

ON-CAMPUS STUDENT EMPLOYMENT PROCEDURES

Academic Year 2024-25
Summer 2025



Student Employment
UNIVERSITY OF COLORADO **BOULDER**

TABLE OF CONTENTS

Introduction	4
Types of Student Employees with Additional Requirements Not Addressed in this Handbook	
Graduate Student Employees	4
Foreign Student Employees	4
Student Employment Google Groups	4
Section 1: Important Student Employment Information	
Students Who Graduate or Withdraw	5
Leave of Absence Program	5
Definition of an On-Campus Employer	5
Final Academic Year Bi-weekly Pay Period	6
Final Summer Bi-Weekly Pay Period	6
End-of-Year Payroll Expenses Transfer Requests Involving Work-study	6
Satisfactory Academic Progress (SAP)	6
Student Assistant Begin and End dates for Academic Year and Summer	6
Full Year Appointment	6
Fall Only Appointment	6
Spring Only Appointment	6
Summer Appointment	6
Section 2: Student Employee Hiring Information	
Affirmative Action/Equal Opportunity Policy	7
Colorado Equal Pay for Equal Work Act	7
FERPA-Family Educational Rights and Privacy Act	7
Definition of a UCB Student Employee	8
Advertising Your Student Employment Position	8
Create or update Departmental Handshake Account	8
Posting your Position	8
Hourly vs. Work-study Employment	9
Summary of Student Employment Charges to Your FOPPS	9
Student Assistant Job Descriptions and Pay Ranges	9
Hiring a Non-CU Student in a UCB Student Job Class	10
Bi-weekly Salaried Pay	10
Section 3: Student Employment Policies and Procedures	
Additional Pay	11
Audits and Student Appointments	11
Background Checks	11
Breaks	11
Conflicts of Interest and Nepotism	12
CU Policy on Drugs and Alcohol	12
Direct Deposit Policy/Form(s)	12
Driving for Position Hired	12
Employee Termination Reasons	12
Employment Eligibility Verification Form (I-9)	13
Environmental Health & Safety	14
Gifts for UCB Student Employees	14
Jury Duty Pay Policy for UCB Student Employees	14
On-the-Job Injuries	14
Over Payments	15
Overtime	15
Records Retention Requirements	16
Responsible Conduct of Research (RCR)	16
Student Employee Retirement Information	16
Student Sick Leave	17

University of Colorado Boulder On-Campus Student Employment Procedures

Family Leave (FAMLI)	17
Verification of Employment	17
Volunteering	18
W-2 Form	18
W-4 Form	18
Work Schedules	18
Working During Class Time	19

Section 4: Resources

Disability Services	19
Interviewing and Selection Guidelines for Supervisors	19
Evaluations	19
Handshake	19
Recognition for Student Employees	20
Referring Student for Jobs, Internships, a Graduate School	20
Remote Work	20
Student Employee of the Year Award	20
Victim Assistance	20

Section 5: Work-study Information

Work-Study Eligibility	21
Academic Year	21
Summer	21
Work-study Appointments and Additional Jobs	21
Work-Study Award Limits	22
Work-study Award Balances	22
Determining Work-Study Status	22
Using Employer View Screen to Verify a Students' Work-Study Award	22
HCM Work-Study Page	23
Students Award Letter	24
Work-Study Increases	24
Work-Study Employer Letters	24
Work-Study Awards are Cancelled During a Term for the Following Reasons	24

Section 6: Setting Up a UCB Student in HCM

HCM Student Employment Set-Up Procedures	25
Job List Query	26
STEP 1: HCM Manual Data Entry:	26
1a. Creating and Updating a Position	26
STEP 2: Hiring the Student into the Position (HCM Process)	26
2a. NEW HIRE: Hiring a student who has never worked for the University	27
2b. ADDITIONAL JOB	27
Transferring a Student Employee in HCM	28
Termination in HCM	29
Updating the Student Address on HCM	29
Changing the Student's Pay Rate	29

CU Careers Hire Process

CU Careers (Taleo) ATS Hire:	29
Hiring the Student through CU Careers	30

Section 7: Information on Time Collection and Time Reporting

Completing and Reviewing Time Sheets	30
Personnel Effort Reporting for Hourly Employees	31
Time Entry Processing Procedures	32
Payroll Expense Transfer Requests and Suspense Transfers	32
Helpful HCM Reports	33

University of Colorado Boulder On-Campus Student Employment Procedures

Forms Online ([Submit the following forms on-line on the Student Employment Website](#) see the website if you need explanation of form): ----- 34

Exception Request for Student Employee Work Hours Policy

Work-study Request

Payroll Expense Transfer Request Forms

- Hourly to Work-study Transfer Request
- Late Pay (LTS) to Work-Study Transfer Request
- Suspense/Employer Charges Transfer Request Form

Request to Hire a Non-CU Student in a UCB Student Job Class

Work-Study Increase Request Form: Academic Year or Summer

Additional forms available on the Student Employment Website: ----- 35

Disciplinary Action Form

Employee Evaluation Report

Employers Checklist to Hire Student Employees

Late Termination Policy Form

Reminder Form for W4/Direct Deposit/Discrimination-Harassment Completion

Student Assistant Job Performance Termination Policy Form

Student Assistant Request Time-Off Form

Student Job Offer Letter

Student Job Application

Work-study Balance Worksheet (excel spreadsheets)

[Contact Information](#) ----- 36

[How to Read the CU Work Study Awards](#) ----- 37

[How to Mark your Department to use Work Study Award](#) ----- 39

[Verify Work-Study and Mark to Use Award Flowchart](#) ----- 42

INTRODUCTION

This handbook is intended to assist HR Liaisons in the set-up of their **student employees** in the Human Capital Management (HCM) system. 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.

Student Employment is supported by Career Services, Financial Aid, and campus Human Resources. Career Services is responsible for managing the job posting board (Handshake), Student Employee of the Year (SEOTY), and resources for hiring managers and supervisors of student employees. Financial Aid serves as campus experts for work study, reviews exemption requests, and notifies students and campus employers when policies are violated. Campus Human Resources establishes the yearly payroll calendar and sets pay ranges and student assistant levels.

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, including 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 policies and how to set up HCM appointments involving TA/GA/GPTIs, please refer to the Graduate Student Appointment Manual, under Funding Resources (scroll to the bottom), then Funding Administration, which can be found at: <https://www.colorado.edu/graduateschool>.

Foreign Student Employees:

Depending on a foreign student's status there may be various restrictions on their 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 <https://www.colorado.edu/iss>. Offer letter for international students can be found the International Student and Scholar Services website under Forms and Handouts>[Social Security Number \(SSN\) Application Instructions](#).

