# ON-CAMPUS STUDENT EMPLOYMENT PROCEDURES

## Academic Year 2011-12
## Summer 2012

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**Fall/Spring:** http://www.colorado.edu/studentemployment/oncampusforms.html
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# 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

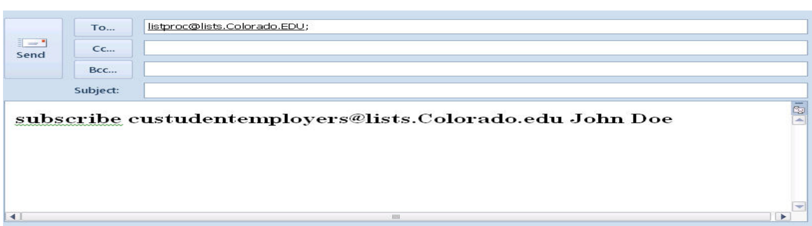
***Graduate Student Employees:***
A graduate student may not be appointed for more than 50% (20 hours per week) during the academic year, this includes both work-study and hourly appointments. However, during the summer and semester breaks, a graduate student may be set up on a 100% appointment. A department 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 and can only work for on-campus employers. Foreign student employees in student hourly/work-study positions are subject to the policies of this handbook. For more information, please contact the Office of International Student and Scholar Services at x2-8057, or web address http://www.colorado.edu/oie/isss/index.html. Offer letter for international students can be found under our forms section of our website.

## Student Employer Listserv

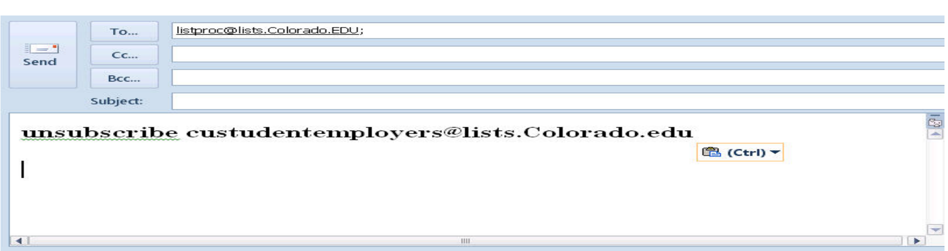
The Student Employment Office administers a listserv for on-campus student employers. The purpose of this listserv is to provide timely information concerning student hourly and work-study employment processes specific to the Boulder Campus. To subscribe to the list, please follow the instructions below.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




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**



# 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 Off Program (TOP) or Stay Connected Program:

Students who register and are approved to participate in the “Stay Connected” program, are eligible to work as hourly student employees for up to one year (this policy is for students who enroll beginning fall 2010). The student must be formally enrolled in this program. Undergraduate students will be able to purchase a “package” of services if they take a leave from the University. The “Stay Connected” program includes Wardenburg Health Insurance; access to Recreation Services; access to the library; early application for scholarships, etc. Access to the some University systems will also be granted to students during this time period. To see if a student is on the Stay Connected program you will need to request view access from the Registrar’s Office to see the student group RG19. For Grad Students you will need to have access to Records and Enrollment>Career and Program Information>Student Program/Plan. Once there you will see Status: Active In Program and Program Action must say RLOA (return from leave of absence) and effective date will show a future date (example returning next fall will show 2/7/2011).

Graduate students have a number of enrollment complexities, including time to degree, maintaining continuous enrollment while pursuing a doctoral degree, etc. ***Because of these complexities, students in the Graduate School, the Law School, and the MBA and executive programs must receive permission to leave and return to the University***. Students in graduate programs will use the Time Off Program if they are returning within one year, or through the readmission process.
For more information on “Stay Connected” or “Time Off” program, you can call x2-6970 or email, please go to:
Time Off: http://registrar.colorado.edu/students/timeoffprogram.html email timeoff@colorado.edu or
Stay Connected: http://registrar.colorado.edu/students/stayconnected.html email StayConnected@colorado.edu,.

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

## Final Academic Year 11-12 and Summer 2012 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**.

**11-12 Academic Year** by May 17, 2012
**Summer 2012** by August 25, 2012 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 ‘Hourly to Work-Study”, “Late Pay” or "Suspense/Employer Charges” Transfer Request form(s) (http://www.colorado.edu/studentemployment/oncampusforms.html). Due to 2011-12 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 08 , 2012**.

*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 (SAP):

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

1. Grade Point Average
2. 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 http://www.colorado.edu/finaid/sap.html.

## Student Appointment Begin/End Dates for Academic Year 11-12 and Summer 2012:

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

| | |
|---|---|
| 2011-12 Full Academic Year Appointment | 08/07/11 - 05/12/12 |
| 2011 Fall Only Appointment | 08/07/11 - 12/24/11 |
| 2012 Spring Only Appointment | 12/25/11 - 05/12/12 |
| 2012 Summer Appointment | 05/13/12 - 08/18/12 |

Time Entry for the 08/18/12 pay period of the summer must be entered in2o HRMS time collection **ON TIME** by August 23, 2012. 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 2011-12 fiscal year will be pay period ending 6/23/12. This pay period will be posted 100% to the 2011-12 fiscal year.

# SECTION 2 – Student Employee Hiring Information

## Affirmative Action/Equal Opportunity Policy:

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

- **Academic Year Requirements**
  - Undergraduates must be enrolled in at least 6 credit hours per semester in order to receive work-study and work in a student job class.
  - Graduate students must be enrolled in at least 4 credit hours in order to receive work-study, and at least 3 credit hours to work in a student job class.
- .**Summer Requirements**
  - Enrolled in Summer **OR** enrolled in previous spring semester and upcoming fall semester.
  - Work-study student employees must have upcoming academic year FAFSA on file with the Financial Aid Office **AND** demonstrate financial need by the start of summer term.

- Contact OIE (ISSS) at x2-8057 regarding specific questions on immigration laws that must be followed to hire international students. They CANNOT have work-study or work more than 20 hours a week.

Students attending other CU campuses are *eligible* for hire on the Boulder Campus as long as they are enrolled in the number of credit hours specified above. However they will have to pay into the student retirement program if they are enrolled at one CU University but working at another CU University. (example: student enrolled at UCD but working at UCB when the student retirement program runs it will look at UCB for enrollment and require them to pay into the retirement program since they are not enrolled at UCB.)

## Advertising Your Student Employment Position:

### *Job Announcements: Posting your Position:*

The Student Employment Office offers to advertise your position on our website through myCUinfo (http://mycuinfo.colorado.edu). To post your position, you may submit your job announcement to us on-line at: http://www.colorado.edu/studentemployment/oncampusforms.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 '<u>Hourly vs. Work-study Employment</u>' below for more information). Please however, note that you **<u>must</u>** pay the same wage for either a work-study student or an hourly student in the same position.

### *Job Announcements: Removing your Position:*

Once you have filled the position, please contact our office at x2-7349 or go on-line and submit the request to remove your job, 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 removal 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, we can help! The Student Employment Office produces a special mailing each summer. This mailing is sent each July to approximately 1000 students who are new to the work-study program. By providing students with a list of employers who have available positions in myCUinfo, we give students the chance to apply for positions prior to arriving on campus in the fall. Watch our website, 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.

Please see the "How to Perform a Productive Interview" (http://www.colorado.edu/studentemployment/hiring.html) factsheet with information that be helpful in developing a productive interview.

## Hourly vs. Work-study Employment

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

It is to the student's advantage to earn work-study because the federal government excludes work-study earnings when calculating a student's financial aid 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** | 1.2% | 1.2% | 1.2% | 1.2% | 1.2% |
| Account Code | 428301 | 428301 | 428301 | 428301 | 428301 |

*100% charge to your FOPPS for either work-study or hourly.
**Flat Rate Benefits Charge for Gifts, Grants and Auxiliaries. Benefit rate is subject to change every 2 years.

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

## 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 ($7.64-$10.01):*

This class describes positions that require no skills/knowledge. Employees in these positions perform one identifiable set of duties with little to no variation. There is no latitude for altering the sequence of processing steps, determining own methods, or exercising significant judgment. Employees work under direct supervision and do no decision making. 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 (9.75-11.21):*

This class describes positions that require the application of routine and repetitive skills/knowledge. Employees in these positions perform duties 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). There may be latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures. Employees work under direct supervision and may do some decision making. This class may be used as a training level for 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 (10.92-12.56):*

This class describes positions that require the application of some degree of skills/knowledge. Work generally requires 1-2 semesters of previous experience, course work or training. Employees in these positions perform duties more independently and require less supervision of detail. There is some latitude for altering the sequence of processing steps by choosing alternatives from a standard set of procedures or developing new procedures. Employees receive general instructions on routine work and detailed instructions on new assignments. This class may be used as a training level 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 (12.23-14.07):*

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

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

### *STUDENT ASSISTANT V (13.70-15.75):*

This class describes positions that require supervisory and/or advanced level skills/knowledge. Generally requires student to be 1-2 semesters short of degree and/or possess several years of experience. In addition to performing duties independently with minimal supervision, employees in these positions supervise three or more subordinate student employees, including the authority to make hiring selections, schedule work and approve leave, and counsel employees on performance. Instruction is provided only for new or unusual situations. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work is typically reviewed for end result.

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 (15.35-20.23):*

This class describes positions that require second level supervisory or graduate level skills/knowledge. Graduate level employees possess the appropriate bachelor's degree and apply the knowledge gained to the assignment. In addition to performing duties independently with minimal supervision, students in these positions supervise three or more subordinates with at least one as Student Assistant III. Instruction is provided only for new or unusual situations. Employees perform without direct supervision except for infrequent occasions involving the most complex situations. Work may be reviewed for end result.

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 2012-13 is effective starting 08/07/11

| Job Description | Job Code | Minimum* | Maximum |
|---|---|---|---|
| Student Assistant I | 4101 | $ 7.64 | $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 | $20.23 |

***Colorado minimum wage is $7.64 effective January 1, 2012.**

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).

## 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/oncampusforms.html. You must fax (x2-4544) or mail (77 UCB) this form to us, attention Student Employment Coordinator, **with a copy of the students' class schedule for the term that you are requesting to hire them**. Our office must give approval to your department **before** the students can begin working.

