of Colorado System Links website. This step-by-step can be retrieved by going to the University of Colorado System website at https://www.cu.edu/pbs/sbs/.

Payroll Expense Transfer Requests and Suspense Transfers

The Student Employment Office must process all payroll expense transfers involving work-study earning codes. We recommend that you review your HRMS work-study student set-ups and your PeopleSoft financial statements to ensure that your student is being paid correctly out of work-study funds. If a student has a current work-study award, but their earnings are charged 100% to the departmental account, you may request that the student's hourly earnings be transferred to work-study. You should complete the 'Payroll Expense Transfer Request Involving Work-Study Funds' form for the appropriate term and submit it to the Student Employment Office (77 UCB or fax x2-4544). **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 HRMS work-study page and that the student is set-up correctly on HRMS. 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 Late Pay to Work-Study Transfer Request Form. **Note: Late pays are charged 100% to the departmental account** (appearing under account code 407600 on the department's financial statement). The department should complete the form and submit it to the Student Employment Office (77 UCB or fax x2-4544). ***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. You will need to do a Correction Payroll Expense Transfer to transfer the suspense to the correct FOPPS. If the transfer involves work-study earnings, you must request to have our office complete the Payroll Expense Transfer by completing the "'Payroll Expense Transfer Request Involving Work-Study Funds" form.

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

HELPFUL HRMS REPORTS

Although there are many reports, we would like to highlight a few that may be helpful to you in setting up student employees.

Many reports have run control options or parameters, such as From and To Dates, Speedtypes, Position Numbers, Employee Ids, Department Ids, etc. All reports may be viewed online, printed at the user's printer, and/or downloaded to excel. All reports are available in Production. In addition, these reports are available for running in the HR Reporting database, which is a copy of the previous day's HR Production database, when Production is unavailable.

Reports and Reviews>Position

Vacant Positions Report: This report will identify vacant positions within your department into which you can hire students (rather than creating a new position).

Reports and Reviews>Funding and Suspense

Suspense Reports: These reports will help you identify conditions that will hold up pay and/or send the student's earnings into suspense on your department's FOPPS. You will be required to enter a run control id to access the reports. Available reports include:

Summary Suspense Report.
Funding Not Approved.
No Current Funding.
Funding End Date < Appointment End Date.
Break in Funding Distribution.

You can run one or all of these reports. We recommend that you run the Summary Suspense Report for your department. By running this report first, it will give you a summary of all suspense conditions. If you need more detail, you can run the other reports based which suspense items were "flagged" on the Summary report.

Reports and Reviews>Payroll and Time Collection

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).

Time Entry Archive: Use this report if you need to find out how you reported a previous pay period. The information is the same as the Time Entry Report (above).

Payroll Register Report: This report is available after the payroll is processed. 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 under the 'Type' column).

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

Reports and Reviews>Auditing

<u>Personnel Roster Report</u>: This report lists the employees who are currently employed in your department. You can select the report to run by position number, employee last name or job code. If looking for only your student employees, it is helpful to sort by job code. This report will also list the appointment end date (so you can determine when you might have to update it).

<u>Time Entry Audit</u>: This report provides information about entries in Time Collection batches. The entries in the batches either override approved compensation rates or reflect rates in addition to those in Job Data. The report also includes entries that have been entered and approved by the same user. Time Entry Audit Report does not include entries for vacation or sick leave usage because those adjustments do not change approved compensation rates. Only certain earnings codes are included in this report.

<u>Personnel Actions Audit</u>: This report tracks compensation change information in Job Data. This will show hires or pay rate changes, but not changes in appointment end date. The report tracks only compensation changes.

Reports and Reviews>Training

<u>Admin Training</u>: This report is designed to provide a list of all employees that have taken specific course, accompanied by the date they took the training.

Contact Information:

Student Employment:

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

Payroll and Benefits Services:
Phone: 303-735-6500
Fax: 303-735-6786
Web: http://www.cusys.edu/pbs/
Email:payrollbenefit.services@cusys.edu
Mailing Address: 575 SYS
Location: 3100 Marine St., 6th Floor

UCB Employment Services:
Phone: 303-492-6475
Fax: 303-735-6786
Web: http://www.colorado.edu/HumRes/
Mailing Address: 565 UCB
Location: 3100 Marine St., 3rd Floor

APPENDIX

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 (http://www.colorado.edu/studentemployment/filljobon.html) or by using on On-Campus Student Employment Announcement Form. If using the printed form you can fax the form to (x2-4544) or mail to the Student Employment Office, 77 UCB.

___2. Interview student and if hired, 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. Submit increase request if needed as soon as possible. But do not include the increase in hours available to work unless the increase has been granted since there is no guarantee the work-study award can be increased (based on funding and student eligibility).

___3. 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. *Be sure to tell us to remove both an hourly and work-study position or we will only remove the one asked to be removed.*

___4. Have new students complete all necessary paperwork (section 5 of handbook). 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.

___5. If the student has never worked for the University, the W-4 Withholding Form, the TIAA-CREF Application form and the SSA-1945 form (if applicable) and a Direct Deposit Form with a voided check need to be sent to PBS. **DO NOT** give the W4 form to an international student (see #8).

___6. 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***.

___7. Foreign Students must see International Education first and than schedule and appointment with Foreign International Tax Specialist at x5-6500. Than the student must go to Employment Services (3rd Floor of 3100 Marine Street) to complete the I-9. Do not give them a W-4.

___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 discrimination and 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.