Please also refer to requirements for International Tax Status and Completion of tax Forms on Employee Services website <https://www.cu.edu/employee-services/international-tax>.

Student Employer Google Groups

Student Employment administers a [Google Group](#) for on-campus student employers. The purpose of this Google Group 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:

- Using the same email account that you want to use for your Google Group membership, open your email client and type the Google Group's email address into the To: field, and add +subscribe before the @symbol.
To Field: **custudentemployers+subscribe@colorado.edu**
- **Leave the subject and body of the message blank.** They do not need to contain any content.
- After you have submitted your request, you will receive an email to confirm the subscription. We recommend you ignore the button to click and instead **reply to the message in their email client.**
- If the Google Group settings permit it, you will join the Group after a short waiting period.

To **unsubscribe** or Leave Group, follow the steps below:

- Using the same email account that you used for your Google Group membership, open your email client and type the Google Group's email address into the To: field, and add +unsubscribe before the @ symbol.
To Field: custudentemployers+unsubscribe@colorado.com
- **Leave the subject line and body of message blank.** The Group should unsubscribe you after a short waiting period.

SECTION 1 – IMPORTANT STUDENT EMPLOYMENT INFORMATION

Students Who Graduate or Withdraw:

Students who withdraw are no longer eligible to work as student employees as of the date they withdraw. Hourly or work-study students who graduate or withdraw from the University must be removed from their student job classes (see [Employee Termination](#) in this handbook). Graduating students must stop working by the [degree conferral date](#) for the term in which they graduate. The degree conferral date may be different from the end of a pay period. Students who graduate, but who have been accepted for and enrolled in another program of study at CU in the next semester may continue in their student job classes. If you wish to hire a student once they withdraw or graduate, you can work with [Human Resources](#) directly.

Students in the Leave of Absence Program (LOA):

Students are allowed to take a leave of absence from the University of Colorado Boulder; however, the leave-of-absence process differs for undergraduate and graduate students.

Undergraduate students may take up to two semesters off plus summer after their last graded semester at CU Boulder without having to apply for a leave of absence. Please refer to the [Return Chart](#) for more details. **However, undergraduate students may choose to participate in certain optional CU Boulder benefits during their semesters away.** Students who formally enroll to participate in the "Leave of Absence" program are **eligible** to work as hourly student employees for up to one year. To see if a student is on the Leave of Absence program you will need to request view access from the Registrar's Office to see the student group RG19.

Graduate students must apply for a leave of absence for the Fall or Spring semesters. Graduate students who do not apply will be discontinued and must reapply to the university in order to return to CU Boulder. A graduate student's status can be viewed in Campus Solutions by navigating to **Student Records>Records and Enrollment>Student Records>Program/Plan Changes>Student Program/Plan**. On that page, enrolled students will display as Status: Active in Program with Program Action RLOA (return from leave of absence) and the effective date will show a future date when the student returns.

If a student is called to military active duty, please see Registrar's "[Military Personnel & Emergency Workers](#)" webpage for more information.

For more information on LOA you can visit see "[Leave of Absence Program](#)" on their website or you can call the Registrar's Office at x2-6970.

Definition of an On-Campus Employer:

On-campus employment refers to employment where a student is hired by an affiliated unit or department of the University of Colorado Boulder campus and paid by CU Boulder. Students can find listings of on-campus jobs through Handshake. **Beware**, however, that some organizations who are located on campus (or close to campus), do **NOT qualify** as on-campus employment under the F-1 regulations for international students. Following are some examples of organizations that are **NOT** on-campus employers: The Graduate School of Banking, CU Foundation, National Center for Atmospheric Research (NCAR), University Corporation for Atmospheric Research (UCAR), National Institute of Standards and Technology (NIST), National Oceanic and Atmospheric Administration (NOAA), Panda Express, and Subway.

International students should check with [ISSS](#) before agreeing to work at any position. Students are responsible for making sure on-campus employment meets the requirements for on-campus work

authorization. International students working without authorization are subject to termination of their F-1 status, which can negatively affect future admission to the U.S. They should see an international student adviser with any questions about these requirements before accepting employment.

Final Academic Year 2024-25 and Summer 2025 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 HCM Time Collection **ON TIME**. View the Student Employment [Payroll Calendars](#) for academic year and summer deadline dates.

24-25 Academic Year by May 15, 2025
Summer 2025 by August 21, 2025, for work-study

Watch for HR User Alerts or check the [ES payroll calendars](#) for any changes to payroll deadline dates.
Please note: Although you can submit late pay as LTS, any academic year or summer work-study hours turned in after the term has ended will be charged 100% to the employer and the department will need to request those funds to be moved to work-study. There is no guarantee a transfer can occur due to fiscal year end or funding.

End-of-Year Payroll Expense Transfer Requests Involving Work-Study:

Your department **MUST** review its Peoplesoft financial statements on a timely basis, no less than monthly and more frequently as the end of the fiscal year approaches. 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 on-campus '[Late Pay/Hourly to Work-Study](#)' or "Suspense/Employer Charges" [Transfer Request form\(s\)](#). Due to 2023-24 fiscal year-end close deadlines, all end-of-year expense transfer requests **involving work-study** must be submitted to Student Employment (77 UCB) by **June 8, 2024**. **Due to fiscal year end, the final two bi-weekly pay periods in the fiscal year will not be available for an expense transfer from hourly and/or late pay to work-study. However, you may contact our office to see if an exception can be made.** We will do our best but there is no guarantee.

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. Pace (attempted vs. completed hours)
3. Maximum Timeframe

Student Employment will notify an employer 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 your department will be responsible for paying 100% of their hourly wage. Students could appeal their SAP status, and if their financial aid eligibility is reinstated, they can resume earning their work-study. For more information about SAP, see <https://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy>.

Student Appointment Begin/End Dates for Academic Year 2024-25 and Summer 2025:

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

2024-25 Full Academic Year Appointment	08/18/24 - 05/10/25
2024 Fall Only Appointment	08/18/24 - 12/21/24
2025 Spring Only Appointment	12/22/24 - 05/10/25
2025 Summer Appointment	05/11/25 - 08/16/25

Time Entry for the 05/10/25 and 08/16/25 pay periods must be entered into HCM time collection **ON TIME**. *The last bi-weekly pay period that will be posted to the 2024-25 fiscal year will be pay period ending 07/19/25. This pay period will be posted 100% 2024-2025 fiscal year.*

Look out for HR User Alerts or check the ES payroll calendars for any changes to payroll deadline dates or shift in final pay period posting to the fiscal year. *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.*

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, sexual orientation, 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: <https://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy>.