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

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 about guidelines and rules pertaining to temporary employees, please visit the rules and technical guides available on-line at http://hr.colorado.edu/es/Pages/Temps.aspx.

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

## Additional Pay (formerly One Time Payments)

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

This procedure is used to request authorization for and to process additional payments which are not a part of the student employee's regular appointment. To receive additional pay, the student employee must have an active appointment in job codes 4101 to 4106 for the time period in which the services were performed. The requesting department must provide adequate justification for the additional pay.

The Additional Pay Form (found on the Payroll and Benefit Services (PBS) website) must be completed and routed for approval (print form and send to the approved designees for signatures). Please note that multiple approval signatures are required.

If the student did additional work in the primary employing department that was not a part of the student employee's regular appointment, the department must complete the Additional Pay Form, including all appropriate signatures, and place a check mark in the "NO" box at the top ("Should the Additional Pay amount be processed on a Handdrawn Warrant?"). The department will enter the lump sum amount in time collection into a "One Time Payment (OTP)" batch in HRMS Time Collection (you must select the "One Time Payment" box on the batch header page) and use the earnings code of ADP. DO NOT send the Additional Pay Form to PBS. You'll keep this on file for audit purposes so you have record of who authorized the payment.

If the student did additional work in a secondary department for which he/she is not employed, the secondary department must complete the Additional Pay Form, including all appropriate signatures, and place a check mark in the "NO" box at the top ("Should the Additional Pay amount be processed on a Handdrawn Warrant?"). The secondary department will enter the lump sum amount in time collection into a "One Time Payment (OTP)" batch in HRMS Time Collection (you must select the "One Time Payment" box on the batch header page) and use the earnings code of ADP. You should print the "time entry (1 timepay)" report to show you entered the lump sum payment into time collection or you can write the batch name on the Additional Pay form. Send the completed Additional Pay Form and time entry report to PBS, who will approve the time collection batch.

If you do not have access to create the OTP batch in HRMS or to request an off-cycle check, you can send the completed Additional Pay Form and supporting documents, if any, to PBS and they will complete the batch for the student to be paid. Place a check mark in the "YES" box at the top ("Should the Additional Pay amount be processed on a Handdrawn Warrant?").

The lump sum payment process is not used for the following types of payments:

- Do not use the Additional Pay Form for a retroactive payment. (See section # 1.3.12 Retroactive Wage Process and Form for additional information on retro pay.)

- Do not use the Additional Pay Form to pay a student employee's regular wages from a current or additional appointment. All regular payments for an employee's ongoing appointment(s) must be submitted in time collection using earnings code STH.

Approval Routing Guidance:
The following approvals are required on the Additional Pay form before any additional payment is to be processed:

Requesting Department
Approving Dean/Director or designee
Approving Chancellor/Vice Chancellor or President/Vice President or designee
Home Department Supervisor – if payment is not being made by the employee's primary department
Employee
Primary Department

Secondary Department
Approving HR or Finance Authority (Student Employment Office for student OTP)

For guidance on the appropriate use of lump sum payment or the approval process for student employees, please contact the Student Employment Office at 303-492-7349 or stdemp@colorado.edu.

## 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 whose duties/responsibilities fall in the policy outlined in Section II of the policy (http://www.colorado.edu/policies/backgroundcheck.html) are required to have a background check. At this time, current employees **will** **not** be subject to retroactive background investigations.
Exceptions:

1. When required by any state or federal law, regulation or rule;
2. When a current employee applies for and is to be hired into a transfer or promotional opportunity position;
3. When position responsibilities change to include security-sensitive responsibilities including, but not limited to, the following:
   - Responsibility for patient care, or child care in a child care center as defined by state law; (NOTE: These background checks are conducted by the Colorado Bureau of Investigations as part of the state of Colorado licensing requirement.);
   - Access to "select agents and toxins," or "controlled substances" as defined under state and federal law;
   - Access to master keys, electronic access to secured facilities or key access to secured facilities or residential rooms other than where the individual student resides;
   - Entrustment of university vehicles when proof of a valid driver's license is a job requirement;
   - Students hired into supervisory, resident hall or teaching responsibilities involving unsupervised, direct contact with students;
   - Public safety enforcement support;
   - Access to student/employee personally identifiable information including but not limited to access to Campus Solutions (ISIS) and HRMS;
   - Cash handling and/or authority over or access to large sums of money.
4. When employees are subject to motor vehicle driver history checks to insure that their licenses are current and/or without excessive violations;
5. When the appointing authority learns of a final conviction of a misdemeanor, felony or other offense of moral turpitude that adversely affects the ability to perform the job or has an adverse effect on the university if employment is continued; or
6. 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.

HRMS has a field 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 background checks, contact Human Resources/Employment Services (x2-6475) or Trent DeLong, Background Coordinator at x5-5524 or see the Human Resources website for background checks at: http://hr.colorado.edu/es/BgChecks/Pages/default.aspx.

## 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/whd/flsa/index.htm.

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

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

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

For additional information please see the policy on the Univeristy of Colorado Policy website at https://www.cu.edu/policies/aps-az.html and select the Conflict of Interest and Nepotism link or https://www.cu.edu/policies/aps/hr/5003.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 its website location. It is available in its entirety through the Office of Policy and Efficiency or at: https://www.cu.edu/policies/aps-az.html. 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: https://www.cu.edu/policies/aps/hr/5018.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 (https://www.cusys.edu/pbs/index.html) (select the PBS Forms {https://www.cusys.edu/pbs/forms/} link and select 'E'). 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 MyCUinfo, 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 1800 Grant St., Ste 400, Denver, CO 80203 or their website at https://www.cusys.edu/pbs/forms/#d, from the Student Employment Office, which is located in Regent 205 or can be submitted online in myCUinfo portal on the CU Resources tab (current employees only). The exemption form can be found at: https://www.cusys.edu/pbs/forms/#d. 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/#d) 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 form (just attaching a deposit slip is not sufficient)
- Not signing and dating
- Not using the most current form

**Automatic Inactivation of Direct Deposits:** Be aware of the direct deposit automatic inactivation process when rehiring former employees. With this process, once an employee has been terminated from all positions for ***90 days***, his/her direct deposit information in HRMS is inactivated. If the former employee has been gone long enough for this inactivation process to occur, he/she will need to submit a new payroll direct deposit authorization form and a new W4 form.

## Discrimination and Harassment (ODH)

All student employees must take on-line a mandatory discrimination and harassment training class (**within 30 days of hire**) provided by the Office of Discrimination and Harassment. 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***. Faculty, staff, and student employees can all take the online training, either for their initial Discrimination and Harassment training as a new employee or for their five year refresher training. Employees must be set up in HRMS in order to take the training.

Please follow instructions on the ODH website (http://hr.colorado.edu/dh/Pages/Training.aspx) to do the online class. If you have questions about the online training, please contact Megan Rowland at 303-492-2797.

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. For more information on discrimination and harassment please see the ODH website at http://www.colorado.edu/odh/index.html.

## Driving for Position Hired

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

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

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

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

## Employee Termination

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

- Lack of performance or attendance
- 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.

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.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated. When possible, departments should provide a two-week written notice prior to terminating a student for cause, except in cases of flagrant, willful violation of University or Agency rules, or in cases where the student has been told in counseling attempts that the next occurrence of a behavior will result in termination.

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. You can follow the termination checklist in the handbook or create one for your department.

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

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

## Employment Eligibility Verification Form (I-9)

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

The Student 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://hr.colorado.edu/Pages/Forms.aspx. ***Please do not print the I-9 form to send with the student, our office already has the most updated form to give to the student to complete***.

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://hr.colorado.edu/Director/Pages/I-9.aspx.

## Environmental Health and Safety (EH&S)

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

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 (http://www.colorado.edu/ehs/programs/disaster.html), the Hazardous Materials Management (http://www.colorado.edu/ehs/programs/hazardous.html) plan and any specific safety regulations pertinent to your area of responsibility.
2. Identify potential hazards in your work area and coordinate efforts to eliminate them.
3. Develop specialized topics for safety training sessions for all of the faculty and staff you supervise, including student employees.
4. Be responsible for regular safety training sessions for all of the faculty and staff you supervise, including student employees.
5. Weather Related Emergencies (flood, blizzard/heavy snowstorm/tornado/lightning/ earthquake/ high wind warnings) go to http://www.colorado.edu/ehs/programs/weather.html.
6. Post Environmental Health and Safety- Emergency Phone Numbers (http://www.colorado.edu/ehs/pdf/EmergencyManagement.GeneralEmergencyGuidelines.pdf). You can complete the phone list with your department information.
7. Fire and Other Building-Related Emergencies (http://www.colorado.edu/ehs/programs/fire.html).
8. Shots Fired (Recommendations for Active Harmers) see http://www.colorado.edu/police/safety/shotsfired.html.

## 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 an evaluation (http://www.colorado.edu/ehs/programs/hazardous.html) form in the forms section on our 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/pdf/strategies_for_supervisors.pdf.

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

## Gifts for UCB Student Employees

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

In an attempt to coordinate all of these payments, the President's Office has issued an Administrative Policy Statement (APS) which requires that all payments be reported on a Recognition Reporting Form (http://abs.colorado.edu/ABS_WEB/WEB_2003/ABS_Search_Index.htm#R) ( and should be submitted by e-mail to payrollbenefit.services@cusys.edu. 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/procedures/PPS/PPS_Recognition_and_Training.pdf. If the gift is for someone who is not a CU employee, you will need to complete a payment voucher and the recognition reporting form. If the recipient is an employee of CU, you will complete the handdrawn check request with an earnings code of AWR.

## Hazardous Materials Information – (Required Field in 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 under the column called Maintain Position/Budgets, select 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.

Each position number should be reviewed/updated 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 reason code of "HZM" has been added to the action reason table for use when updating the hazardous materials information on existing positions.

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. View their website at http://www.colorado.edu/ehs/.

## Jury Duty Pay Policy for UCB Student Employees

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

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

See "How to enter Jury Duty Pay into HRMS Time Collection" factsheet (http://www.colorado.edu/studentemployment/paying.html).