On-Campus Student Employment Announcement Form

S T U D E N T   E M P L O Y M E N T   O F F I C E

Check one: Work-Study ________ Regular/Hourly ___________

New Job Posting __________ Update to an Existing Job Posting ___________ Job #, if Known_________

Remove Job Posting________ Check appropriate term(s):Summer ___________ Fall ______ Spring __

All fields must be completed in order for us to post your job.

Job Title____

Contact Person (First and Last Name) ____

Phone: _____________________________________ Alternate Phone #_______________________

Do you want the phone number(s) to appear on the posting? Yes _______________ No ____

Fax #_______________________________________ E-mail___________________________

Department__________________________________ Address:__________________________

Est. of #hrs/week ____________________________ # of Positions Open: _________________

Pay Rate___________________________________ If you do not enter an hourly rate, please enter a pay range. (Example: $10.00-$12.00) Some students will not contact you without a pay rate or range listed.

Specific Job Duties and Qualifications:

____

____

____

____

____

Please Note: All job announcements are entered into a computer database that only accepts 250 characters in the job description field. Please do not exceed this total.

***Check all that apply:

References: _______ Background Check: ________ Transportation Req'd: ________Drivers License: ________

Experience: _______ First Aid: _______ CPR: _________ Non-Smoker: _________

Does your company have a website with an employment application information? Yes _ No ____

If so the website address: ____

<u>INSTRUCTIONS FOR REMOVING YOUR JOB:</u>

Your job announcement will remain posted until you notify our office that you would like it taken down. ***Please phone, email or fax this form, to the number above when your position is filled or when you no longer wish to have it advertised***.

You can submit a job announcement on-line at
http://www.colorado.edu/studentemployment/filljobon.html
Phone: 303-492-7349
Fax: 303-492-4544
Email: stdemp@colorado.edu
www.colorado.edu/studentemployment/

EMPLOYER REQUEST FOR STUDENT WORK-STUDY

STUDENT EMPLOYMENT OFFICE

Please use this form if you have a student who has applied f... financial aid f... the current term and who did not receive a work-study award. W... ...dent's financial aid eligibility and the f... ...de. **Completing this form does** ... ...nt the request upon ... will notify your departn...

As of 8/24/09 we will not be accepting the Employer Request for Student Work-study forms due to our current funding levels for the 2009-10 Academic Year. Sorry for any inconvenience this may cause you.

Date

I am re...

Studer... __________

Student I... __________

DO NOT USE THE ST... STUDENT ID.

Department Name: ____

Phone #:_________________________ Fax #:_________________________

Supervisor name: ____

Supervisor e-mail: ____

Is this student currently working for your department? ____________Yes _____________No

If yes, please complete the following:
What date did they begin working for your department? _______
What is their HRMS position number? _______________
Do they have hourly earnings that would need to be transferred into work-study? ___Yes ____ No

COMMENTS: ____

____

I understand this letter does not guarantee the student will receive a work-study award and if the student is currently working for my department, their time must be submitted and paid as hourly (100%) earnings. EMPLOYER CANNOT HOLD HOURS!!

- Return this form to Regent Administrative Center, Room 205, mail to 77 UCB, email (stdemp@colorado.edu), or fax it to x2-4544.
- Students are notified if awarded work-study with a revised financial aid award letter and email.
- Employers are notified with an email.
- Requests are reviewed on a bi-weekly based on first come, first serve, our funding and student eligibility. We will hold the requests if not granted during a review until the student is granted an award, employer cancels requests or the term has ended.

****

FOR OFFICE USE ONLY:

AY (1800 or 2500):
Waitlist: Yes or No
WS Last Academic Year: Yes or No
WS Past Summer: Yes or No
Unmet Need/Offered Loans:____________
Accepted Need Based Loans____________
Paid Loans: ________________________
PROBLEMS:

SUMMER (2000 or 2500):
(will use some AY requirements)
Periods of NonEnrollment: ____ - ___ x ____= _____
Summer Savings: Yes or No
Enrolled in Summer: Yes or No
Enrolled in Next AY: Yes or No
FAFSA on File for next AY: Yes or No
Demonstrates Need for next AY: Yes or No

Colorado
University of Colorado at Boulder

Payroll & Benefit Services
University of Colorado
303-735-6500 Toll Free 877-627-1877
Fax 303-735-6599

Fact Sheet
Student Retirement

Revised March 23, 2006

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

The University of Colorado's Student Retirement Plan fund sponsor is Teachers Insurance and Annuity Association-College Retirement Equities Fund (TIAA-CREF). For more information about TIAA-CREF you may visit their website at **www.tiaa-cref.org** or contact them at 1-800-842-2776.

REQUIRED CONTRIBUTION AMOUNT: 7.50% of gross wages
REQUIRED MEDICARE TAX DEDUCTION: 1.45% of gross wages

Who must participate in Student Retirement?

FALL, SPRING, AND SUMMER SEMESTER

- Undergraduate students enrolled in < 6 credit hours
- Graduate students enrolled in < 3 credit hours
- Students not enrolled during the summer semester, but who were enrolled in courses during the Spring semester and will be enrolled in the Fall semester

STUDENTS WORKING FULL-TIME (ANY SEMESTER)

- Undergraduate and Graduate students who consistently work 40 hours per week in a given semester, regardless of the number of enrolled credit hours

Once eligibility for participation in Student Retirement has been established, participation will be required for the remainder of the current semester. Eligibility will be evaluated each semester.

What about non-resident alien student workers?

Non-resident student workers must contact a Payroll & Benefit Services (PBS) International Tax Specialist at 303-735-5534 for retirement plan assistance. **DO NOT** give a international student a W4 form to complete.

