

Student Employee Hiring Checklist

Use this list to start hiring CU Boulder student employees.



Student Employment
UNIVERSITY OF COLORADO BOULDER

1. Follow the steps on the [Post a Job webpage](#) to create an employer account on [Handshake](#). that match the type of positions you'll post to create an employer account on [Handshake](#).
2. Interview student(s).
3. Offer the position to the student to make sure they're still interested via email or phone.
 - Optional: [Download our student job offer template](#)
4. Once your position is filled, log into your profile and remove the job posting in [Handshake](#).
 - To comply with the Equal Pay Act, you must keep a record of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment.
5. Have new students complete all necessary paperwork (section 6 of [handbook](#)). Enter information into HCM following the appropriate set-up procedures as outlined in the [handbook](#); if the student has work-study, be sure the student is set up correctly in HCM or it will result in a 100% charge to your departmental account.
6. If the student has never worked for the University, the student will need to set up their W-4 Withholding and Direct Deposit in MyCUInfo as soon as they have the CU Resources tab. This usually takes 3-5 days after hiring to appear in portal.
7. If the student has never worked for CU Boulder, they must [complete an I-9 form with HR](#) (unless your department is authorized to approve I-9's) within the first three days of employment.
 - [Review Form I-9 acceptable documents](#)
 - Remind your student employees that they must bring their original documents and copies of any documents will not be accepted.
8. Students must complete the [SSA-1945 form](#) to be placed in their personal file with your department.
9. International students must see the International Student and Scholar Services Office (ISSS) first to see if they are eligible to work. They must complete U.S. tax residency status, determining tax treaty eligibility, and securely exchanging forms and documents in the [International Tax Online Platform](#).
10. Review [CU Boulder's Alcohol & Drugs Guidelines for employees](#) and provide a link to the student.
11. If you are hiring a work-study student, be sure the student understands how many hours may be worked per week in order to earn the full work-study award.
12. If needed, submit a [work-study increase request](#) online as soon as possible. Please note, however, there is no guarantee an award may be increased.
13. Have student complete any required trainings in your department if they need access to the Human Capital Management (HCM) or Campus Solutions (CS) systems. Review and give any internal office training sessions.

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14. Have the student keep track of the hours worked in MyLeave or the department time keeping system. Student and supervisor must approve the timesheet bi-weekly to be paid. Dates can be found on the [payroll calendar](#) found on the Student Employment website. (see records retention or time record section for how long-time sheets must be kept on file). Work-study students must be paid on a bi-weekly basis.
15. **The employer and the student are responsible for keeping track of the work-study eligibility, so the student's work-study limit is not exceeded.** The employer is charged 100% of any earnings which exceed the student's work-study limit. Use the [Work-study Balance Worksheets](#) found on the Student Employment website under forms>employer forms>on-campus employer forms> to help track their available balance.
16. 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.
17. Work-study students cannot be paid overtime (over 40 hours per week), jury duty or for accrued sick leave with work-study funds. Employers will be charged 150% for any overtime and 100% for any jury duty and sick leave.