## 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. Other approved medical providers can be viewed on the Risk Management website at https://www.cu.edu/content/workerscompensation under Emergency & Designated Medical Providers (DMP). 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://www.cu.edu/content/fileclaim and send the student to Arbor Occupational Medicine or other approved medical provider. Although the medical provider accommodates "walk-ins", please call ahead. Make sure to identify yourself as a ***University of Colorado employee*** when visiting the medical facility. For complete instructions please see https://www.cu.edu/content/workerscompensation. Students should follow the procedures below depending on whether the injury is an emergency or not.

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

### For Emergencies:

1. Call 911 immediately.
2. Student employee should notify supervisor as soon as possible.
3. Complete the Employee's Injury Report (https://www.cu.edu/content/fileclaim) form and submit it online or fax to University Risk Management at 303-860-5680. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. The original report should then be mailed to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203. The supervisor should retain a copy of the report for his/her records.
5. Student employee should follow doctor's instructions and follow-up with Arbor Occupational Medicine (or other approved medical provider) as soon as possible.
6. Send any bill the student may receive from the authorized medical provider to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203.
7. If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk

Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster.

**Non-Emergency:**

1. Student employee should inform the supervisor immediately.
2. Student employee and supervisor will need to fill out an Employee Injury Report Form on-line (https://www.cu.edu/content/fileclaim) or print a hard copy and 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.
3. The original report should then be mailed to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203. The supervisor should retain a copy of the report for his/her records.
4. Supervisor should send the student employee to Arbor Occupational Medicine, located at 4790 Table Mesa Drive, Suite 200, Boulder, CO 80303, if non-emergency medical attention is needed.
5. Send any bill the student may receive from the authorized medical provider to University Risk Management, 1800 Grant Street, Suite 700, Denver, CO 80203.
6. Student employee should return to work and give the instructions outlined on the Employee Disposition Form to his/her supervisor.
7. If the student employee has questions, contact University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). Upon receipt of the Employee Injury Report, University Risk Management will assign the claim to an adjuster who will then investigate the incident and begin the process of determining compensability and managing the claim from its inception to its conclusion. Any questions regarding a specific claim should be directed to the assigned adjuster or other approved medical provider

Specific information on this process can be obtained at the University's Risk Management Office website https://www.cu.edu/content/workerscompensation.

## 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/FiscalRules/Archive/7-1-06/ch9.pdf. 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: https://www.cusys.edu/pbs/proceduresguide/1.3.08.html.

## Overtime

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

Student hourly employees are eligible for overtime. If you have students that are working multiple jobs, it is the responsibility of the department(s) and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. Departments should work out ahead of time who will be responsible for paying the overtime or agree to share the overtime charges. Please make your students are aware of the overtime issues when working in multiple departments. Make sure you discuss with your student that overtime must be pre-approved or can be grounds for termination. As the employer, you may want to follow our "3 strikes you're out", policy instead of terminating a student for the 1st offense. When overtime is paid, it will appear under account code '407900' on your department's monthly FOPPs statement.

## 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.
You may view Employee Payroll-Policies-Payroll Records on the PBS website at
https://www.cu.edu/pbs/payroll/policies/pay-records.html

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://ecenter.colorado.edu/recycling/additional-services/shredding

## 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/pdf/recognition.pdf.

## Referring Students for Jobs, Internships, or Graduate School

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

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

* Equal Employment Opportunity Laws
* Title VII of the Civil Rights Act
* Age Discrimination in Employment Act
* Americans with Disabilities Act
* Immigration Reform and Control Act
* Uniformed Services Employment and Re-employment Act
* State EEO Laws

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

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

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

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

* Maintain an open and fair process for offering employment opportunities
* Maintain a recruitment process which is fair and equitable
* Support informed and responsible decision-making by candidates

Faculty and staff members who refer students can meet these criteria by making

* All students that have declared an interest in seeking opportunities have access to all opportunities
* All opportunities are referred to CU Career Services so as to assure equal opportunity and access

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

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

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

**Ten Tips for Providing References**

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

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

## 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 Number Verification' policy at: https://www.cu.edu/pbs/proceduresguide/1.1.09.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 Campus Solutions database. Any mismatches could cause a retirement deduction to be taken when a student is 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 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

Due to recent processing changes related to implementation of the new Campus Solutions software used to manage student services and enrollment at CU, Payroll & Benefit Services wishes to convey some changes that will impact how student retirement refunds will be processed. Interfaces between the student information system (campus solutions or ISIS) and the HRMS/Payroll system no longer use a 'snapshot' of the current semester from the campus census date (end of drop/add period). Instead, the interfaces now pull in 'real time' data, which updates student retirement status in HRMS daily, based upon current course load reflected in the student information system. PBS will not process student retirement refunds for prior semesters without documentation from the student information system that shows that student enrollment data was not correctly reflected in HRMS job appointments, which caused student retirement deductions to be taken for the student employee. In addition, if a student changes enrollment status midway through a semester, PBS will not process any student retirement refunds that go back to the beginning of that semester. The Student Retirement Fact Sheet, which includes course enrollment guidelines, is posted at https://www.cu.edu/pbs/benefits/downloads/SERP%20fact%20sheet.pdf

The Revenue Reconciliation Act of 1990 extended OASDI (i.e., Social Security) coverage to state and local government employees who are not members of a qualified retirement plan. In addition, Medicare coverage was extended to employees who became subject to OASDI by reason of the Act. In response to the 1990 Act, Colorado House Bill 93-1328 provides a Student Employee Retirement Plan as an alternative to social security, and in April 1993, the CU Board of Regents approved the Student Retirement Plan for student employees who are not exempt from participation in a retirement plan. Required contribution amounts of gross wages are 7.5% for Social Security and 1.45% for Medicare.

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

***Undergraduate Students:***

- Academic Year: Students enrolled in less than six 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:***

***Effective for the Months of November 2011, December 2011, January 2012:***

- Academic Year: Students enrolled in less than four academic credit hours
- 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.

***Effective February 2012 forward:***

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

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

*If you have any additional questions regarding Student Retirement refunds or processes, please contact the PBS payroll support line at (303) 860-4200.*

**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**. The form is located at http://hr.colorado.edu/Pages/Forms.aspx (SSA-1945 form). 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.

As of January 1, 2011, students will no longer be frozen in time for retirement purposes. They will be switched to retirement or no retirement based on their enrollment units during each bi-weekly payroll process. The payroll process will check the student's enrollment status and will update the student's employee class accordingly. To ensure that students are initially set up correctly in HRMS for student retirement purposes, we recommend that departments determine students' enrollment status each term. An employer can confirm the student's enrollment status using one of the following options:

1. Go to Campus Solutions (ISIS) and navigate to Campus Community>Student Services Ctr (AdminVw), enter the students' id number and search. Select My Class Schedule and you can look at each class enrolled in and how many credit hours.
2. Request that the students provide you with copies of their schedules printed from myCUinfo.
3. Contact the Registrar's or Student Employment Office for verification.

## 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/#s. **You can direct specific questions regarding the investment plans to TIAA-CREF at 1-800-842-2776 or https://www.tiaa-cref.org/**.

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 1.2% 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 (https://www.cusys.edu/pbs/forms/#s). 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 students are enrolled full-time and would like to pay into a retirement program, they have three voluntary pension/savings plan options available to them:*

1. The University of Colorado 403(b) Plan;
2. The State of Colorado 457 Plan; and
3. The Colorado PERA 401(k) Plan.

Information concerning these plans is available on the PBS website at www.cusys.edu/pbs/forms/#r . Look for Retirement Pension/Savings Plans-Mandatory Plans-401(a) Optional Retirement Plan (ORP) or PERA Plan. In the middle column you will see a link to the "Retirement Plan Fact Sheet." Click on this link to gain valuable information regarding the three voluntary pension/savings plans that are available to them, including descriptions of and links to fund sponsors, and links to the Colorado 457 Plan and PERA 401(k) websites. They can print out enrollment forms and kits for the voluntary pension/savings plans. They may enroll in one (or more) of these plans.

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.

## Supervisors Can Improve Morale

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

'Strategies for Helping Supervisors Succeed with Student Employees' at http://www.colorado.edu/studentemployment/pdf/strategies_for_supervisors.pdf

## 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. 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 making them 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://hr.colorado.edu/Pages/training.aspx. See 'Tips for Training Student Employees' at: http://www.colorado.edu/studentemployment/training.html.

## Verification of Employment

The Chancellor has been designated as the Official Custodian of Records for the Boulder Campus. For Open Records Requests please see: http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx.

The Department of Human Resources has been given the authority to handle access of personnel records outside of Open Records Requests. The Records Services unit is responsible for maintaining the official personnel records for all CU Boulder and System Administration employees.

Personnel Records: Inquiries regarding personnel records information should be referred to Human Resources Records Services. All written verifications should be sent to: Human Resources Records Services, 565 UCB, Boulder, CO, 80309-0565. Telephone verifications are completed from: 8 a.m.-12 noon and 1-4 p.m. (Mountain Standard Time), Monday through Friday and may take up to two business days. **An authorization release may be required for written**

**verifications.** For more information, call 303 492-3835 or visit their website at http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx.

## Victim Assistance

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

## Volunteering

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

## W-2

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

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). Run and print your report and give to students to review.

## W-4

New student employees must complete a W-4 form (https://www.cusys.edu/pbs/forms/#w) or can be submitted online in myCUinfo portal on the CU Resources tab (current employees only). Students who claim exemption from withholding must update their W-4 each year. For all other students, the only time that it is necessary to update their W-4 is if there is a change in the number of exemptions that the student wishes to claim or the student has been terminated from the payroll system and is returning. Be aware of the automatic inactivation process when rehiring former employees. With this process, once an employee has been terminated from all positions for ***90 days***, his/her W-4 information in HRMS is inactivated. If the former employee has been gone long enough for this inactivation process to occur, he/she will need to submit a new W-4 form.