How do I make an initial investment selection?

- Complete the TIAA-CREF enrollment form to select your investment funds (**http://www.cusys.edu/pbs/forms/downloads/GSRA-ERISA_Student-ORP.pdf**).
- Submit your enrollment form to TIAA-CREF.

NOTE: You may change your investment options at any time by contacting TIAA-CREF directly. If you do not submit an investment selection, TIAA-CREF will use the Money Market Account by default. The university will not pay the difference between earnings in the Money Market Account and an intended investment selection.

How and when can I withdraw my funds?

- Upon graduation from CU
- Upon termination of student status from CU
- Hardship Withdrawal:
  - Complete TIAA-CREF Hardship Withdrawal Form – the TIAA-CREF form is located on PBS website under forms
  - Complete CU Financial Hardship Application (**https://www.cusys.edu/pbs/forms/downloads/StudentRetirementFinancialHardshipApplication.doc**). Follow the instructions on the application, including notarizing your signature.

Can I continue contributions when enrolled as a full-time student?

- Yes. Complete the *Option to Continue Participation Election* form at **http://www.cusys.edu/pbs/forms/downloads/Student-Ret-Op-Cont-Form.doc**
- Submit the completed form to PBS by the due date for the current payroll period (**https://www.cusys.edu/pbs/hrms/ps/calendar.html**).

Professional Resources. Quality Service. Educated Decisions.

You may review this document on the PBS website at: https://www.cusys.edu/pbs/benefits/resources/student.html

University of Colorado at Boulder
Student Employee Intended Enrollment

This form is to be used to determine participation in the Student Retirement program.

Student Name:____ **Student ID #:________________________________**
<u>DO NOT USE THE STUDENT SOCIAL SECURITY NUMBER FOR THE STUDENT ID.</u>

When setting up student employees' for academic year or summer appointments, the following procedure applies for student hourly, work-study and student faculty.

<u>How to determine the Student's Intended Enrollment Status</u>.

- Review screen 191 (SIS); Correct Term (if you have access to the Student Information System).
- Ask the student to provide your department with a copy of their schedule from the Web Registration screen on PLUS or CUConnect;
- Review student provided copy of other verification of enrollment document, or;
- If no documentation, student will be considered Non-Enrolled.

NOTE: Since the employing department determines the student's enrollment status, no documentation is forwarded to PBS.

Intended Enrollment Status (Check only one):

<u>Academic Year:</u> ____I am an undergraduate enrolled in 6 or more academic credit hours.* ____I am a graduate enrolled in 3 or more academic credit hours. * **<u>Summer:</u>** ____I am an undergraduate enrolled in 6 or more summer credit hours (total credit hours of all summer terms). ____I am a graduate enrolled in 3 or more summer credit hours (total credit hours of all summer terms).	Required	***<u>INSTRUCTIONS TO EMPLOYER</u>***: On the HRMS job information page, enter one of the following as the student's 'Empl class': If work-study: Work Study – No Stdt Retirement* If hourly: Stdt Hourly – No Stdt Retirement*
<u>Academic Year:</u> ____I am an undergraduate enrolled in less than 6 academic credit hours. * ___I am a graduate enrolled in less than 3 academic credit hours. * **<u>Summer:</u>** ____ I am an undergraduate enrolled in less than 6 summer credit hours. (total credit hours of all summer terms) * ____I am a graduate enrolled in less than 3 summer credit hours. (total credit hours of all summer terms) *	Required	***<u>INSTRUCTIONS TO STUDENT</u>***: If you have not completed a TIAA-CREF Student Retirement Application Form, you must do so. Information packets/enrollment forms are available at Payroll & Benefits Services (located at 3100 Marine Street). ***<u>INSTRUCTIONS TO EMPLOYER</u>***: On the HRMS job information page, enter one of the following as the student's 'Empl class': If work-study: Work Study – Stdt Retirement* If hourly: Stdt Hourly – Stdt Retirement*

*Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled. A student employee's normal weekly work schedule is not affected by increases in hours worked caused by work demands unforeseen at the start of an academic term, and a student employee's work schedule during academic breaks is not considered.

Please do not send this form to Payroll and Benefits Services; it is intended to assist employers in correctly classifying student for student retirement purposes only.

NOTE: These 'Empl Class' designations apply only to job code 4101-4106.

CU University of Colorado at Boulder
Student Employment Office
Request to Hire a Non-CU Student in a UCB Student Job Class

Date:________________ UCB Department: ____

Payroll Liaison:____________________________ Email: ___________________________________

HR Dept #: ___________Campus Box: _______ Phone:_______________ Fax: _______________

Supervisor: ________________________________ Email: __________________________________

Student Name: ____________________________ Student Peoplesoft ID (if already assigned): __________

DO NOT USE THE STUDENT SOCIAL SECURITY NUMBER FOR STUDENT ID.

Student ID (at current institution): __________________________

Is this person a high school student?* Yes: ___________ No: ________
If so, what high school? ____________________ Expected graduation date? __________________

Is this person currently enrolled in a post secondary institution?* Yes ___ No ___
If so, what institution? _______________ Expected graduation date? __________________
Is the student obtaining a degree or certification (explain):____
What is his/her major? ____

**Please attach a copy of the student's current class schedule to this form.*
If requesting for a future term, a class schedule for that term must be submitted when available.