Colorado Equal Pay for Equal Work Act:

The Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), signed into law by the Colorado Governor on May 22, 2019, and effective January 1, 2021, amends Colorado law to provide new wage discrimination and employer provisions. The law prohibits wage discrimination by requiring that an employer shall not discriminate between employees on the basis of sex, or on the basis of sex in combination with another protected status, by paying an employee of one sex a wage rate less than the rate paid to an employee of a different sex for substantially similar work (based on a composite of skill; effort, which may include consideration of shift work; and responsibility), regardless of job title. A wage rate differential is permissible if at least one of the following factors accounts for the entire wage rate differential: a seniority system, a merit system, a system that measures earnings by quantity or quality of production; the geographic location where the work is performed; education, training or experience to the extent that they are reasonably related to the work in question; or travel, if the travel is a regular and necessary condition of the work performed.

The 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.

The job posting must be posted on Handshake for a minimum of three (3) business days for all undergraduate student assistant employees. Graduate student job postings are not required. Refer to [CU Boulder Job Posting Requirements | Human Resources | University of Colorado Boulder](#) with any questions.

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: <https://www.colorado.edu/registrar/students/records/ferpa>.

In order to verify a student's, identify, they will need to set up a Security Pass Phrase in [Buff Portal](#) in order to speak with areas around campus like the Financial Aid Office, Bursar's Office, and the Registrar's Office on the phone.

Definition of a CU Boulder Student Employee:

Student Employment reviews and monitors the eligibility of all employees who are currently active in student job classes in HCM. **Only students who are current CU Boulder degree-seeking students either on main campus or through continuing education qualify for student jobs.**

♦ **Academic Year Requirements**

- ❖ Undergraduates must be enrolled in at least six 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 three credit hours in order to receive work-study but can work in a student job class if they are considered full-time according to the [chart](#) in this handbook.

♦ **Summer Requirements**

- ❖ Enrolled in Summer **OR** enrolled in previous spring semester and upcoming fall semester.
- ❖ Work-study student employees must have both the current academic year FAFSA and the 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 during periods when classes are in session.

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.

Advertising Your Student Employment Position:

Handshake is provided free of charge to on-campus employers and CU students seeking employment. All hiring and compensation for work performed by student employees is handled directly between the student and the employer. Please read our disclaimer at <https://www.colorado.edu/studentemployment/disclaimer>.

Create or Update Department Handshake Account:

If your department does not have an active Handshake account, request a free account by emailing studentemployment@colorado.edu with the following information:

Department name, brief description department, physical address, and website. Include the names of additional faculty and staff in the department that hire students and an estimated number of staff and faculty in the department.

Posting your Position:

Be sure to read the [Colorado's Equal Pay for Equal Work Act](#) found on the HR website. This will ensure your job posting meets the specific requirements: a job title, description, compensation, paid sick leave benefit, an application close date, and contact information. The job posting must be active on Handshake for a minimum of three (3) business days for all student assistant positions for undergraduate students. Graduate student job postings are not required but encouraged to be posted on Handshake.

For records retention requirements, it is recommended to utilize the applicant tracking system on Handshake. The hiring department 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. Departments that work with the HR Service Center are required to affirmatively acknowledge on their hiring process spreadsheet that the department has retained a copy of the job posting with the pay rate or range used for each hire.

Departments may list the availability of frequently filled positions in a public location or website, and a link to the department's Handshake account.

You can post your position as work-study, hourly **or** both hourly **and** work-study. (See [‘Hourly vs. Work-study Employment’](#) below for more information). **You must pay the same wage for either a work-study student or an hourly student in the same position.**

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 wages and the employing department pays the remaining 30% until the student has earned their full-term award amount (award is split by semester). Both hourly and work-study employers will be charged a [fringe benefit rate](#) (see Summary of Student Employment Charges to your FOPPS below) A student who has a work-study award does not mean a student is allowed to “study” while at work. Individual departments can determine if they will allow a student to do homework if there is down time during the job or not. It is not mandatory to allow this in order to hire a work-study student. Work-study is just the title of the federal grant. But your department can save money by hiring three work-study students at 30% each versus one hourly student at 100%.

All departments on-campus are eligible to hire work-study and/or hourly students. Hourly or work-study positions are not to 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*	Sick Leave*	FAMLI Leave*
Wages	30%	100%	100%	100%	100%	100%	100%
Account Code	407700	407600	407600	407900	407600	407950	407600
Earnings Code	WSR/WSO	STH	LTS	SOT	SJD	HSK	PLS
Benefits**	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%	1.8%
Account Code	428301	428301	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 year.

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](#) form on our website.

Student Assistant Job Descriptions and Pay Ranges for Student Assistant Levels

See on our website the [student job classifications, working titles and pay ranges](#) that can help you determine a job description/pay rate for your students.

Determine which job description best suits your position and then determine the student’s pay rate. Your pay rate must fall within the minimum and maximum for your job description and ensure equal pay for substantially similar work. These pay ranges are tied to staff salary survey information and are reviewed annually. Adjustments in the range amounts occur at the beginning of the academic year term. To ensure equal pay for substantially similar work, each hiring department shall determine which student assistant jobs they hire for have similar pay standards (based on a composite of skill; effort, which may include consideration of shift work; and responsibility). The department should use standard working titles or other internal methods to identify and track substantially similar jobs.

When setting pay for student employees, wage history is not to be used as a factor. Each hiring department shall apply consistent pay setting standards to all employees hired into substantially similar positions based on one, or a combination, of the options below:

- A seniority system, such as the date of hire in the role, in the department or at CU;
- Education, experience, licensure, and/or certification directly related to the job;

In addition to the factors above, the following additional criteria may be used when determining pay increases for current employees performing substantially similar work:

- A merit system, such as performance;
- Travel or shift work requirements;

Any of these factors if used must be applied consistently to all employees performing substantially similar work. The factor(s) used to set pay shall be documented and communicated at the department level.

Students **cannot** be paid higher than the maximum pay for the Paraprofessional 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

Student jobs at CU Boulder are intended for CU Boulder students and every attempt should be made by a department to hire CU students (including the other CU campuses). However, there may be extenuating circumstances when departments need to hire students who attend other institutions outside of the CU system. If you have been unsuccessful in filling your position with a CU student and your department wishes to hire a Non-CU student, Financial Aid must first approve the request before the student can begin working. The '[Request to Hire a Non-CU Student in a UCB Student Job Class](#)' form can be printed.

If you are requesting approval for the summer term, the student does not need to be enrolled in the summer, but we must be able to verify their enrollment in the previous and upcoming semesters, so you will need to submit the two schedules.