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 a 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 2010 form in 2010; you cannot alter a prior year's form-the IRS considers it invalid)
- Not signing and dating the form

There is an easy-to-use calculator (http://www.irs.gov/individuals/article/0,,id=96196,00.html) that can help you figure your Federal income tax withholding so the correct amount can be withheld from his/her pay. This is particularly helpful if he/she had too much or too little withheld in the past, his/her situation has changed, or he/she are starting a new job.

***International students must schedule an appointment with the tax specialist in the Payroll and Benefit Services (https://www.cu.edu/pbs/payroll/groups/international.html). 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 **in advance** if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring. Give 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 receive a work-study award as part of his/her financial aid package. Students who earned work-study in the previous academic year will be given awarding priority. Priority is also given to students who apply by 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 myCUinfo 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/summerschool.html on or around the first of February. Students interested in summer work-study should apply as soon as possible after February 1 as summer work-study funds are limited. *Students who had work-study earnings during the 2011–12 academic year will be given first priority, though due to the limited funding, awards are never guaranteed.*

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

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

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

## Work-Study Appointments and 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), he/she is entitled to overtime pay and the department that hits the 41st hour, will be charged for any overtime. Departments should work out ahead of time who will be responsible for paying the overtime or agree to share the overtime charges.

## Work-Study Award Limits

Students can earn one-half of their total academic year work-study award in the fall semester. After the fall semester has ended, the fall unused amount will automatically be added to the spring limit on HRMS. The Employer View Page will only display each term separately. 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 spring term 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 the Student Portal.  Please note: the earnings in the student portal 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 his/her work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term.  Example (determining the number of hours a student can work in the fall semester):

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

Therefore, the student can work approximately 7.14 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 send an email to stdemp@colorado.edu.

## Work-study Award Balances:

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

Group of Students Remaining Work-study Calculation spreadsheet:
**Fall/Spring:** http://www.colorado.edu/studentemployment/figurewsay.xls
**Summer:** http://www.colorado.edu/studentemployment/figurewssum.xls

Individual Student Remaining Work-study Calculation spreadsheet (you can copy and paste the formula in the same spreadsheet or on a different tab within the spreadsheet for each student if you want to use the individual one):
**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 spreadsheets.)

## 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 he/she is properly set up in HRMS.  To determine if the student has been awarded a work-study award, you have two options:

1. Employer View Screen in Campus Solutions-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 on the student tab under financial in the student portal.  If you do not have access to the Employer View Screen, follow the instructions "Get Access to the Employer View Page in Campus Solutions" on our website at: http://www.colorado.edu/studentemployment/pdf/viewawards.pdf, 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 as work-study without first verifying that they have been awarded work-study and are eligible to earn their award.

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

If you need access to view students' work-study awards and balances in Campus Solutions, also known as ISIS, you must request access to the Work-study Employer View page. Please see the Work-study Employer Page in Campus Solutions to access the form (http://www.colorado.edu/studentemployment/pdf/employer_view.pdf). The Employer View Screen is used to determine whether or not a student has a work-study award and if he/she is eligible to earn it. This, in turn, is used to determine what Employee Class (Empl Class) to enter onto the Job Information Page on HRMS.

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

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

The most common error messages are:

- "**NO Matching Values Were Found**", this indicates the student did not apply for financial aid, or has applied and the information has not yet entered our system. In these instances, the student is not eligible for work-study at this time. It is not necessary to send the student to Financial Aid, unless the student wants clarification on financial aid application procedures.

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

- "**Failed Eligibility**", 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, you can complete a form online indicating your desire to hire him/her is beneficial. The form can be located on our website at http://www.colorado.edu/studentemployment/fillemplrequest.html. ***However it is not a guarantee that the student will be awarded a work-study award.***

- **"Undetermined",** as of this date and time, we have not yet determined the student's eligibility for that term.

Specific instructions on "Get Access to the Employer View Page in Campus Solutions" and "How to Read the Employer View page in Campus Solutions can be obtained on our website (http://www.colorado.edu/studentemployment/pdf/viewawards.pdf) or by calling the Student Employment Office at x2-7349.

## HRMS Work-Study Page

In addition to Campus Solutions, Employer View Page, 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 ALL' 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 submit the Increase Request Form (academic year or summer) on the web at: (http://www.colorado.edu/studentemployment/oncampusforms.html), by selecting forms, select either the request under academic year or summer. There is **no** guarantee we can grant an increase if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received. We will keep the request on file throughout the term and if funds are available and the student has the financial aid eligibility, the work-study award will be increased. If the award is increased, we will notify the employer and student by email and the student will also receive a revised financial aid award letter with the new work-study award amount.

***Unless notified of an increased work-study award, students (and employers) should arrange work schedules based on the current award, since we cannot guarantee increases.***

## Work-Study Employer Letters

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

***Student must have applied for financial aid by submitting the current year FAFSA and the necessary tax documents. For the summer they must also submit the summer aid application through myCUinfo, have the upcoming academic year FAFSA and demonstrate need in the next academic year before we will consider them for an award.***

We will keep the request on file throughout the term and if funds are available and the student has the financial aid eligibility, the work-study award will be granted. If the award is granted, we will notify the employer and student by email and the student will also receive a revised financial aid award 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 cannot pay 100% for the student they should not have the student begin working until an award is granted since we cannot guarantee an award. If a work-study award/increase is granted and an employer submits the transfer request form, there is no guarantee that we can process the transfer but it will be reviewed.***

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

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

- Satisfactory Academic Progress
- Graduated from the University
- Work-study not being earned for fall by October 1 (your full academic year work-study award will be cancelled)
- Work-study not being earned for spring by February 1 (if you were granted spring only and/or requested to not cancel work-study in the fall term).
- Work-study not being earned for summer by June 1
- Student withdrew from the University
- Additional grants or scholarships came into the Financial Aid Office after the deadline
- Student not enrolled in classes by start of term. Cannot begin earning award until enrolled in degree seeking courses.

# 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.cusys.edu/pbs/hrms/resources/sbs.html. 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 (**do not print a bunch of copies since they do change so you need the latest version**). For security reasons, we suggest you do not keep copies of the documents (W4, direct deposit, I9, etc.):

1. Background Check, if applicable, see http://www.colorado.edu/policies/backgroundcheck.html for university policy.
2. Personal Information Worksheet (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 (SSA-1945), if applicable, (http://hr.colorado.edu/Pages/Forms.aspx).
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). **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 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 job records are terminated in the system or inactive for more than 90 days, the student must resubmit all direct deposit and W4 form and update their address***. You must search HR to see if the person is already in the system. To do this, 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 steps 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 whether you are creating a new position or updating an existing position.

In step 2, the procedures are slightly different depending on whether 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 go to Organizational Development>Add/Update Position Info> enter your department number and hit search. It should bring up all positions and you can sort by status to select a vacant position number for the job code you need. You can run a vacant positions report. The report can be run under HR Production or HR Reporting by navigating to Reports and Reviews>Position>Vacant Position Report. If no vacant position number you'll need to 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 2011 = 8/07/11, Spring 2012 = 12/25/11, and Summer 2012 = 05/13/12). **<u>Please note</u>**: 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.
  2011 Fall Only = 12/24/11

2012 Spring Only = 05/12/12
Full Year Academic Year Appointment = 05/12/12
Summer 2012 = 08/18/12

**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 New Position With Funding step-by-step guide, found on the University of Colorado System website (https://www.cusys.edu/pbs/hrms/resources/sbs.html).

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

***Description tab***:

- 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.

***Specific Information tab:***

- Background check and hazardous materials, if applicable.

***Position and Incumbent Data tab***:

- 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 2011 = 8/07/11, Spring 2012 = 12/25/11, and Summer 2012 = 05/13/12) if you are creating the position prior to the start of the term. ***Please note***: If you are creating the position after the term has started, 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.

On the Funding Distribution page, you must enter the appropriate fund end date in the 'Fund End Date' field.
2011 Fall Only = 12/24/11
2012 Spring Only = 05/12/12
Full Year Academic Year Appointment = 04/30/11
Summer 2012 = 08/18/12

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.cusys.edu/pbs/hrms/resources/sbs.html 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 Information 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 current date you cannot future date this)
Select the Add Name link:
Enter First Name, Middle Name and Last Name (*as the name appears on the social security card*).
Select OK. This will return you to the Biographical Details page.

***Biographical Information (required fields)***

Date of Birth

***Biographical History (required fields)***

Gender

***National ID***

Enter the Social Security Number

## CONTACT INFORMATION:

***Current Addresses***

**HOME:** Select the Add Address Detail link.
Select the Add Address link
Enter the home address
Click OK. Click OK again.
You will see the Address History with the address you just entered. Select OK. The contact information page re-displays
The employee will be added with only one address (Home). If the home address is only given, HRMS will use this as the mailing address as well. All previously entered persons will continue to have both a home and mailing address, and both must continue to be updated, even if they are the same.

***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 (enter home or other 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.

**Note:** *Email Address RPTS-PBS: This required RPTS-PBS email address is the official email for the university and by policy must be created by your campus IT department (not the affiliate department). After saving, contact your IT department and provide them with your new POI's HRMS ID. The morning after the email has been created in the campus email directory, it will be loaded into HRMS and other University systems (e.g., SkillPort). After the RPTS-PBS email has been loaded, it will automatically default to 'Preferred.'

**Regional:**

***Ethnic Group***

***Ethnic Group- - this is a required field*** ("Chose not to disclose." If status is unknown)

***History***

***Military Status- - this is a required field*** *(*choose "Not Indicated" if status is unknown)

## Dept Information/Verifications:

***Home Department***

Must enter the department (org) number

***Campus Box***

Must enter the campus box number associated with the department (org) number

***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.

## ORGANIZATIONAL RELATIONSHIPS:

Select the Employee or Person of Interest (POI)
Select the Add JOB/Relationship Data button. This will now take you to the Work Location tab

***Work Location:***

Effective Date: defaults to current date, change if needed to reflect date of hire.
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 award limits) 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).

***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.
2011 Fall Only = 12/24/11
2012 Spring Only = 05/12/12
Full Year Academic Year Appointment = 05/12/12
Summer 2012 = 08/18/12
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: **NOTE:** Before saving record, be sure that your Popup Blockers are off!

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.

