

Student Assistant Position

This procedure is for hiring a student assistant (can be undergrad or graduate student). These positions are paid hourly on a biweekly basis.

Procedure:

1. Submit the **Student Assistant Payroll Action Request (PAR form)** to the Business Office via email.
2. For a new hire, please include the personal information and emergency contact worksheet forms.
3. Forms:
 - [Payroll action request \(PAR\) form](#)
 - [Personal information worksheet](#)
 - [Emergency contact worksheet](#)

Departmental Policies:

- Paperwork must be submitted to the Business Office **a minimum of two weeks prior to the students' effective hire date.**
 - At the beginning of fall, spring and summer semesters, paperwork must be submitted a month in advance in order for the Business Office to process the high volume of requests.
- Incomplete forms will be returned and will need to be re-submitted when complete.
- Paperwork submitted late cannot guarantee that a student will be set up by the requested hire date. Students should not begin working until hiring process is complete.
- Students are required to submit biweekly timesheets through MyLeave. Timesheets need to be submitted and approved by Tuesday by 12 pm following each pay period.
 - Timesheets submitted late will be processed in the following pay period.
 - Timesheets submitted late for students with work-study awards will require additional paperwork from the supervisor to convert hourly pay to work-study. Please keep in mind work-study funds are not guaranteed.
- [Biweekly pay periods and timesheet deadlines](#)
- [Departmental timesheet policy](#)

University Policies:

- Students may not work more than 25 hours/week during the academic year.
 - May work 40 hours/week during the summer
- International students may not work more than 20 hours/week during the academic year.

Additional Information:

- Student Employment website:
 - <http://www.colorado.edu/studentemployment/>
- Student employer handbook (on-campus):
 - <http://www.colorado.edu/studentemployment/policies>