Position Title: ____

Job Description/qualifications for this position (you can attach a separate sheet): _____________________
____
____

Student Employment Job number and date of posting:____________________________________

Please explain how your department has attempted to hire a CU Student for this position and/or why you are not hiring a CU student for this position: ____
____

Proposed Pay Rate: __________ Average Weekly Hours:_________
(Must fall within UCB Student Assistant Pay Ranges)

Is this person related to anyone in the department (if so, explain)? ______________________________________
____

What skills does this person offer for this position?
____
____

How long are you requesting to employ this person (start and end dates)?
____

Please return form to the UCB Student Employment Office (77 UCB or x2-4544-Fax). Your department will be notified if your request is approved. If so, you will receive specific instruction on how to set them up in PeopleSoft.

University of Colorado at Boulder
EMPLOYEE EVALUATION REPORT

Name of Employee: ______________________________ EmplID: ______________________

Job Class Description: ______________________________(SA I-SA VI)

Supervisor: ______________________ Date: __________ Current Pay Rate: ______________________

If Merit/Promotion on rating, proposed pay rate: ______________ Type of evaluation: Interim ________ Exit ____

Associate Director Approval: ______________________________ Current GPA: ______________________

Current Schedule: ____

Please evaluate each employee for each criterion listed below. The evaluation should be discussed with the student.

SKILL	DOES NOT APPLY	SUPERIOR	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNSATISfACTORY
1. Attitude: Pleasant, interested, enthusiastic						
2. Mastery of job skills						
3. Efficiency: Accurate, thorough						
4. Productivity: Produces desired amount of work						
5. Dependability: Fulfills obligations, responsible						
6. Creativity: New ideas, new approaches to problems						
7. Initiative: Self-starter, does work on his/her own						
8. Attendance: Punctual, regular attendance						
9. Working relations: Works well with others, cooperative						
10. Organizational skills						
11. Communication skills: Written						
12. Communication skills: Oral						
13. Leadership abilities: Supervisory Skills						
14. Integrity: Trustworthy						
15. Other:						
16. Other:						
17. Other:						
18. Other:						
19. Other:						
20. Overall Job Performance:						

Please circle the action recommended:

Superior retain with merit/promotion 2 step increase	Commendable/Satisfactory retain with satisfaction 1 step increase	Needs improvement retain needing improvement attach corrective action sheet	Unsatisfactory termination

Supervisor's comments:____

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Employee's comments:____

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_______________________________________ _____________

Student's Signature Date

_______________________________________ _____________

Supervisor's Signature Date

DISCIPLINARY ACTION FORM

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

Employee Name: ______________________________ ***Employee's Job Title:*** _________________________

Department Name: ____________________________ ***Supervisor's Name:*** ____________________

DESCRIPTION OF VIOLATION(S)

The following violation(s) has/have been found in reference to the above-named employee:

DESCRIBE SPECIFIC VIOLATION(S) BELOW:

ADDITONAL ISSUES:

CONSEQUENCES
Supervisor Instructions-Document consequences of violation(s) described above as well as disciplinary measures to be taken on future occurrences of said violation(s).

In light of these violations, the above-named employee will be terminated effective immediately.

SUPERVISOR CERTIFICATION SIGNATURE:

___ I hereby acknowledge that I have spoken with the above-named employee regarding the violation(s) outlined above, and further, that I have advised the employee of said violation(s) and further acknowledge that the employee has been warned through the use of this form.
Action—1) obtain employee's signature on this form; 2) retain a copy of this form for the employee's permanent record; 3) give a copy of the form to the employee.

___ I hereby acknowledge that I have spoken with the above-named employee regarding the violation(s) outlined above, and the employee has been notified he/she is being terminated immediately.
Actions—1) notify employee through the use of this form that his/her employment is being terminated immediately; 2) obtain keys and other office property form said employee before dismissal.

Supervisor Name: ____ Date: _______________

Signature: ____

EMPLOYEE CERTIFICATION SIGNATURE:
I hereby acknowledge that I have been advised of above-mentioned violation(s) through the use of this form. I further acknowledge that I have been informed of any disciplinary actions to be taken. I understand that these violations have resulted in termination of my employment.

Employee Name: ____ Date: _______________

Signature: ____

LATE TERMINATION POLICY

The late policy consists of:

If you are more than seven minutes late for your shift and you have not called in at least 1 hour prior to the start of your shift, you will meet with your supervisor and sign this contract. The 9:00 a.m. shift begins at 9:00 a.m. during the summer, fall and spring semesters. Your supervisors will consider anyone arriving after 9:07 a.m. late or seven minutes past ANY other shift.

If you do not show up for a shift and have not made any prior arrangements with your supervisor, you will meet with your supervisor and sign this contract.

The termination policy will consist of:

If you violate the late policy more than 3 times during the semester, your job will terminate at _______________________ ____________________, effective with the third occurrence.

When calling, you must call the person serving as your direct Supervisor. If you cannot speak directly to your supervisor, see if there is a backup person, if no backup person, leave a message on voice-mail.

By signing you are acknowledging that you have read and understand this policy.

Student: _____________________________________ Date: ________________________

Signature:____________________________________
****

STUDENT HISTORY

Infraction	Date/Term	Student's Initials	Supervisors Initials

STUDENT ASSISTANT JOB PERFORMANCE TERMINATION POLICY

The job performance policy consists of:

If your supervisors notice a pattern of poor job performance, they will give you verbal warnings before meeting with you to have you sign this contract. Poor job performance will be determined by the supervisors and may be defined as any pattern of behavior that hinders an exceptional level of service by the
_______________________________________.

The termination policy will consist of:

If you violate the job performance policy more than 3 times during the semester, your job will terminate from __________ ___________________________, effective on the date of the third occurrence.