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 only forward the following documents to Payroll and Benefits Services (PBS), 400 UCA:

1 Completed Direct Deposit w/voided check (if student did not complete in myCUinfo)

2 W-4 (if student did not complete in myCUinfo)

The Employing Department will only forward the following documents to Human Resources (565 UCB):

1 Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.
2 I-9 Verification Form (if not done already)
3 State of Colorado Affirmation Form

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

Be sure to ask for new W-4, direct deposit, and address information for all employees who are being rehired or are returning to work after an extended absence.

**Definitions**:
**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.

**Transfer/Rehire students who have worked in a different department:**
When transferring or rehiring an employee for whom you do not have security access because of row-level security, you **must** start by searching for the person to see if he/she is 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**:

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:***

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 award limits) 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).

***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.

2011 Fall Only = 12/24/11
2012 Spring Only = 05/12/12
Full Year Academic Year Appointment = 05/12/12
Summer 2012 = 08/18/12

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:***

Click on the plus '+' button to insert a row
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 award limits) 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).

***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.

2011 Fall Only = 12/24/11
2012 Spring Only = 05/12/12
Full Year Academic Year Appointment = 05/12/12
Summer 2012 = 08/18/12

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 2010-11 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 05/12/12, 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 05/12/12, you need to Add Employment Instance (see instructions above). You can update the job record if the end date for last summer was 08/06/11.

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) is mailed to the student's home address, you should verify the student's mailing address each term. Have your employees make the necessary corrections in their campus portal or submit a change of address form to your department. Be sure to ask for new W-4, direct deposit, and address information for all employees who are being rehired or are returning to work after an extended absence.

## 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 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:***

- 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.

## Termination in HRMS

### HRMS Actions:

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 his/her 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 it to be, you must add a new job record when the time comes, you can put a student hourly employee on Short Work Break. 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<br>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<br>Determine whether or not student is required to participate in the student retirement program | Page 29-31<br>Page 24-25;<br>Appendix 56-57 |
| 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 24 |
| Determine student Job Description/Pay rate/Job Class Code | Determine student Job Description/Pay rate/Job Class Code | Page 10-11 |
| 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 14 |
| ORGANIZATIONAL DEVELOPMENT: Create or Update a vacant position; change funding date. | ORGANIZATIONAL DEVELOPMENT: Create or Update a vacant position; change funding date. | Page 34-35 |
| WORKFORCE ADMINISTRATION:<br>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:<br>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 36-45 |
| Direct Deposit Form with voided check | Direct Deposit Form (if changing) with voided check | Page 16 |
| W-4 | W-4 (if changing) | Page 27 |
| I-9 | | Page 18 |
| | Change of Address | Page 43 |
| Forms that must be forwarded to the PBS:<br>TIAA-Cref Student Retirement Application (if needed)<br>Direct Deposit Form w/voided check (if student did not complete in myCUinfo)<br>W-4 check (if student did not complete in myCUinfo)<br>I-9 (if department is authorized to complete)<br>SSA-1945 form | Forms that must be forwarded to the PBS:<br>TIAA-Cref Student Retirement Application (if needed)<br>Direct Deposit Form (if changing) w/voided check check (if student did not complete in myCUinfo)<br>W-4 (if changing) check (if student did not complete in myCUinfo)<br>SSA-1945 form | ***NOTE***: All other forms (e.g. Personal Data Worksheet, Emergency Contact Worksheet, etc.) should remain in the department. |

# 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. **You CANNOT hold hour if you're waiting for a work-study award. You must pay the student for any hours worked, if granted work-study at a later date, submit the transfer request form (http://www.colorado.edu/studentemployment/oncampusforms.html) but no guarantee it'll be approved.**

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, sick leave, snow days, unemployment and/or paid holidays (Students are eligible for jury duty pay-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 his/her time record on a daily basis (i.e. do not have him/her fill out the entire time record at the end of the pay period). This should eliminate any errors.

- If the student makes an error while filling out the time record and you need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use white out to correct errors on the time sheet. 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, only if it involves a work-study student, the Judicial Affairs Office, and the CU Police Department, who will each 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

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

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

***Effort reports are not generated for hourly employees because the effort of hourly employees is considered to be certified through the time collection process.*** Please contact Accounting and Business Support if you have questions about the PERHS requirement. You can view their policy and step-by- step guides on ePERS at http://abs.colorado.edu/Default.htm, select E for ePERS.

## 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 the Employer View Screen in Campus Solutions (ISIS), 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 'Hourly to Work-study Transfer Request' (http://www.colorado.edu/studentemployment/oncampusforms.html) 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. If the transfer involves work-study earnings, our office will need to process the transfer request. If your department needs to move earnings from one FOPPS to another FOPPS and it involves work-study earnings, our office will need to process the transfer request. Please complete the Suspense/Employer Charges Transfer Request" form found on our website.

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

## 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). You can also pull up vacant positions by entering your department number and job code. Navigate to: organizational development>maintain positions/budgets>add/update position info. and hit search. This will pull up your positions (filled/vacant) in position order, sort by status, now select a vacant position to update.

### *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***

**Personnel Roster Report**: 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).

**Time Entry Audit**: 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.

**Personnel Actions Audit**: 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***

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

You can view the Payroll and Benefit Office's website for other helpful reports to use (https://www.cusys.edu/pbs/).

## 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

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

**Payroll and Benefits Services:**
Phone: 303-860-4200
Fax: 303-860-4299
Web: http://www.cusys.edu/pbs/
Email: pbs@cu.edu
Mailing Address: 400 UCA

Location:  1800 Grant St., Ste 400, Denver, CO 80203

# APPENDIX

UNIVERSITY OF COLORADO BOULDER
STUDENT EMPLOYMENT CHECK LIST
FOR EMPLOYERS

___1. Submit your job announcement on the web (http://www.colorado.edu/studentemployment/filljobon.html)

___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 (http://www.colorado.edu/studentemployment/oncampusforms.html) 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 (http://www.colorado.edu/studentemployment/removejobon.html) 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 a 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 a Direct Deposit Form with a voided check need to be sent to PBS (400 UCA). ***DO NOT give the W4 form to an international student (see #7).*** I-9 form, State of Colorado Affirmation form and the SSA-1945 form (if applicable) are sent to Human Resources (HR), 565 UCB.

___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 cannot accept copies***.

___7. *Foreign Students must see International Education first to see if they are eligible to work and must schedule an appointment online with Foreign International Tax Specialist at https://www.cu.edu/pbs/payroll/groups/international.html. 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. Student must take on-line the discrimination and harassment training within 30 days of hire. Review and give any internal, office training sessions.

___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.

___13 Work-study students must be paid on a bi-weekly basis otherwise no guarantee we can transfer the late pay earnings to work-study.

# On-Campus Student Employment Announcement Form

FINANCIAL AID OFFICE

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 _________

Is this job: Ongoing _______ Temporary ______ If temporary, please specify dates of employment: _________

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

Submit the job announcement on-line, this is just a sample of the information that you will provide.

Job Title______________________________________________

Contact Person (First and Last Name) ___________________________

Phone: ____________________________________________ 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: ___________________________

Job Posting Expiration Date (if any): ____________________

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.

Benefits/Other Forms of Payment: __________________________

Specific Job Duties and Qualifications: All job announcements are entered into a computer database that only accepts 1000 characters in the job description field. Please do not exceed this total.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

*****Check all that apply:**
References: _______ Background Check: ________ Transportation Req'd: ________Drivers License: ________ Minimum Age: _____
Experience: _______ First Aid: _______ CPR: _________ Non-Smoker: _________ Lifting capacity needed: ____________

Does your company have a website with an employment application information? Yes _ No ____
If so the website address: ______________________________________________________________________

**INSTRUCTIONS FOR REMOVING YOUR JOB:**

Our office will contact you to see if you would like to keep the job posting up, take it down, or make any changes. If we do not hear back from you after 3 attempts, your announcement will automatically be removed.

**Phone: 303-492-7349**
**Fax: 303-492-4544**
**Email: stdemp@colorado.edu**
**www.colorado.edu/studentemployment/**

# EMPLOYER REQUEST FOR STUDENT WORK-STUDY

F I N A N C I A L   A I D   O F F I C E

Please use this form if you have a student who has applied for financial aid for the current term and who did not receive a work-study award. Work-study awards are considered, based on a student's financial aid eligibility and the funds available for the work-study program at the time the request is made. **Completing this form does not guarantee that the student will receive an award**.

Submit the employer request on-line, this is just a sample of the information that you will provide.

Date: ___________________________

I am requesting work-study for the __________ academic year or _____

Student name: ______________________________________________

Student I.D. #: ______________________________ HRMS ID #: ______________

**DO NOT USE THE STUDENT SOCIAL SECURITY NUMBER FOR THE 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 was the student's start date? ___________ (MM/DD/YY)

Do you hourly earnings to transfer for this student? _______Yes ______ No

If the student's only financial aid eligibility consists of accepted loans, he/she is willing to decline loans in the following amount:

*$*______________ Note: Loan funds that have already disbursed must be repaid to the Bursar's Office).

**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!!**

- 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 award.
- 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.
- The student and employer are notified via email if the student was granted an award.

*******************************************************************************************************************************

**FOR OFFICE USE ONLY:**

| | |
|---|---|
| **AY (1800 or 2500):** | **SUMMER (2000 or 2500):** |
| **Waitlist**: Yes or No | (will use some AY requirements) |
| **WS Last Academic Year**: Yes or No | **Periods of NonEnrollment**: ____ - ___ x ____= _____ |
| **WS Past Summer**: Yes or No | **Summer Savings**: Yes or No |
| **Unmet Need/Offered Loans**:____________ | **Enrolled in Summer**: Yes or No |
| **Accepted Need Based Loans**____________ | **Enrolled in Next AY**: Yes or No |
| **Paid Loans**: _________________________ | **FAFSA on File for next AY**: Yes or No |
| **PROBLEMS**: | **Demonstrates Need for next AY**: Yes or No |

University of Colorado Boulder

**University of Colorado 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 or denied. If approved, you will receive specific instruction on how to set them up in PeopleSoft.

