Hire Checklist for Off-Campus Work-study

1. Complete an Employer Profile by sending an email to studentemployment@colorado.edu with the following information: Agency Name, website, and brief description of the job(s) you'll post. The Career Services Office will create a profile for your agency and provide instructions to post a position in Handshake

2. Post the position in Handshake. Must have a minimum pay rate of $16.00 per the University's minimum wage rate. 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 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. The job posting must be posted on Handshake for a minimum of three (3) business days for all undergraduate student assistant employees.

    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. You must send Student Employment a copy of the job posting with location posted, begin/end dates of the posting. This document will be placed it in the students' files.

3. Have student show you their award acceptance email, which indicates that they have been awarded work-study, email Brenda.Duran@Colorado.edu or call Student Employment at 303-492-3548 to verify the student's award.

4. Interview student and determine if you would like to offer anyone the position. You can send them an offer letter but it's not required. You can use the one our website and adjust to your needs or your agency can create one. Our office would need a copy of that offer letter. Send them the Hire Packet to complete and submit to Brenda.Duran@Colorado.edu

5. Log into your Handshake. profile and remove your job posting when the position has been filled if you are no longing hiring.

6. Notify the Student Employment by email (brenda.duran@colorado.edu) that you wish to hire the student(s). You must provide student name, student id (they can provide that to you), payrate, start date, and job posting.

7. Our office will send them a link to complete the Employment Verification document.   Student must bring their original documents to the HR office. Documents that are best to bring are a valid driver's license and social security card. *No copies will be accepted so they must bring all original documents!!* **This must be completed within 3 days of being hired.**

8. Our office will send the agency a Work-Study Eligibility Form (see appendix B & C) which indicates that the student has completed the necessary paperwork and is eligible to earn their work-study award. Students cannot begin working until you have received this form.

9. 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. See our Student Hourly Employee Work Policy.

10. Have student complete a timesheet each biweekly pay period. See appendix E for the correct way a timesheet should be completed. Email the timesheet to Brenda.Duran@Colorado.edu by the time collection deadline for off-campus. 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 so they do not exceed their work-study award. 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 work-study balance spreadsheets found on our website under forms>off-campus work-study employer forms.

12. Submit a work-study increase request form if you would like the student to work more than the current work-study award limit allows. There is no guarantee that an increase can be granted, so it's best practice to submit one as soon as you hire the student.

13. Use the Payroll Dates calendar for the academic year or summer time collection due dates. It is extremely important that the student's time is submitted to the Student Employment Office by Noon on the date they are due for each pay period to assure that your student employees are paid in a timely manner.

14. 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 and we cannot guarantee we can correct it to work-study.

15. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 100% for any overtime hours (in addition to the Administration, Benefits, and meditax charges).

16. Work-study students cannot be paid sick leave out of work-study funds. Employers will be charged 100% for any sick or family leave.

17. Send an email to Brenda.Duran@Colorado.edu if you wish to terminate their employment. Include the student's name and last day of employment. Be sure the student has approved their final timesheet and submitted to our office.