If we approve the request, we will give you the job class codes and appropriate HCM employee classes to set up the employee. **Approval is on a semester basis. If you want the student to continue the next semester, you must submit a request for an extension.**

If your request is denied, you cannot hire the employee in a student job class but may be able to hire them in a temporary appointment. Human Resources (HR) is responsible for the approval of temporary appointments in HCM and for monitoring time periods in order to comply with the requirements. For additional information about guidelines and rules pertaining to temporary employees, please visit <https://www.colorado.edu/hr/hiring/temporary-employees>.

Biweekly Salaried Pay

Student Assistants can be set up in HCM as Biweekly Salaried (BWS) employees when the situation calls for it; although this is a rare occurrence, there are times when this is an appropriate way to pay student employees. In these appointments, students are paid the same amount each biweekly pay period, rather than being paid for hours worked and recorded via a biweekly time sheet (departments should still require and retain all timekeeping records).

Employers who use this option do not have to manually enter time each pay period but should pay special attention to the begin and end dates, because once a student is set up as BWS their pay will continue each time payroll is run for the duration of their appointment. It is also important that the FTE 50% or less so as not to violate the campus policy on student work hours (see <https://www.colorado.edu/studentemployment/policies>).

This is **not an option** for students using work-study awards and the designation of bi-weekly salary will automatically default the student back to hourly for that pay. The employing department will be responsible for 100% of the student's wages.

If an employer wishes to set up a student as biweekly salary, they must ensure that the average hourly wage is at least equal to minimum wage ([see pay ranges](#)) and that the average wage per hour falls within the appropriate Student Assistant range for the student's position.

SECTION 3 – Student Employment Policies and Procedures

Additional Pay

A student employee (job codes 4101 to 4104) may be eligible to receive [additional pay](#) if they performed work in a different (secondary) department from their primary department, or if they performed work in the primary employing department that is not part of the student's regular appointment. Contact the [HR Service Center](#) (HRSC) with any questions.

Audits and Student Appointments

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 Human Resources has sole responsibility for conducting and overseeing campus background checks. A background check is required for student employees meeting the definition of Security-Sensitive in Section II.O of the University's [Background Check Policy](#). A financial background check or motor vehicle check may be required for a student employee based on the CU Boulder Background Check Policy-Appendix A.

Type of Background Check Required

1. Reference Checks must be completed for all Final Applicants. The hiring department is responsible for conducting Reference Checks.
2. A Criminal History Check must be conducted for all Final Applicants (*as defined in the [background check policy](#)*) unless a Criminal History Check has been conducted within the previous three years.
3. Financial History Check must be conducted for Final Applicants for the following positions: Administrators and Officers at or above the assistant vice chancellor level; leadership positions at or above the director and chair level; and positions in campus departments with centralized and primary responsibility for significant university resources (please refer to Appendix A).
4. A Motor Vehicle Check must be conducted for Final Applicants for positions with primary responsibility for driving (refer to Appendix A).
5. An Excluded Parties List System Check must be conducted for all Final Applicants.

Please note: All employees are required to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu). Employees with driving responsibilities are also required to self-disclose suspension or revocation of a driver's license within three business days. Employees failing to self-disclose may be subject to disciplinary action, up to and including termination.

HCM has a field on the non-person profile where you will select if a background check is required and in CU Non-Pay Actions>Personal Information>Modify a Person on the CU Personal Data tab you would see if the student completed the background check in the non-person profile when it is sent over from HireRight or updated manually by HR.

If you have any questions on background checks, contact Human Resources x2-6475, email hr-bgc@colorado.edu.

Breaks

There are neither Federal nor State regulations which govern breaks or meal periods for student employees (work-study or hourly). Campus departments may develop their own break/meal policies for the students who work for them.

Conflicts of Interest and Nepotism

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.

For additional information please see the policies on the University of Colorado Policy website at <https://www.cu.edu/ope/aps>.

CU Policy on Drugs and Alcohol (add link)

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." If you have specific questions on this policy, please contact Human Resources at x2-6475 or their website at <http://www.colorado.edu/hr/policies-guidance>.

Direct Deposit

State fiscal and University policies require all employees [set up direct deposit](#). Please remind your students to set up ***their direct deposit and W-4 tax withholding information in [MyCUInfo](#) under My Info and Pay, 3-5 days after being inputted in the payroll system (HCM).*** ***Once a student is terminated, they will no longer have access to the employee portal ([MyCUInfo](#)) and will need to contact [Employee Services](#).***

Driving for Position Hired

As with any employee of the University, CU does not provide auto insurance coverage for **personal vehicles** even if an employee is driving on University business or in this case while a work-study or hourly student is performing their job. The liability will be on the driver of the vehicle 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 school. 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 Reasons

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

- Lack of performance or attendance/Corrective Action: in cases where they did not improve, or high error rate
- Falsification of time sheet/misreporting of hours worked
- Releasing of restricted information
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of UCB policies and procedures/computer use agreements
- Physical/mental abuse in any form against co-workers, clients, or staff members
- Chronic unexcused tardiness or absences, use of inappropriate language
- Termination of job: job is no longer needed
- Failure to self-disclose post-employment criminal convictions or felony charges filed against them within three business days of the conviction or felony charge to the Human Resources Background Check Coordinator (hr-bgc@colorado.edu)
- Failure to self-disclose suspension or revocation of a driver's license within three business days (for positions with driving responsibilities).
- Violation of the University Drug and Alcohol policies.

If your department discovers that the reporting of fraudulent information by a student employee, it's recommended that you submit a report through [Internal Audit](#). If the student has a work-study award, you should forward their name to Student Employment. You can also contact the Office of Student Conduct & Conflict Resolution and the CU Police Department, who may each do their own investigations.

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. **When a student is terminated, their pay will be processed on the bi-weekly time collection for that pay period, regardless of the reason for termination.**

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. Before terminating a student, *we recommend the following steps:*

1. Counseling/coaching: 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 student thinks they need more training, arrange a training schedule. You can utilize and modify the [Late Termination Policy](#) and/or the [Student Assistant Job Performance Termination Policy](#). [Review our tips for training student employees](#)
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. You can utilize the "[Disciplinary Action Form](#)" or you may create your own.

If the student's performance continues to be unsatisfactory after counseling and a reasonable opportunity to improve, the student may be terminated.