By signing you are acknowledging that you have read and understand this policy.

Student: _____________________________________ Date: ________________________

Signature:____________________________________
****

STUDENT HISTORY

Infraction	Date/Term	Student's Initials	Supervisors Initials

ACADEMIC YEAR FORMS

Hourly to Work-study Transfer Request
Academic Year 2009-2010

STUDENT EMPLOYMENT OFFICE

Student Name: ____________________ Student ID: ____________________ EMPLID: ______________
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: ____________________ Phone #: ____________________ Fax #: ______________

Contact Person: ____

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	*Fund Org Program Project (Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.	Total Amount* This is the amount currently charged to your FOPPS
Fall 2009		
8/22/2009		
09/05/2009		
09/19/2009		
10/03/2009		
10/17/2009		
10/31/2009		
11/14/2009		
11/28/2009		
12/12/2009		
Spring 2010		
12/26/2009		
01/09/2010		
01/23/2010		
02/06/2010		
02/20/2010		
03/06/2010		
03/20/2010		
04/03/2010		
04/17/2010		
05/01/2010		

REASON FOR TRANSFER:
____ Funding End Date was not updated, earnings sent to suspense
____ Employment End Date incorrect
____ Employment End Date Blank
____ Work-study awarded after student hired
______ Other (specify):________________________

Please fax (303-492-4544), mail (77 UCB) or email (stdemp@Colorado.edu) this form to the Student Employment Office
You must notify the Student Employment Office by 6/12/10 if you want any hourly to work-study transferred for any of the pay periods above to charge in the 2009-2010 Fiscal Year.

If you are only requesting that our office transfer the employer portion (wsr or wsc) from one FOPPS to another, you must submit your request to our office by 6/24/10 to charge in the 2009-2010 Fiscal Year.

Colorado
University of Colorado at Boulder

S T U D E N T   E M P L O Y M E N T   O F F I C E

Late Pay (LTS) to Work-Study Transfer Request
Academic Year 2009-2010

Student Name: ________________________________ Student ID: ____________________________ EMPLID: _________________
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: __________________________________ Phone #: ______________________________ Fax #: ____________________

Campus Box: _________________________________ Contact Person: ____

Completion of this form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	*Fund Org Program Project (Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.	Total Amount* This is the amount currently charged to your FOPPS
Fall 2009		
8/22/2009		
09/05/2009		
09/19/2009		
10/03/2009		
10/17/2009		
10/31/2009		
11/14/2009		
11/28/2009		
12/12/2009		
Spring 2010		
12/26/2009		
01/09/2010		
01/23/2010		
02/06/2010		
02/20/2010		
03/06/2010		
03/20/2010		
04/03/2010		
04/17/2010		
05/01/2010		

Reason why student was paid late: ____
Please send a copy of the timesheet with this request

Please fax (303-492-4544), mail (77 UCB) or email (stdemp@Colorado.edu) this form to the Student Employment Office

* You must notify the Student Employment Office by 6/12/10 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2009-2010 Fiscal Year.

** Due to year-end close deadlines, these pay periods will not be transferred from late pay to work-study. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

Colorado
University of Colorado at Boulder

Suspense Transfer Request Form
Academic Year 2009-2010

S T U D E N T E M P L O Y M E N T O F F I C E

Student Name: ______________________ Student ID: ______________________ Date: ________________
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: ______________________ Phone #: ______________________ Fax #: ________________

Campus Box: ______________________ Contact Person: ______________________

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	*Fund Org Program Project	Total Amount*
This is the pay period the Charge appeared on your FOPPS	(Do not include speedtype). Only write a new FOPPS if you want the charges to be moved to another FOPPS.	This is the amount you need moved for that pay period.

Fall 2009

8/22/2009		wsr:	wsc:
09/05/2009		wsr:	wsc:
09/19/009		wsr:	wsc:
10/03/2009		wsr:	wsc:
10/17/2009		wsr:	wsc:
10/31/2009		wsr:	wsc:
11/14/2009		wsr:	wsc:
11/28/2009		wsr:	wsc:
12/12/2009		wsr:	wsc:

Spring 2010

12/26/2009		wsr:	wsc:
01/09/2010		wsr:	wsc:
01/23/2010		wsr:	wsc:
02/06/2010		wsr:	wsc:
02/20/2010		wsr:	wsc:
03/06/2010		wsr:	wsc:
03/20/2010		wsr:	wsc:
04/0432010		wsr:	wsc:
04/17/2010		wsr:	wsc:
05/01/2010		wsr:	wsc:

REASON FOR TRANSFER: ____

____

Please fax (303-492-4544), mail (77 UCB) or email (stdemp@Colorado.edu) this form to the Student Employment Office

If you are only requesting that our office transfer the employer portion (wsr or wsc) from one FOPPS to another, you must submit the Suspense Transfer Request to our office by 6/24/10 to charge in the 2009-2010 Fiscal Year.

Colorado
University of Colorado at Boulder

Academic Year Work-Study Increase Request Form

STUDENT EMPLOYMENT OFFICE

Student Name: ____

Student Mailing Address: ________

Student ID #: _
DO NOT USE STUDENT

As of 8/26/09 we will not be accepting the Work-study Increase Request forms due to our current funding levels for the 2009-10 Academic Year. Sorry for any inconvenience this may cause you.