# OFFER LETTER FOR STUDENTS

**COPY THIS INFORMATION ONTO YOUR DEPARTMENT LETTERHEAD**

**Date**

**Name**
**Street Address**
**City, State, Zip**

Dear _______________:

I am very pleased to offer you the position of Student Assistant **X**, in the **DEPARTMENT/UNIT** at the University of Colorado Boulder. Your beginning rate of pay is $**xx.xx** per hour. *[If there are other specific job conditions like number of hours per week or specific shifts, you may list those here.]* This offer is contingent upon the successful completion of a background check (checked below):

- ☐ Criminal
- ☐ Financial
- ☐ Motor vehicle history background check
- ☐ No background check required.

Upon successful completion of the background check, if required, we will negotiate a start date.

You will be paid via direct deposit on a bi-weekly basis based on the hours you have worked in the prior two week period. You will be able to view your pay stub on MyCUinfo at http://mycuinfo.colorado.edu. As a student employee, you are eligible for jury duty pay but you are not eligible for/entitled to fringe benefits such as retirement, vacation, sick leave, unemployment and/or paid holidays.

University of Colorado student employees may be subject to enrollment in the University Student Retirement Plan. If you do not meet the conditions of exemption from participation in a retirement plan, Colorado statute HS 93-1328 provides a student employee retirement plan as an alternative to contributing towards social security benefits. You will be required to sign the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form found on the Human Resources website at http://hr.colorado.edu/Pages/Forms.aspx.

If you have any questions or need additional information about the position or the terms of this offer, please don't hesitate to contact me. You may contact **me/name** at **XXX**-**XXX**-**XXXX**.

Please sign and date below, and return this letter to **me/name** upon your first day of employment. Upon final hire, you will need to bring with you the following documents, ***copies will not be accepted***, to appoint you into our payroll system:

- Original Social Security Card
- Voided Check for Direct Deposit
- Please see the I-9 form at http://www.uscis.gov/files/form/i-9.pdf (page 5) for a list of acceptable documents you may bring with you to complete the I-9, Employment Eligibility Verification form.

I am very excited for you to join our team and I look forward to hearing from you!

Sincerely,

**Name**
**Title**

I accept the terms of this job offer:

______________________________
Signature

______________________________
Date

# University of Colorado 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 My Class Schedule under the Student Services Ctr (AdminVw); Correct Term (if you have access to the Campus Solutions (ISIS).
- Ask the student to provide your department with a copy of their schedule from the Web Registration screen from their portal;
- 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>**<br>____I am an undergraduate enrolled in 6 or more academic credit hours.*<br>____I am a graduate enrolled in 4 or more academic credit hours. For November 2011, December 2011 and January 2012 *<br>____I am a graduate enrolled in 3 or more academic credit hours. For February 2012 forward *<br><br>**<u>Summer:</u>**<br>____I am an undergraduate enrolled in 6 or more summer credit hours (total credit hours of all summer terms).<br>____I am a graduate enrolled in 4 or more academic credit hours. For November 2011, December 2011 and January 2012 *<br>____I am a graduate enrolled in 3 or more academic credit hours. For February 2012 forward * | Required | ***<u>INSTRUCTIONS TO EMPLOYER</u>***:<br><br>On the HRMS job information page, enter one of the following as the student's 'Empl class':<br><br>If work-study: Work Study – No Stdt Retirement*<br>If hourly: Stdt Hourly – No Stdt Retirement* |
| **<u>Academic Year:</u>**<br>____I am an undergraduate enrolled in less than 6 academic credit hours. *<br>____I am a graduate enrolled in 4 or more academic credit hours. For November 2011, December 2011 and January 2012 *<br>____I am a graduate enrolled in 3 or more academic credit hours. For February 2012 forward *<br><br>**<u>Summer:</u>**<br>____ I am an undergraduate enrolled in less than 6 summer credit hours. (total credit hours of all summer terms) *<br>____I am a graduate enrolled in 4 or more academic credit hours. For November 2011, December 2011 and January 2012 *<br>____I am a graduate enrolled in 3 or more academic credit hours. For February 2012 forward * | Required | ***<u>INSTRUCTIONS TO STUDENT</u>***: If you have not completed a TIAA-CREF Student Retirement Application Form, you must do so. Information and enrollment forms are available at Payroll & Benefits Services (located at 1800 Grant St., Ste 400 Denver, CO 80203) or online at https://www.cusys.edu/pbs/forms/.<br><br>***<u>INSTRUCTIONS TO EMPLOYER</u>***:<br>On the HRMS job information page, enter one of the following as the student's 'Empl class':<br><br>If work-study: Work Study – Stdt Retirement*<br>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.

University of Colorado
Payroll & Benefit Services
400 UCA
1800 Grant St., Ste 400
Denver, CO 80203

**Fact Sheet**
**Student Retirement**
Revised October 28, 2010

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

The SERP 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 http://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 SERP?**

**FALL, SPRING, AND SUMMER SEMESTER**

- Undergraduate students enrolled in < 6 credit hours
- Graduate students enrolled in < 4 credit hours for November 2011, December 2011 and January 2012
- Graduate students enrolled in <3 credit hours for February 2012 forward
- 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 SERP has been established, participation will be required for the remainder of the current semester. Eligibility will be evaluated each semester (**https://www.cu.edu/policies/aps/hr/5011.html**).

**What about non-resident alien student workers?**

Determination of Tax Status and Completion of Tax Forms: International employees must comply with the U.S. Tax Code. **To ensure compliance, an appointment with the appropriate campus International Tax Specialist is required to complete the appropriate tax forms and establish correct tax status.** Appointments should be made prior to receipt of first paycheck. Boulder and UCDenver employees can schedule appointments with an international tax specialist via our online appointment scheduling system.

**How do I make an initial investment selection?**

- Complete the TIAA-CREF enrollment form to select your investment funds (**https://www.cu.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 – call TIAA-CREF to request form.
- Complete the Student Retirement Financial Hardship Application (**https://www.cusys.edu/pbs/forms/#s**). Follow the instructions on the application, including notarizing your signature.

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

- No. Effective as of January 1, 2010 student employees no longer may make voluntary salary deferrals into the SERP or continue contributions into the SERP after they become enrolled as a full-time student.
- As an alternative, student employees may make voluntary salary deferrals into the university's 403(b) Plan, the Colorado 457 Plan and/or the PERA 401(k) Plan.

**University of Colorado Boulder**
**STUDENT EMPLOYEE EVALUATION**

Employee: ______________________________________________________ EmplID: ____________

Job Class Description: _________________________(SA I-SA VI) Current GPA: _____________

Evaluation: Interim / Exit Date: _____________ Recommending Pay Increase: Y / N

Current Pay Rate: _______________ Recommended Pay Increase Rate: _______________

**Please evaluate each employee for each criterion listed below.**

| | SUPERIOR | SATISFACTORY | NEEDS IMPROVEMENT | UNSATISFACTORY | DOES NOT APPLY |
|---|---|---|---|---|---|
| **CHARACTER:** | | | | | |
| Maintains positive, pleasant, interested and enthusiastic attitude | | | | | |
| Shows initiative and does work on his/her own | | | | | |
| Is respectful of others | | | | | |
| Is creative and offers new suggestions to problems | | | | | |
| Demonstrates professionalism | | | | | |
| Is a team player | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| **INTERPERSONAL SKILLS:** | | | | | |
| Written communication skills | | | | | |
| Oral communication skills | | | | | |
| Works well with others | | | | | |
| Uses language and humor appropriately | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| **ACCOUNTABILITY & RESPONSIBILITY:** | | | | | |
| Maintains a clean space | | | | | |
| Respectfully and responsibly calls in when late and sick | | | | | |
| Attends all mandatory trainings and meetings | | | | | |
| Approves Kronos on time and has minimal missed punches | | | | | |

| | SUPERIOR | SATISFACTORY | NEEDS IMPROVEMENT | UNSATISFACTORY | DOES NOT APPLY |
|---|---|---|---|---|---|
| Submits requests for time-off/vacation/schedule changes in a timely and respectful manner | | | | | |
| Adheres to Office and University Security Policies | | | | | |
| Respects private information | | | | | |
| Uses office equipment and supplies responsibly | | | | | |
| Adheres to office policies | | | | | |
| Punctual attendance | | | | | |
| Adheres to the dress code | | | | | |
| Adheres to the lunch policy | | | | | |
| Adheres to the four office standards: compliant, professional, accessible and proactive | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| **JOB PERFORMANCE:** | | | | | |
| Demonstrates mastery of job | | | | | |
| Produces desired amount of work in a timely manner | | | | | |
| Accurate, thorough, makes minimal errors and is quick to find and correct them. | | | | | |
| Pays attention to detail | | | | | |
| Is organized | | | | | |
| Demonstrates increasing job knowledge | | | | | |
| Demonstrates exceptional customer service | | | | | |
| Excels as a supervisor | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| **MISCELLANEOUS:** | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| Other: | | | | | |
| **Overall Job Performance:** | | | | | |

**Based on the overall Job Performance, please circle the *recommended* action below.**

| Rating/Suggestion | SUPERIOR | SATISFACTORY | NEEDS IMPROVEMENT | UNSATISFACTORY |
|---|---|---|---|---|
| Employment Status | retain | retain | Re-train/corrective action | possible termination or corrective action |
| Recognition Recommendation | 1-2 step increase merit/promotion | 1 step increase merit/promotion | 0 step increase merit/promotion or step down to lower level | 0 step increase merit/promotion or step down to lower level |

Promotions and pay increases are never guaranteed. If recommending or approving a pay increase please see the Student Assistant pay ranges at: http://www.colorado.edu/studentemployment/payrange.html. **If a student has reached their maximum pay range within their SA level, they will not be advanced to the next SA level and will not receive a pay increase or they will only be increased up to the maximum within their current SA level. Be sure to explain this to your student during their evaluation**.