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 Student Employment Office does not complete I-9 forms for students. In accordance with the Immigration Reform and Control Act of 1986 ("IRCA"), the University of Colorado Boulder must verify employment eligibility of each employee **within the first three days** of employment. 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.**

- New employees must complete Section #1. They will receive an email from an agency called Hire Right.
 - If they do not receive an invitation from HireRight, please contact i-9forms@colorado.edu
- International hires do not need to have the SSN to complete Section #1 of the I-9 at this time. Please advise the individual to check the box verifying that they do not have social security number. But they will need to complete this once they have their SSN.

Check the [HR website](#) for office hours and locations before sending your student to the HR Office to complete the form.

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. More information can be found on the [EH&S resource page](#)

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 cards](#) are cash-like instruments used in lieu of cash or check. Gift cards shall be used for recognitions or study subjects. Since gift cards are cash equivalents, it is important that organizational units handle and account for them appropriately. If you have questions about petty cash, change funds or gift cards, contact pettycash@colorado.edu.

Jury Duty Pay Policy for UCB Student Employees

In accordance with Code of Colorado Regulations, student employees who are called to serve for jury duty are entitled to compensation. **Compensation for jury duty must be paid 100% out of departmental hourly funds and will not be covered under work-study.** Students must notify their supervisor immediately that they must attend jury duty and **must** provide you with documentation from the court which indicates the dates that they served for jury duty. Hours paid for jury duty should be recorded on a separate/additional line in time entry with an earn type of **SJD** (Student Jury Duty).

Review our steps to [How to enter jury duty pay into HCM time collection.](#)

On-the-Job Injuries

Student employees who are injured on the job are covered under the University's Worker's Compensation Plan. 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.

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 and Non-Emergency:

1. Call 911 immediately or go to the closest urgent care facility or emergency room.
2. For a non-emergency or any follow-up medical care, you must seek treatment with a [Designated Medical Provider \(DMP\)](#). Make sure to identify yourself as a **University of Colorado employee** when visiting the medical facility.
3. Student should establish contact with their supervisor or faculty sponsor/designee to:
 - a. Ensure they are aware of their injury/illness

- b. Report any time they have lost work because of injury/illness
 - c. Submit to employer any medical reports they receive, so they have verification of their ability to return to work.
4. Supervisor and employee needs to complete the [Employee Injury Report](#) form (Workers' Compensation) and/or [Needlestick or Body Fluid Exposure Report](#) Form and submit it online or fax to University Risk Management at 303-860-5680.
 - a. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
 - b. Verify that the employee's work-related injury is report to URM in a timely manner.
 - c. Supervisor needs to make sure the employee gives them their "Physicians Report of Workers' Compensation Injury."
 - i. If there are any restrictions given, determine if your department can accommodate.
 - ii. Immediately communicate with URM if the injured employee is unable to return to work within restrictions or is taken off work by a DMP.
 - iii. Track and report ANY time the employee may have lost because of his/her claim.
 - d. 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 their records.
5. Student employee should follow doctor's instructions from DMP regarding medications, restrictions, and treatment. Attend all medical appointments. If you have medical questions, discuss them with the DMP.
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.

If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions. 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.

Over Payments

Overpayment occurs when compensation that is not owed to the employee is paid in error. Overpayments include but are not limited to excess wage and salary payments, erroneous refunds, and under-withheld voluntary or involuntary deductions for retirement programs, insurance programs, including billed receivables, and miscellaneous deductions. You can view the [State Fiscal Rules](#) and [CU Policy](#) that require employers to collect any wages that were erroneously paid to an employee. Whenever an overpayment of wages has occurred, the employing department completes the [Overpayment Notice form](#) found on Employee Services website. If needed, here are [instructions to complete an Overpayment Notice form](#).

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 using a '**Student Overtime (SOT)**' earnings code. **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 40 hours 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. During the academic year and summer, students are limited to the number hours they can work, please see the Student Hourly Employee Work Hours Policy on our website at <http://www.colorado.edu/studentemployment/policies>.

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 5 years. Departments with contracts and grants are required to retain records for 5 years 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 5 years 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 the records 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 Campus Controller's Office-Records Retention Policy website at

<https://www.colorado.edu/controller/policies/records-retention-disposition>.

When disposing of these records, the department should arrange for confidential recycling. This can be done by contacting CU Recycling at x2-5321. Information is also available on the web at:

<http://ecenter.colorado.edu/recycling>.

Responsible Conduct of Research (RCR)

CU Boulder is committed to the core principle of performing original research and providing scientific training using the highest standards and best practices of ethics and the responsible conduct of research (RCR). Anytime a researcher on campus obtains a grant from National Science Foundation (NSF) or certain grants from National Institutes of Health (NIH) and they have either undergraduate or graduate students or Post Docs being paid as trainees on the grant, those trainees are required to complete RCR training. Please review all requirements on Research and Innovation Office website at

<https://www.colorado.edu/researchinnovation/rcr>.

Student Employee Retirement Plan (SERP) Information

If student employees are not meeting the requirements below, students must pay into the Student Employee Retirement Plan. Required contribution amounts of gross wages are 7.5% for Social Security and 1.45% for Medicare. Employers will not match student retirement deductions. However, if you're paying the student from a grant or auxiliary account, a benefit charge will appear on your department's monthly financial statement and is subject to change every year.

If your student has questions about investment plans, [contact TIAA](#).

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 credit hours in a semester
- 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:

- Academic Year: Students enrolled in less than three credit hours in a semester unless they are full-time according to the chart below (if full-time according to the chart, the student is exempted).
- Summer: Students enrolled in less than three credits for the summer (total credit hours of all summer terms) unless they are full-time according to the chart below (if full-time according to the chart, the student is exempted).

- 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.

CUBLD Master	CUBLD PhD	CUBLD DMA
<ul style="list-style-type: none"> • A status, one thesis hours is full-time • B status, one candidate for degree hours = 6940-6949 is full time 	<ul style="list-style-type: none"> • C status, one dissertation hour is full time • E status, one dissertation hour is full time 	<ul style="list-style-type: none"> • D status, one hour of coursework 8200-8399 or TMUS 8029 is full time • E status, one hour of coursework 8200-8399 or TMUS 8019 is full time

Any students enrolled in the Student Employee Retirement Plan must complete the [Statement Concerning Your Employment in a Job Not Covered by Social Security \(SSA-1945\)](#) form and put the form in the student's personnel file.

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 or roll the money into another retirement plan. All questions should be referred to Employee Services.