Student

Pleas

Employing Dept/Ager Name				hours per week during the AY **		# of Weeks you plan to work*

**When figuring # of weeks you will work, please use the schedule of pay periods on the reverse side. Each pay period is two weeks.*

COMMENTS: ____

____

** If you are requesting a work-study increase to fund more than 25 hours per week, we ask that the student fax (x2-4544) or email (stdemp@colorado.edu) a letter of explanation addressing how he/she will successfully manage these work hours while maintaining satisfactory academic performance.

If my only financial aid eligibility consists of accepted loans, I am willing to decline loans in the following amount:__________________________ ***(Note: Loan funds that have already disbursed must be repaid to the Bursar's Office).***

- Return this form to Regent Administrative Center, Room 205, mail it to 77 UCB, fax it to 303-492-4544 or email to (stdemp@colorado.edu).
- **Completion of this form does not guarantee an increase**. If we are unable to grant the request upon receipt, it is kept on file should funds become available.
- Students must have remaining financial aid eligibility to be considered for an increase.
- Students are notified of an increase with a revised award letter and an email
- Employers are notified with an email.
- **Until notification is received, you must calculate how many hours a student can work based on their original award**.

****

SE Office Use Only:
Current Work-study Award Amount: __________________
(COWS, FEDWS, INSTWS, FEDCSWS, NNWS)
Unmet Need/Offered Loans: __________________________
Accepted Need Based Loan: __________________________
Paid Need Based Loan: ______________________________
Amount of Increase: _________________________________
PROBLEMS:

Colorado
University of Colorado at Boulder

UNIVERSITY OF COLORADO, BOULDER
2009-10 ACADEMIC YEAR BI-WEEKLY PAYROLL CALENDAR

PAY PERIODS	TIME COLLECTION DUE DATE*	PAY DAY
FALL SEMESTER (18 weeks):		
Aug. 09 - Aug. 22	Aug. 27	Sept. 04
Aug. 23 - Sept. 05	Sept. 10	Sept. 18
Sept. 06 - Sept. 19	Sept. 24	Oct. 02
Sept. 20 - Oct. 03**	Oct. 08	Oct. 16
Oct. 04 - Oct. 17	**Oct. 20**	Oct. 30
Oct. 18 - Oct. 31	Nov. 05	Nov. 13
Nov. 01 - Nov. 14	**Nov. 17**	Nov. 27
Nov. 15 - Nov. 28	Dec. 3	Dec. 11
Nov. 29 - Dec. 12	**Dec. 16**	Dec. 24 (Thursday)
SPRING SEMESTER (20 WEEKS):		
Dec. 13 - Dec. 26	Dec. 30	Jan. 08
Dec. 27 - Jan. 09	Jan. 14	Jan. 22
Jan. 10 - Jan. 23	Jan. 28	Feb. 05
Jan. 24 - Feb. 06**	Feb. 11	Feb. 19
Feb. 07 - Feb. 20	Feb. 25	Mar. 05
Feb. 21 - Mar. 06	Mar. 11	Mar. 19
Mar. 07 - Mar. 20	Mar. 25	Apr. 02
Mar. 21 - Apr. 03	Apr. 08	Apr. 16
Apr. 04 - Apr. 17	Apr. 22	Apr. 30
Apr. 18 - May 01	May 06	May 14

Early Time Entry dates are in boldface type.

* All Time information must be entered **and** approved in HRMS by **Noon** on each Time Collection due date.

If you are unable to submit time by 10:00 a.m. on the due date, please contact the Student Employment Office.

If you miss this deadline than your student(s) will not be paid until the next pay period.

IMPORTANT DATES TO REMEMBER

August 08, 2009	- Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date.
August 09, 2009	- First day students can begin working for the academic year.
August 13, 2009	- Last due date for Time Entry for the final pay period of summer.
December 12, 2009	- Last working day for student's graduating/leaving in the fall semester.
December 13, 2009	- First day continuing students (students enrolled for spring semester) can begin working for the spring semester.
May 1, 2010	- Last working day of the academic year for work-study students. Any unearned Work-Study is automatically cancelled after this date.

****If a student is awarded academic work-study, they must begin earning their work-study award by October 1, 2009 for fall and by February 6, 2010 for spring. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by the deadline date or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349, or send an e-mail to stdemp@colorado.edu.**

IMPORTANT UNIVERSITY DATES

Aug. 24, 2009	- First Day of Fall Classes
Sep. 7, 2009	- Labor Day Holiday (campus closed)
Nov. 23-25, 2009	- Fall Break
Nov. 26-27, 2009	- Thanksgiving (campus closed)
Dec. 11, 2009	- Last Day of Fall Classes
Dec. 12-17, 2009	- Fall Finals Week
Dec. 18, 2009	- Fall Commencement
Dec. 24 & 25, 2009	- Christmas Holiday(campus closed)
Jan. 1, 2010	- New Year's Day (campus closed)
Jan. 11, 2010	- First Day of Spring Classes
Jan. 18, 2010	- Martin Luther King Holiday (campus closed)
Mar. 22 - 26, 2010	- Spring Break (campus closed Fri. Mar. 26)
Apr. 30, 2010	- Last Day of Spring Classes
May 1-6, 2010	- Spring Finals Week
May 7, 2010	- Spring Commencement

SUMMER FORMS

Payroll Expense Transfer Request Involving Work-Study Funds Summer 2009

S T U D E N T   E M P L O Y M E N T   O F F I C E

Student Name:____

Student ID:______________________ HRMS Employee ID#:________________

DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department:____________________ Phone #:________________ Fax #:____________

