



1. Complete an Employer Profile, submit a new job for posting, submit changes to an existing job posting at <https://studentjobs.colorado.edu/>.
2. The Colorado Equal Pay for Equal Work Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

For records retention requirements, Student Employment is required to retain a copy of the job posting (showing the location where it was posted) used for each hire for the lifecycle of the employee plus 2 years. Since CU is the hiring department, your agency must post the position on our job boards so we can have a record of the job posting, location posted, and this document will be placed in the students' files.

3. Have student show you their award acceptance email, which indicates that they have been awarded work-study, or call Student Employment at 303-492-3548 to verify the student's award.
4. Interview student.
5. Discuss job expectations. Be sure the student understands the number of hours per week, which can be worked in order to earn the full work-study award.
6. Log into your profile at <https://studentjobs.colorado.edu/> and remove your job posting when the position has been filled.
7. Notify Student Employment by email (brenda.duran@colorado.edu) when hiring a student and follow the appropriate payroll set-up procedures as outlined in the off-campus employer handbook. Failure to do so will result in a 100% charge to the employer.
8. Student must set up a meeting with the Office Manager for Student Employment. Student must bring a valid driver's license and social security card when they meet with office manager. **No copies will be accepted so bring all original documents!!**
9. Obtain a Work-Study Eligibility Form (see appendix section f & g in the [off-campus handbook](#)) from Student Employment, which indicates that the student has completed the necessary paperwork and is eligible to earn their work-study award. **Student cannot begin working until you have received this form.**
10. Have student complete a timesheet (see appendix section e in the [off-campus handbook](#)) each biweekly pay period. The total hours worked should be recorded on Time Collection Screens. The actual timesheet must be retained by your agency for a minimum of 3 years (5 years recommended).
11. Keep track of the hours worked. The employer is charged 100% of any earnings which exceed the student's work-study limit. The employer and the student should keep track of the work-study eligibility so that the student's work-study limit is not exceeded. You may keep track by using one of the spreadsheets found on our website under forms.
12. Use the Schedule of Pay Periods (for academic year or summer) in the Appendix section in the [off-campus handbook](#) to reference Time Collection due dates. It is extremely important that the student's time is submitted to the Payroll Department by Noon on the date they are due for each pay period to assure that your student employees are paid in a timely manner.

Hire Check List for Off-Campus Work-study Employers

13. Remember that work-study hours submitted after the last Time Collection due date for the session (either academic year or summer) will result in a charge of 100% to the employer.
14. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 150% (time and half) for any overtime hours (in addition to the Administration, Benefits, and mediatx charges).
15. Work-study students cannot be paid sick leave out of work-study funds. Employers will be charged 100% for any sick leave (but will not be charged the additional Administrative, Benefit and mediatx charges).