[Learn more about the Student Employee Retirement Program.](#)

Student Sick Leave

All student employees will accrue sick leave. The accrual rate will be 0.034 hours for every hour worked. For example, if a student works 30 hours in a week, they earn 1.02 hours of paid sick leave. See HR website for the [sick leave policy](#) and note below some additional information:

- The department that reports the sick leave will pay 100% regardless of where the sick leave was accrued.
- Work-study **will not** split any sick leave hours reported, the department will pay 100%.
- Employees can view their sick leave balance in HCM on the Leave Balance tile.
- Any sick leave taken that is not accrued will not be paid. Only sick leave accrued can be used.
- Use the earnings code **HSK** to report sick hours.
- **HSK** will charge to account code 407950 on your financial statements.

Family Sick Leave (FAMLI)

Eligible employees can receive up to 12 weeks of paid family and medical leave under CU's private FAMLI plan. CU's Family and Medical Leave Insurance Program (FAMLI) program will provide all eligible employees a portion of their weekly salary for up to 12 weeks of leave to care for themselves or a family member, with an additional four weeks leave for complications during pregnancy or childbirth.

FAMLI can be used by all employees who **reside in Colorado**, including faculty, staff, student employees, graduate medical education residents and graduate students on appointment.

For additional information: [FAMLI, FML and Parental Leave | University of Colorado \(cu.edu\)](#)

Verification of Employment

Human Resources-[Records and Employment Verification](#) completes verbal or written verifications for all faculty, staff and student employees for the Boulder campus and System Administration. A signed authorization form will be required for current or former student employees. HR will try and return calls or written requests within 2 business days.

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 notified to update their [mailing address](#) in HCM in November of each year to verify address information so that their W-2 is mailed to the correct address in January. If the home address is only given, HCM will use this as the mailing address. If there is a "MAILING ADDRESS" address, the W-2 will be sent to that mailing address. 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.

W-4

New student employees must complete a W-4 form during the hiring process in (HCM) in the [MyCUInfo](#) portal on **the CU Resources tab**. ***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. 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.

International students must schedule an appointment with the tax specialist in the Employee Services (<https://booknow.appointment-plus.com/43rspqeq/>). DO NOT give an international student a W-4 form to complete.

Work Schedules

The '[Student Hourly Employee Work Hours Policy](#)' limits hourly student employees to working a certain maximum number of hours per biweekly pay period and the pay periods in a term are determined each year by CU Boulder Student Employment (see [SE payroll calendar](#)). The number of hours an undergraduate or graduate hourly student employee may work in all University of Colorado positions combined (the aggregate of a student employee's multiple hourly and salaried positions in multiple departments for any University of Colorado employer), is limited as follows:

We estimate that Resident Advisors will work 20 hours per week on average. However, the actual number of hours worked per week depends on many factors, including their on-call schedule, interactions with residents, staff meetings, staff training and other job-related responsibilities. Thus, the RA role is acknowledged at 20 hours a week. The Student Employment Policy on-campus states that students cannot work more than 25 hours in a week. Therefore, if working as an RA and you have another part-time job on campus, you cannot work no more than 25 hours total between them.

Employers should discuss the following with their student employee(s) to set job expectations:

- Expected work schedule
- How to request sick or vacation time
- Ensure student is not working during class time or skipping class to work
 - Exceptions: class let our early/cancelled (reason must be noted on timesheet)
- Consequences for being late or not showing up for work
- Performance requirements and behavior standards of the job

Working During Scheduled Class Time Prohibited

Students are not permitted to work in their positions during scheduled class times so employers must make sure that the student is not working during the time they are scheduled to be in class. Exceptions are permitted if an individual class is cancelled, if the instructor has excused the student from attending for a particular day, and if the student is receiving credit for employment in an internship, externship, or community work-study experience. Any such exemptions must be documented on the timesheet. Auditors often review student time records to check for this type of situation.

SECTION 4 – RESOURCES

Disabilities Services:

At the University of Colorado Boulder, individuals with disabilities are entitled to access, support, and when appropriate, reasonable accommodations. Disability Services (DS) provide disability-related information, services, and resources for faculty, staff, and visitors. This includes our student employees who work in various departments across campus. If you are a student employee with a disability, or a supervisor who has a student employee with a disability on your staff, ADA Compliance can assist with assessing reasonable employment accommodations, should the need arise. For assistance and support, please contact DS office at adacoordinator@colorado.edu. More information about ADA Compliance can be found at <https://www.colorado.edu/oiec/ada-accessibility>.

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](#)” with information that can be helpful in developing a productive interview on the Employer Resources tab.

Evaluations

Although CU Boulder does not require student evaluations, Student Employment 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, and 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 utilize a provided [evaluation](#) form.

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.

Promotions and pay increases are never guaranteed. If a student has reached the maximum pay within their SA level and they are still responsible for the same duties, they would not advance to the next SA level and would not receive a pay increase. If additional duties were added, you can then move the student up to the next SA level and increase their pay. Be sure to explain this to your student during their evaluation if they are not receiving a pay increase.

Handshake

Additional resources are below on how to manage your job postings in Handshake. Contact Career Services with questions.

- [Updating a job posting close date](#)
- [Close a job posting](#)
- [Edit a job posting](#)
- [Manage applicant status](#)
- [Reviewing applications in Handshake](#)

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 is known that employee appreciation and recognition will improve commitment, retention, and productivity. Consider nominating your student employee for Student Employee of the Year.

Recognition programs do not 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/sites/default/files/attached-files/recognition.pdf>.

Referring Students for Jobs, Internships, or Graduate School

As a current or former employer, you can serve as a reference, 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 the legal liability that comes with it. 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. Review the National Association for Colleges and Employers [guidelines for writing a letter of recommendation](#).

Remote Work

The work-study program requires that a student receive adequate, qualified supervision and training. Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. Remote work may be appropriate for some employees and jobs but not for others. Remote work is not an entitlement, it is not an organizational benefit, and it does not change the terms and conditions of employment with the University of Colorado Boulder. Supervisors and Managers should review the [CU Boulder Remote Working Toolkit](#) and the [Remote Working and Alternate Work Schedule Manager Guidance](#).

If the institution/supervisor has something in place that addresses the items mentioned below, a student can work remote:

- i. Payment for work performed under each agreement is properly documented; and
- ii. Each student's work is properly supervised
- iii. Must have an adequate program, like MyLeave to track hours/leave.
- iv. Must have the person supervising be responsible for signing the timesheet.
- v. Each student performs their duties properly
- vi. Must have method(s) of ensuring the quality and quantity of their work

Student Employee of the Year Award

Career Services will sponsor 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.

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 <https://www.colorado.edu/ova>.

SECTION 5 – WORK-STUDY INFORMATION

Work-Study Eligibility

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 and the upcoming fall term. If students continue to earn when they are no longer eligible, the employer will be charged 100% of the students' earnings. **Work-study awards are subject to change** as it depends on a student's financial aid status at any given time; it is the responsibility of the student and supervisor to keep track of a student's award amount.