Supervisor's comments:______________________________________________________________

Employee's comments:

**I have reviewed the above evaluation with my supervisor and was given a chance to write comments. Even though I may have been recommended for a pay increase, I realize that a pay increase is never guaranteed. I hereby agree to the above evaluation.**

Student's Signature Date

Supervisor's Signature Date

Reviewer Signature Date

# UNIVERSITY OF COLORADO
# 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: ____________________________________________________________________

# 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

# 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**University of Colorado Boulder**
**Student Termination Checklist**

***You can change this form as needed for your department***

**Employee Name**_______________________________________________________

**Employee ID#**_________________________ **Termination Date** _____________________

____ Student submitted resignation letter
____ Did an exit performance evaluation on student
____ Collect keys to office (if given any)
____ Collect pager (if given one for position)
____ Collect cell phone (if given one for position)
____ Collect laptop (if given one for position)
____ Cancel access & door locks to office [Network, HRMS/Finance systems, Campus Solutions] (if applicable)
____ Terminate all job records for your department in HRMS
____ Cancel long distance access code (if given one)
____ Contact IT Service Center to assist in removing access to campus computing systems. Call 5-4357.
____ Employee sign last timesheet
____ Update organizational chart and phone listing (if applicable)
____ Student must contact Payroll and Benefits about TIAA-Cref if the student is no longer a CU student if they want to withdraw their TIAA-Cref contributions.

# ACADEMIC YEAR FORMS

## *Hourly to Work-study Transfer Request*
## *Academic Year 2011-2012*

F I N A N C I A L   A I D   O F F I C E

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 2011** | | |
| 8/20/2011 | | |
| 09/03/2011 | | |
| 09/17/2011 | | |
| 10/01/2011 | | |
| 10/15/2011 | | |
| 10/29/2011 | | |
| 11/12/2011 | | |
| 11/26/2011 | | |
| 12/10/2011 | | |
| 12/24/2011 | | |
| **Spring 2012** | | |
| 01/07/2012 | | |
| 01/21/2012 | | |
| 02/04/2012 | | |
| 02/18/2012 | | |
| 03/03/2012 | | |
| 03/17/2012 | | |
| 03/31/2012 | | |
| 04/14/2012 | | |
| 04/28/2012 | | |
| 05/12/2012 | | |

Submit On-line instead of paper. This is a sample of the information that you will provide.

REASON FOR TRANSFER:
____ Employment End Date incorrect
____ Work-study awarded after student hired
____ Employment End Date Blank
____ Other (specify):______________________

You must notify the Student Employment Office by 6/08/12 if you want any hourly to work-study transferred for any of the pay periods above to charge in the 2011-2012 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 the Suspense/Employer Charges to Work-study Transfer request to our office by 6/22/12 to charge in the 2011-2012 Fiscal Year.

University of Colorado Boulder

# Late Pay (LTS) to Work-Study Transfer Request
# Academic Year 2011-2012

F I N A N C I A L   A I D   O F F I C E

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.***

**Please put the pay period end date the earnings belong too and not the date you submitted in time collection.**

| 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 2011** | | |
| 8/20/2011 | | |
| 09/03/2011 | | |
| 09/17/2011 | | |
| 10/01/2011 | | |
| 10/15/2011 | | |
| 10/29/2011 | | |
| 11/12/2011 | | |
| 11/26/2011 | | |
| 12/10/2011 | | |
| 12/24/2011 | | |
| **Spring 2012** | | |
| 01/07/2012 | | |
| 01/21/2012 | | |
| 02/04/2012 | | |
| 02/18/2012 | | |
| 03/03/2012 | | |
| 03/17/2012 | | |
| 03/31/2012 | | |
| 04/14/2012 | | |
| 04/28/2012 | | |
| 05/12/2012 | | |

Submit On-line instead of paper. This is a sample of the information that you will provide.

**Reason why student was paid late:** ______________________

***Please send a copy of the timesheet with this request***

You must notify the Student Employment Office by 6/08/12 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2011-2012 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 the Suspense/Employer Charges to Work-study Transfer request to our office by 6/22/12 to charge in the 2011-2012 Fiscal Year.

University of Colorado Boulder

# Suspense/Employer Charges Transfer Request Form
# Academic Year 2011-2012

F I N A N C I A L   A I D   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 2011**

| | | |
|---|---|---|
| 8/20/2011 | ______________________ | wsr:_____ wsc:_____ |
| 09/03/2011 | ______________________ | wsr:_____ wsc:_____ |
| 09/17/2011 | ______________________ | wsr:_____ wsc:_____ |
| 10/01/2011 | ______________________ | wsr:_____ wsc:_____ |
| 10/15/2011 | ______________________ | wsr:_____ wsc:_____ |
| 10/29/2011 | | wsr:_____ wsc:_____ |
| 11/12/2011 | | wsr:_____ wsc:_____ |
| 11/26/2011 | | wsr:_____ wsc:_____ |
| 12/10/2011 | | wsr:_____ wsc:_____ |
| 12/24/2011 | | wsr:_____ wsc:_____ |

Submit On-line instead of paper. This is a sample of the information that you will provide.

**Spring 2012**

| | | |
|---|---|---|
| 01/07/2012 | ______________________ | wsr:_____ wsc:_____ |
| 01/21/2012 | ______________________ | wsr:_____ wsc:_____ |
| 02/04/2012 | ______________________ | wsr:_____ wsc:_____ |
| 02/18/2012 | ______________________ | wsr:_____ wsc:_____ |
| 03/03/2012 | ______________________ | wsr:_____ wsc:_____ |
| 03/17/2012 | ______________________ | wsr:_____ wsc:_____ |
| 03/31/2012 | ______________________ | wsr:_____ wsc:_____ |
| 04/14/2012 | ______________________ | wsr:_____ wsc:_____ |
| 04/28/2012 | ______________________ | wsr:_____ wsc:_____ |
| 05/12/2012 | ______________________ | wsr:_____ wsc:_____ |

REASON FOR TRANSFER:____________________________________________________________________________

_____________________________________________________________________________________________

You must submit the Suspense/Employer Charges to Work-study Transfer request to our office by 6/22/12 to charge in the 2011-2012 Fiscal Year.

University of Colorado Boulder

FINANCIAL AID OFFICE

# Academic Year 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 who you are earning your work-study award with:

| Employing Dept/Agency Name | Address/ Campus Box | Employer phone | Supervisor Name/Email | Average Hours per Week **Suggest Limit 25 hours per week during the AY **** | Pay Rate | # of Weeks you plan to work* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

Submit On-line instead of paper. This is a sample of the information that you will provide.

**When figuring ... e 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).***

- **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**:

University of Colorado Boulder

**UNIVERSITY OF COLORADO BOULDER**
**OFFICE OF FINANCIAL AID**
**SCHEDULE OF BI-WEEKLY PAY PERIODS**
**WORK-STUDY EMPLOYER CALENDAR 2011-2012**

| PAY PERIODS<br>FALL SEMESTER (20 weeks): | TIME COLLECTION DUE | PAY DAY |
|---|---|---|
| August 07 - August 20 | August 25 | September 02 |
| August 21 - September 03 | September 08 | September 16 |
| September 04 - September 17 | September 22 | September 30 |
| September 18 - October 01** | October 06 | October 14 |
| October 02 - October 15 | **October 18 (TUESDAY)** | October 28 |
| October 16 - October 29 | November 03 | November 11 |
| October 30 - November 12 | **November 18 (FRIDAY)** | November 25 |
| November 13 - November 26 | December 01 | December 09 |
| November 27 - December 10 | **December 14 (WEDNESDAY)** | December 23 |
| December 11 - December 24* | December 29 | January 06 |

***Student who will graduate in the fall 2011 must stop working on 12/16/11.**

| PAY PERIODS<br>SPRING SEMESTER (20 WEEKS): | TIME COLLECTION DUE | PAY DAY |
|---|---|---|
| December 25 - January 07 | January 12 | January 20 |
| January 08 - January 21 | January 26 | February 03 |
| January 22 - February 04** | February 09 | February 17 |
| February 05 - February 18 | February 23 | March 02 |
| February 19 - March 03 | March 08 | March 16 |
| March 04 - March 17 | March 22 | March 30 |
| March 18 - March 31 | April 05 | April 13 |
| April 01 - April 14 | April 19 | April 27 |
| April 15 - April 28 | May 03 | May 11 |
| April 29 - May 12 | May 17 | May 25 |

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

## IMPORTANT DATES TO REMEMBER

| | |
|---|---|
| August 06, 2011 | Last working day of the summer for students. Any unearned Summer Work-Study is automatically cancelled after this date. |
| August 07, 2011 | First day students can begin working for the academic year. |
| August 11, 2011 | Last due date for Time Entry for the final pay period of summer. |
| December 16, 2011 | Last working day for student's **graduating/leaving** in the fall semester. |
| December 25, 2011 | First day students **enrolled** for spring semester can begin working for the spring semester. |
| May 12, 2012 | 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, 2011 for fall and by February 4, 2012 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. 22, 2011 | First Day of Fall Classes |
| Sep. 5, 2011 | Labor Day Holiday (campus closed)*** |
| Nov. 21-23, 2011 | Fall Break |
| Nov. 24-25, 2011 | Thanksgiving (campus closed) |
| Dec. 09, 2011 | Last Day of Fall Classes |
| Dec. 10-15, 2011 | Fall Finals Week |
| Dec. 16, 2011 | Fall Commencement. ***Last day graduating students can work for fall.*** |
| Dec. 23 & 26, 2011 | Christmas Holiday (campus closed)*** |
| Jan. 2, 2012 | New Year's Eve Day (campus closed) *** |
| Jan. 16, 2012 | Martin Luther King Holiday (campus closed) *** |
| Jan. 17, 2012 | First Day of Spring Classes |
| Mar. 26 - 30, 2012 | Spring Break (campus closed Fri. Mar. 30) *** |
| May 04, 2012 | Last Day of Spring Classes |
| May 05-10, 2012 | Spring Finals Week (there are no exams on Sun., May 6) |
| May 11, 2012 | Spring Commencement |

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

# SUMMER FORMS

# *Hourly to Work-Study Transfer Request*
# *Summer 2012*

FINANCIAL AID OFFICE

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 2011-2012** | | |
| 05/26/12** | ____________ | ____________ |
| 06/09/12** | No STH or LTS transfers for this pay period. **ONLY** will be moved for departr | ____________ |
| 06/23/12*** | No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments | ____________ |
| **Fiscal Year 2012-2013** | | |
| 07/07/12 | ____________ | ____________ |
| 07/21/12 | ____________ | ____________ |
| 08/04/12 | ____________ | ____________ |
| 08/18/12 | ____________ | ____________ |

Submit On-line instead of paper.
This is a sample of the information that you will provide.