Contact Person:____

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	**Fund Org Program Project** (Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.	**Total Amount** This is the amount currently charged to your FOPPS
Fiscal Year 2008-2009		
05/16/09**	______________________	______________
05/30/09**	______________________	______________
06/13/09***	No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments	______________
06/27/09***	No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments	______________
Fiscal Year 2009-2010		
07/11/09	______________________	______________
07/25/09	______________________	______________
08/08/09	______________________	______________

REASON FOR TRANSFER:

____ Funding End Date was not updated, earnings sent to suspense
____ Employment End Date incorrect
____ Employment End Date Blank
____ Work-study awarded after student hired
____ Other (specify):____________________________

Please fax (303-492-4544), email (*stdemp@colorado.edu*), or mail (77 UCB) this form to the Student Employment Office

** You must notify the Student Employment Office by 6/12/09 if you want this pay period transferred.
*** Due to year-end close deadlines, these pay periods will not be transferred for STH or LTS requests.
Will **ONLY** move the WSR charges to another fopps. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

Colorado
University of Colorado at Boulder

STUDENT EMPLOYMENT OFFICE

Late Pay (LTS) to Work-Study Transfer Request
Summer 2009

Student Name:____

Student ID:______________________________ HRMS Employee ID#:__________________
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department:______________________ Phone #:____________________ Fax #:__________

Campus Box:______________________ Contact Person:_______________________________

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	**Fund Org Program Project** (Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.	**Total Amount*** This is the amount currently charge to your FOPPS
Fiscal Year 2008-2009		
05/16/09**	______________________	______________
05/30/09**	______________________	______________
06/13/09***	No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments	______________
06/27/09***	No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments	______________
Fiscal Year 2009-2010		
07/11/09	______________________	______________
07/25/09	______________________	______________
08/08/09	______________________	______________

Reason why student was paid late: ______________________________________

Please send a copy of the timesheet with this request

* You must notify the Student Employment Office by 6/12/09 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2008-2009 Fiscal Year.

** Due to year-end close deadlines, these pay periods will not be transferred from late pay to work-study. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

Please fax (303-492-4544), email (*stdemp@colorado.edu*), or mail (77 UCB) this form to the Student Employment Office

Colorado
University of Colorado at Boulder

STUDENT EMPLOYMENT OFFICE

Suspense Transfer Request Form
Summer 2009

Student Name: ______________________ Student ID: ______________________ Date: ______________
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: ______________________ Phone #: ______________________ Fax #: ______________

Campus Box: ______________________ Contact Person: ______________________

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date	*Fund Org Program Project	Total Amount*
This is the pay period the Charge appeared on your FOPPS	(Do not include speedtype). Only write a new FOPPS if you want the charges to be moved to another FOPPS.	This is the amount you need moved for that pay period.

Fiscal Year 2008-2009

05/16/09	______________________	wsr:__________ wsc:________
05/30/09	______________________	wsr:__________ wsc:________
06/13/09	______________________	wsr:__________ wsc:________
06/27/09	______________________	wsr:__________ wsc:________

Fiscal Year 2009-2010

07/11/09	______________________	wsr:__________ wsc:________
07/25/09	______________________	wsr:__________ wsc:________
08/08/09	______________________	wsr:__________ wsc:________

You must notify the Student Employment Office by 6/24/09 if you want any transfers done for the 2008-2009 Fiscal Year.

Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges.

Please fax (303-492-4544), email (*stdemp@colorado.edu*), or mail (77 UCB) this form to the Student Employment Office

Colorado
University of Colorado at Boulder

S T U D E N T   E M P L O Y M E N T   O F F I C E

Summer Work-Study Increase Request Form

Student Name: ____

Student Mailing Address: ____________________________________

Student ID #: ________________________ Student Phone #: ______________________

DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Student CU E-mail: ____

Please enter information for ALL employers with whom you are earning your work-study award:

Employing Dept/Agency Name	Address/ Campus Box	Employer phone	Supervisor Name/Email	Average Hours Worked per Week	Pay Rate	# of Weeks you plan to work*

**When figuring # of weeks you will work, please use the schedule of pay periods on the reverse side. Each pay period is 2 weeks.*

If you are granted an increase in work-study, you may be assessed a summer savings requirement. This amount is the difference between your summer aid eligibility and your work-study award. Any part of your work-study award which exceeds your aid eligibility is considered summer savings. This amount will be noted on your summer award letter. It will also appear on your 2008-09 financial aid award offer as a resource. <u>You are expected to save this amount from your summer earnings to use toward your 2009-10 school-year expenses.</u>

You must begin earning your work-study award by May 30, 2009. If you cannot begin working by this date, you must notify the Office of Financial Aid or your award will be cancelled.

COMMENTS: ____

____

If my only financial aid eligibility consists of accepted loans, I am willing to decline loans in the following amount: ____________ ***(Note: Loan funds that have already disbursed must be repaid to the Bursar's Office).***

_______________________ _______________ OR _______________________ _______________

Student Signature Date Supervisor Signature Date

(If employed by more than one work-study employer, only one employer needs to sign this form)

- Return this form to us at Regent Administrative Center, Room 205, mail it to 77 UCB or fax it to 303-492-4544.
- **Completion of this form does not guarantee an increase**. If we are unable to grant the request upon receipt, it is kept on file should funds become available.
- Students must have remaining financial aid eligibility to be considered for an increase.
- Students will be notified of an increase with a revised award letter.
- Employers will be notified with a letter or email.
- **Until notification is received, you must calculate how many hours a student can work based on their original award.**