Academic Year:

To be eligible for work-study during the Academic Year, a student must submit *every year* a [Free Application for Federal Student Aid \(FAFSA\)](#) and receive a work-study award as part of their 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 February 15. **However, renewal of a work-study award from year to year is not a guarantee.**

Summer:

Students must submit every year the [Free Application for Federal Student Aid \(FAFSA\)](#) for the current and upcoming academic year to be eligible for summer work-study. However, they must also apply for summer aid through [Buff Portal](#). Information about summer work-study and the Summer Aid Application will be available on the Financial Aid website <http://www.colorado.edu/financialaid/apply-aid/summer-school> on or around the first of March. Students interested in summer work-study should apply as soon as possible as summer work-study funds are limited.

Students who had work-study earnings during the prior academic year will be given priority, though due to the limited funding, awards are never guaranteed. For a student to receive and keep their work-study award for the summer, they must meet the requirements below:

1. Must be enrolled in classes for the summer by the start of the summer term or our office will cancel the award, **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 Office of Financial Aid must have on file the student's FAFSA for the upcoming academic year by the start of the summer employment term. Even though a student may have submitted the FAFSA on the deadline date, the application is processed by the government first and that sent to our office. This process can take 3-5 days.
4. The student must demonstrate need for the upcoming academic year.

Work-Study Appointments and Additional Job(s)

Students can 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 their work-study award or violate the [Student Hourly Employee Work Policy](#). If a student over earns the award, one or both employers will 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), they are entitled to overtime pay and the department that hits 41 hours, 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. If students do not earn their entire fall award, the remaining amount will be carried over into the spring semester. After the fall semester has ended, the unused fall amount (if any) will automatically be added to the spring amount and a student can earn that up until the end of the spring semester. Any part of the spring work-study award that is not earned at the end of spring term will be cancelled. ***If students earn more than one-half of their award in the fall semester, the excess will be charged 100% to the employer.*** 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. The Employer View Page in CU-SIS will display each term's award amounts separately.

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 student does not earn by the end of the summer will be cancelled. Students can verify their work-study award through the student portal.

To figure the number of hours a week a student can work based on their work-study award, take the work-study award, and divide by the student's pay rate and then divide by number of weeks that they will work in the term. Example (determining the number of hours a student can work in the fall semester):

Award Amount for fall semester: \$2000
Pay rate: \$16.00
Number of weeks in the fall semester: 20
 $\$2000 / \$16.00 = 125$ divided by 20 weeks = 6.25

Therefore, the student should work approximately 6 hours per week and not exceed their work-study award for the fall semester. Keep in mind since the student's schedule can vary (due to requested time off, exams, sick, etc.), you should recalculate the hours throughout the semester. For assistance in calculating the number of hours a student can work per week, you can also use our [Work-study Balance Spreadsheets](#) to track their hours. View our [payroll calendar](#) on our website to determine the number of weeks in a term as they may change annually. The student can work over their work-study allotment, but the department will be charged 100% for their earnings. You can submit a work-study increase request but there is never a guarantee an award can be increased. It depends on our work-study funding and students' financial aid.

Work-study Award Balances:

We have developed a couple of Excel spreadsheets to help employers figure out 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 Work-Study Balance Worksheets from our website at <http://www.colorado.edu/studentemployment/forms/employer-forms>. There is an imbedded formula contained in the Excel spreadsheets so be careful when inputting data.

Group of Students Remaining Work-study Calculation spreadsheet or **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 for all your students instead of the Group spreadsheet).

Determining Work-Study Status

Before hiring a student into HCM it is important that you determine if the student has been awarded work-study to ensure that they are properly set up in HCM. To determine if the student has been awarded work-study, you have some options mentioned below:

Using the Employer View Screen to Verify a Student's Work-Study Award (can be used for all students awarded work-study) in Campus Solutions (CUSIS/CS):

The Work-Study Employer View Screen-displays work-study information for any student who has been awarded work-study and if they are eligible to earn their work-study award. The employer will be able to

1. View accumulated work-study earnings.
2. View the remaining work-study award amount to earn. An '**Earnings As of Date**' field is located in the middle of the screen which indicates the most recent pay period end date through which the student has been paid out of work-study funds.
3. Displays if the student is eligible to start earning their award or failed eligibility and cannot begin earning their award.
4. Be sure to view the correct term when viewing since fall, spring and summer terms will display on this screen.

If you need access to view students' work-study awards and balances in Campus Solutions (CS), follow the [Work-study Employer View page in CU-SIS](#) instructions. How to read the screen please view the [How to Read the Work-Study Employer View Page](#) instructions.

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 contact the Student Employment or the Financial Aid Office.

The most common error messages are:

- **"Undetermined"**, as of this date and time, we have not yet determined the student's eligibility for that term.
- **"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. At this time, we cannot determine if the student will receive a work-study award or eligible to earn one until their financial aid file is completed.
- **"Failed Eligibility"**, the student has been awarded work-study but there is currently a 'hold' on the financial aid file. The student should contact the Student Employment or main Financial Aid 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. The student can work hourly, and earnings will charge 100% to the department if you wish for them to work until their financial aid hold is cleared. However, there is no guarantee that they will be eligible for their award once it is cleared if they become ineligible during this review process.

HCM Work-Study Page

In addition to Employer View Page in Campus Solutions, the work-study award limit and earnings information is also available to view in HCM. **This option is available if the student previously worked for the University and has a job record on HCM** (even if the job record has been terminated). ***If the student has never worked for the University, they will not have a record on this page until they have been hired into HCM and our program loads the work-study award limits. We usually load our earnings to HCM the week of time collection. You do not have to wait for us to run our program that loads the work-study award limits to the work-study awards table to designate your student to use work-study. You can designate work-study during the hiring process or add them to the work-study indicator table later if granted work-study down the line.***

IF THE STUDENT'S JOB RECORD WAS NOT UPDATED TO USE THE AWARD ON THE WORK-STUDY INDICATOR PAGE, THE EMPLOYER WILL BE CHARGED 100% OF THE STUDENT'S EARNINGS.

If the student was added to the table after a payroll has already been processed, the department will need to request a [late pay/hourly to work-study transfer](#) of the student's previous earnings from hourly to work-study. Transfers are never guaranteed.

To access the CU Work Study Awards page in HCM (to see if they have an award), navigate to:

- CU Non-Pay Actions>CU Student Info & Processes >CU Work Study Awards
- Enter any information you have on the student and click search.
- You can now see the information for that student [How to Read the CU Work Study Awards Page](#))

Students Award Letter

Students are notified if they have received work-study by an award email 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 aid in the Buff Portal. You can verify if a student has been awarded work-study by asking the student for a copy of their award, send an email to studentemployment@colorado.edu or by calling us at x2-7349. Keep in mind that if a student does show you their award letter, that does not show if they are eligible to earn it.