REASON FOR TRANSFER:

____ 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 6/08/12 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-complete the Suspense/Employer Charges Transfer Request form. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

University of Colorado Boulder

# Late Pay (LTS) to Work-Study Transfer Request
# Summer 2012

F I N A N C I A L   A I D   O F F I C E

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 2011-2012** | | |
| 05/26/12** | ______ | ______ |
| 06/09/12** | No STH or LTS trans for this pay period. **O** will be moved for depa | ______ |
| 06/23/12*** | No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments | ______ |
| **Fiscal Year 2012-2013** | | |
| 07/07/12 | ______ | ______ |
| 07/21/12 | ______ | ______ |
| 08/04/12 | ______ | ______ |
| 08/18/12 | ______ | ______ |

Submit On-line instead of paper. This is a sample of the information that you will provide.

**Reason why student was paid late:** ________________________________

***Please send a copy of the timesheet with this request***

* You must notify the Student Employment Office by 6/08/12 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2011-2012 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**

University of Colorado Boulder

# Suspense/Employer Charges Transfer Request Form
## *Summer 2012*

F I N A N C I A L  A I D  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. |

**Fiscal Year 2011-2012**

| | | |
|---|---|---|
| 05/26/12 | | wsr:__________ wsc:________ |
| 05/09/12 | | wsr:__________ wsc:________ |
| 06/23/12 | | wsr:__________ wsc:________ |

Submit On-line instead of paper. This is a sample of the information that you will provide.

**Fiscal Year 2012-2013**

| | | |
|---|---|---|
| 07/07/12 | ______________________ | wsr:__________ wsc:________ |
| 07/21/12 | ______________________ | wsr:__________ wsc:________ |
| 08/04/12 | ______________________ | wsr:__________ wsc:________ |
| 08/18/12 | ______________________ | wsr:__________ wsc:________ |

You must notify the Student Employment Office by 6/08/12 if you want any transfers done for the 2011-2012 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**

University of Colorado Boulder

F I N A N C I A L   A I D   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* |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |

Submit On-line instead of paper. This is a sample of the information that you will provide.

*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 2012-13 financial aid award offer as a resource. <u>You are expected to save this amount from your summer earnings to use toward your 2011-12 school-year expenses.</u>***

**You must begin earning your work-study award by June 09, 2012. 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).***

- **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 or until term has ended.
- 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:

University of Colorado Boulder

# UNIVERSITY OF COLORADO BOULDER
# 2012 SUMMER BI-WEEKLY PAYROLL CALENDAR

| Pay Periods | Time Collection Due | Pay Day |
|---|---|---|
| May 13 – May 26 | May 31 | June 08 |
| May 27 – June 09 | June 14 | June 22 |
| June 10 – June 23 | June 28 | July 06 |
| June 24 – July 7 | July 12 | July 20 |
| July 08 – July 21 | July 26 | August 03 |
| July 22 – August 04 | August 09 | August 17 |
| August 05 – August 18* | August 23 | August 31 |

***Student who will graduate in the summer 2012 must stop working on 08/11/12.**

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 12, 2012** | Last working day of the academic year for work-study student employees. |
| **May 13, 2012** | First working day for summer work-study student employees |
| **August 11, 2012** | Last working day of the summer for students who will **graduate/leaving** in the summer. |
| **August 18, 2012** | Last working day of the summer for work-study student employees |
| **August 19, 2012** | First day students can begin working for the academic year. |
| **August 23, 2012** | Last due date for Time Entry for the final pay period of summer. |

**If a student is awarded summer work-study, they must begin earning their work-study award by June 09, 2012. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/09/2012 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

| | |
|---|---|
| **May 04, 2012** | **Last day of spring 2012 Classes** |
| **May 05-10, 2012** | **Spring 2012 Finals Week** |
| **May 11, 2012** | **Spring 2012 Commencement** |
| **May 14, 2012** | **First day of Term M classes** |
| **June 01, 2012** | **Last day of classes and finals for Term M** |
| **May 28, 2012** | **Memorial Day - University Holiday (Campus Closed)**** |
| **June 04, 2012** | **First day of Terms A, C & D classes** |
| **July 06, 2012** | **Last day of classes and finals for Term A** |
| **July 4, 2012** | **Independence Day Observed - University Holiday (Campus Closed)**** |
| **July 10, 2012** | **First day of Term B classes** |
| **July 27, 2012** | **Last day of classes and finals for C** |
| **Aug. 10, 2012** | **Last day of classes and finals for B & D** |
| **Aug. 11, 2012** | **Summer 2011 Commencement (no official ceremony). Last day a student graduating/leaving in the summer can work.** |
| **Aug. 27, 2012** | **First Day of Fall 2012 Classes** |

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

# WEB LINKS REFERENCE in this HANDBOOK

| | |
|---|---|
| Acceptable I-9 Documents | http://www.uscis.gov/files/form/i-9.pdf page 5 |
| Accounting and Business Support | http://abs.colorado.edu/Default.htm |
| Additional Pay | https://www.cusys.edu/pbs/proceduresguide/1.2.04.html |
| Affirmative Action/Equal Opportunity Policy | http://www.colorado.edu/policies/aaeop.html |
| Background Checks (UCB) for Applicants for Employment | http://www.colorado.edu/policies/backgroundcheck.html |
| Boulder Campus Employment Eligibility Procedures | http://hr.colorado.edu/Director/Pages/I-9.aspx |
| Confidential Recycling | http://ecenter.colorado.edu/recycling/additional-services/shredding |
| CU Conflict of Interest and Nepotism | https://www.cu.edu/policies/aps-az.html |
| CU Policy on Drugs & Alcohol | https://www.cu.edu/policies/aps-az.html |
| Direct Deposit Administrative Policy Statement | https://www.cu.edu/policies/aps/hr/5018.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 UCB Policy | http://www.colorado.edu/policies/discrimination.html |
| Discrimination and Harassment Office | http://www.colorado.edu/odh/index.html |
| Discrimination and Harassment Training | http://www.colorado.edu/odh/training.html |
| Emergency Contact Worksheet | http://www.cusys.edu/pbs/forms/ |
| Employer Listserv | http://www.colorado.edu/studentemployment/supervisorresources.html |
| Employer Request for Student Work-study | http://www.colorado.edu/studentemployment/oncampusforms.html |
| Employer View Screen | http://www.colorado.edu/studentemployment/pdf/employer_view.pdf |
| Environmental Health and Safety | http://www.colorado.edu/ehs/index.html |
| Environmental Health and Safety-General Emergency Guidelines Phone List | http://www.colorado.edu/ehs/pdf/EmergencyManagement.GeneralEmergencyGuidelines.pdf |
| Fair Labor Standards Act (FLSA) | http://www.dol.gov/elaws/esa/flsa/screen5.asp |
| FERPA | http://registrar.colorado.edu/regulations/ferpa_guide.html |
| Fire and Other Building-Related Emergencies | http://www.colorado.edu/ehs/programs/fire.html |
| Foreign Students | http://www.colorado.edu/oie/isss/index.html |
| Graduate Student Employees | http://www.colorado.edu/GraduateSchool/ |
| Hazardous Materials and Waste Management | http://www.colorado.edu/ehs/programs/hazardous.html |
| How Supervisors Can Improve Morale | http://www.colorado.edu/studentemployment/pdf/improvemorale.pdf |
| Injuries on the Job | https://www.cu.edu/content/workerscompensation |
| International Students | https://www.cusys.edu/pbs/payadmin/groups/international.html |
| Job Announcement Remove Posting | http://www.colorado.edu/studentemployment/removejobon.html |
| Job Announcement-Post On-line | http://www.colorado.edu/studentemployment/filljobon.html |
| Job Postings in myCUinfo | http://mycuinfo.colorado.edu |
| Figure Work-study Balance/Availability for AY and Summer | http://www.colorado.edu/studentemployment/oncampusforms.html |
| PBS Student Retirement Fact Sheet | https://www.cusys.edu/pbs/benefits/type/students.html select SERP fact sheet |
| Personal Information Worksheet | http://www.cusys.edu/pbs/forms/ |
| Records Retention | https://www.cu.edu/policies/aps/administrative/2006.html |
| Recognition for Student Employees | https://www.cu.edu/psc/procedures/ |
| Recognition and Training | https://www.cu.edu/psc/procedures/ |
| Request to Hire Non-CU Student Form | http://www.colorado.edu/studentemployment/oncampusforms.html . |
| Set Up Forms (for Payroll and Benefit Services) | http://www.cusys.edu/pbs/forms/ |
| Shots Fired (Recommendations for Active Harmers) | http://www.colorado.edu/police/safety/shotsfired.html |
| Social Security Card Filing Policy | https://www.cu.edu/pbs/proceduresguide/1.1.09.html |
| Social Security Office | http://www.socialsecurity.gov/ssnumber |
| Statement Concerning Social Security SSA-1945 | http://hr.colorado.edu/Pages/Forms.aspx |
| StayConnected Program | http://registrar.colorado.edu/students/stayconnected.html |
| Step-by-Step Guides (HRMS/System) | https://www.cusys.edu/pbs/hrms/resources/sbs.html |
| 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 |
| Summer Financial Aid | http://www.colorado.edu/finaid/summerschool.html |
| Temporary Employees | http://hr.colorado.edu/es/Pages/Temps.aspx |
| Time Off Program | http://registrar.colorado.edu/students/timeoffprogram.html |
| University Campus Disaster Response Plans | http://www.colorado.edu/ehs/index.html |
| Victim Assistance Website | http://cuvictimassistance.com/ |
| W-4 Form | http://www.cusys.edu/pbs/forms/ |
| Weather Related Emergencies | http://www.colorado.edu/ehs/programs/weather.html |
| Work-study Increase Request Form (AY or Summer) | http://www.colorado.edu/studentemployment/oncampus.html |

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