****

- **FOR OFFICE USE ONLY:**
- Waitlist: Yes or No
- Unmet Need/Offered Loans: _______________
- Accepted Need Based Loans:_______________
- Paid Loans: ____________________________
- Periods of NonEnrollment: ______ - ________ = _________ x _____ =_________
- Summer Savings: Yes or No

Enrolled in Summer: Yes or No
Enrolled in Next AY: Yes or No
FAFSA on File for next AY: Yes or No
Demonstrates Need for next AY: Yes or No

PROBLEMS:

Colorado
University of Colorado at Boulder

UNIVERSITY OF COLORADO AT BOULDER
2009 SUMMER BI-WEEKLY PAYROLL CALENDAR

PAY PERIODS:	TIME COLLECTION CLOSE:	PAY DATE:
May 3 - May 16	**May 22 by 11:00am** ***(System open only Thursday 5/21 & will close on5/22 at 11:00am)***	May 29
May 17 - May 30	June 4	June 12
May 31 - June 13	**June 16** (Tuesday) ***(System will close at 5:00pm)***	June 26
June 14 - June 27	**July 1** (Wednesday) ***(System will close at 5:00pm)***	July 10
June 28 - July 11	July 16	July 24
July 12 - July 25	July 30	Aug. 7
July 26 - Aug. 8	Aug. 13	Aug. 21

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.

IMPORTANT DATES TO REMEMBER

May 2, 2009	-	Last working day of the academic year for work-study student employees.
May 3, 2009	-	First working day for Summer work-study student employees.
May 25, 2009	-	Memorial Day **-** University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits.
July 4, 2009	-	Independence Day Observed **-** University Holiday. Students not eligible for holiday pay since they are not entitled to fringe benefits.
August 8, 2009	-	Last working day of the summer for work-study student employees.

****If a student is awarded summer work-study, they must begin earning their work-study award by May 30, 2009. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 5/30/09 or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349, or send an e-mail to stdemp@colorado.edu.**

WEB LINKS REFERENCE in this HANDBOOK

Affirmative Action/Equal Opportunity Policy	http://www.colorado.edu/policies/aaeop.html
Boulder Campus Employment Eligibility Procedures	http://www.colorado.edu/humres/policies/I9procedure.html?a=8
Confidential Recycling	http://www.colorado.edu/cure/additional_services/shredding.html
CU Policy on Drugs & Alcohol	http://www.colorado.edu/humres/policies/ad.html?a=3.
Direct Deposit Administrative Policy Statement	http://www.cusys.edu/~policies/Fiscal/payroll.html
Direct Deposit Authorization Instructions	http://www.cusys.edu/pbs/forms/
Direct Deposit Exemption Form	http://www.cusys.edu/pbs/forms/
Direct Deposit Form	http://www.cusys.edu/pbs/forms/
Discrimination and Harassment Policy	http://www.colorado.edu/odh/harassment.html
Discrimination and Harassment Training	http://www.colorado.edu/odh/training.html
Emergency Contact Worksheet	http://www.cusys.edu/pbs/forms/
Employee Work Record	http://www.cusys.edu/pbs/forms/
Employer Listserv	http://www.colorado.edu/studentemployment/listserve.html
Employer Request for Student Work-study on-line/pdf	http://www.colorado.edu/studentemployment/oncamp.html
Employment Monitoring Screen (SIS)	http://www.colorado.edu/studentemployment/instructions.html
FERPA	http://registrar.colorado.edu/regulations/regulations.html
Foreign Students	http://www.colorado.edu/oie/isss/index.html
Graduate Student Employees	http://www.colorado.edu/GraduateSchool/
Injuries on the Job-Insurance & Claims	https://urm.cusys.edu/insurance/index.html
International Students	http://www.colorado.edu/oie/isss/index.html
Job Announcement Remove Posting	http://www.colorado.edu/studentemployment/removejobon.html
Job Announcement-Post On-line	http://www.colorado.edu/studentemployment/oncampfillforms.html
Job Announcement-Post PDF form	http://www.colorado.edu/studentemployment/oncampforms.html
Job Postings in CUConnect	https://cuconnect.colorado.edu/uPortal/index.jsp
Figure Work-study Balance/Availability for AY and Summer	http://www.colorado.edu/studentemployment/oncampforms.html
PBS Student Retirement Fact Sheet	https://www.cusys.edu/pbs/benefits/resources/student.html
Personal Data Worksheet	http://www.cusys.edu/pbs/forms/
Request to Hire Non-CU Student Form	http://www.colorado.edu/studentemployment/oncampforms.html
Set Up Forms (for Payroll and Benefit Services)	http://www.cusys.edu/pbs/forms/
Social Security Card Filing Policy	https://www.cusys.edu/policies/Fiscal/socialsec.html
Social Security Office	http://www.socialsecurity.gov/ssnumber/
Statement Concerning Social Security SSA-1945	http://www.colorado.edu/humres/forms/index.html?a=3
Step-by-Step Guides	https://www.cu.edu/pbs/sbs/
Student Assistant Job Descriptions	http://www.colorado.edu/studentemployment/jobdescriptions.html
Student Employee Enrollment Verification Form	http://www.colorado.edu/studentemployment/pdf/intendedenrollment.pdf
Student Employment Office	http://www.colorado.edu/studentemployment
Student Work-Study Balance Report-CIW	https://www.cu.edu/operations/ati/web-based.html
Time Out Program	http://registrar.colorado.edu/students/timeoutprogram.html
W-4 Form	http://www.cusys.edu/pbs/forms/
Work-study Increase Request Form on-line/pdf	http://www.colorado.edu/studentemployment/oncamp.html

INDEX