Work-Study Increases

If you and the student wish to increase the student's work-study award, please submit the [Work-Study Increase Request](#) Form (academic year or summer). We will keep the requests on file throughout the term and will monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate the requests in the order they were received. 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. There is no guarantee we can grant an increase if we have fully committed our annual work-study allocation. The employer will pay 100% once the award limit for that term has been met. Hours cannot be held until/if an award is granted since there is no guarantee. If a student works, they must be paid!***

Work-Study Requests

If you interview a student who currently does not have a work-study award you can submit a [Work-study Request](#) (academic year or summer). We will keep the requests on file throughout the term and will monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate the requests in the order they were received. To be considered for work-study a student must have applied for financial aid by submitting the current year FAFSA and all documents the main Financial Aid Office may have requested. For the summer they must submit the summer aid application through Buff Portal, and meet the [summer requirements](#) before we will consider them for an award.

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. If a work-study award/increase is granted and an employer had the student begin working, they can submit the [late pay/hourly to work-study transfer](#) form, there is no guarantee that we can process the transfer, but it will be reviewed. Hours cannot be held until/if an award is granted since there is no guarantee. If a student works, they must be paid!

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

Work-study awards can be cancelled throughout the academic/summer term. Our office will contact the HR Liaison via email that we have on file to let them know the change in a student's financial aid eligibility as soon as possible. The HR Liaison must notify the supervisors in their areas. We will cover the hours worked under work-study through the day we notify the HR Liaison. Here are some possible reasons for an award to be cancelled/reduced:

- Satisfactory Academic Progress
- Graduated from the University
- Work-study not being earned for fall by October 1 (your full academic year work-study award may be cancelled). We will cancel once the pay period that has the 10/1 date is processed.
- 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). We will cancel once the pay period that has the 2/1 date is processed.
- Work-study not being earned for summer by July 1. We will cancel once the pay period that has the 7/1 date is processed.
- Our office was not contacted to place a hold on the work-study award by deadline stated above by either the employer nor the student.
- Student withdrew from the University.

- Additional grants or scholarships came into the Financial Aid Office.
- Student not enrolled in the required credit hours for their career level (undergraduate-6 and graduate-3) by start of term. Cannot begin earning award until enrolled in degree seeking courses.

SECTION 6 – SETTING UP A UCB STUDENT IN HCM

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, regardless of the student having an award since earnings are reported bi-weekly to the government.

HCM Student Employment Set-up Procedures-What you need to collect/update

Depending on how you hire a student, will depend on what process you need to follow. Are you hiring through "[CU Careers \(Taleo\) ATS](#)" (make sure you have access) or Direct Hire in HCM? If hiring through Avature as your ATS, contact HR for more information.

CAUTION: To avoid errors and duplication in HCM, it is important that people added to the system do not already have a record. Before you hire anyone, you should run the Job List query (CUES_HCM_JOB_LIST) to make sure the person you are adding does not already exist in the system. Do not continue to make extra job records, **reuse a job record that has been terminated**. If the student has previously worked for the University, they may only need to complete some items listed: if any information has changed and HCM needs to be updated with the new information. **However, if all the job records are terminated in the system or inactive for more than 120 days, the student must resubmit direct deposit, W4, I-9, and update their address.** You must search HCM to see if the person is already in the system. The employer will also need to know the following information if the hire is new to the University:

1. **Student's Personal Information:**
 - a. **HCM-Manual Entry:** use the [Personal Information Form](#).
 - b. **Direct Hire (ATS):** Student will enter their [personal information](#) on-line.
2. **Student's Emergency Contact Information:**
 - a. **HCM-Manual Entry:** use the [Emergency Contact Form](#).
 - b. **Direct Hire (ATS):** Student will enter their personal information through CU Careers.
3. **[Background Check](#):** For the University Background Check Policy, at <http://www.colorado.edu/policies/background-check-policy>
 - a. **HCM-Manual Entry:** If a student was required to have a background check, enter what type of background check and the date completed.
 - b. **Direct Hire (ATS):** If you marked that a background check is required when you sent the information over to CU Careers, when you hire a student into the position, it will email the background check information and will be updated when with the date completed when you are hiring them into the position.
4. **[Position number](#)**
 - a. **HCM-Manual Entry:** Position number updated with correct information before you hire them into position.
 - b. **Direct Hire (ATS):** Position number must be updated/created before you can hire the student into that position when hiring them in CU Careers.
5. **[Funding Speedtype\(s\)](#)** that will be used to pay the student.
 - a. **HCM-Manual Entry:** Funding Speedtype updated with correct information before you hire them into position but can be updated if needed.
 - b. **Direct Hire (ATS):** Funding Speedtype must be updated/created before you can hire the student into that position when hiring them in CU Careers, but you can update as needed.
6. **Statement Concerning Your Employment in a Job Not Covered by Social Security ([SSA-1945](#)):** Give to students to complete and return to you to keep in their personnel file.
7. **[The I-9 Employment Eligibility Verification Form](#)** (When hired the student will be able to start this process through HireRight but must complete the paperwork with an I-9 partner or the Human Resources Office). **ORIGINAL DOCUMENTS ONLY-NO COPIES!** A list of acceptable documents can be found at <http://www.colorado.edu/hr/sites/default/files/attached-files/i-9-acceptable-documents.pdf>.
8. **[Whether or not the student has a work-study award](#).**
9. The student's **[pay rate](#)**.

10. [Direct Deposit Form](#) – student will complete in the student portal 3-5 days after entered in HCM. If they do not enter direct deposit information, they will be issued a paycheck.
11. [W-4](#) - student will complete in the student portal 3-5 days after entered in HCM
12. [Student Retirement Plan](#), if applicable they will automatically be enrolled but a student can voluntarily contribute to a pension/savings plan.

JOB LIST QUERY (CUES_HCM_JOB_LIST)

To see if a student has been entered in HCM navigate to **HCM WorkCenter** tile. Select the **Resources** tab>Select **Job List**. Make sure the **Active ONLY** check box **IS NOT** selected. Type in as much search criteria as possible so you can find the right person you are setting up. Double-check that your criteria is entered correctly. Mistyping a name, ID, or SSN will yield incorrect and possibly misleading data; leading you to create a duplicate record. **View Results**. This will decide if you need to do New Hire or an Additional Job.

HCM MANUAL DATA ENTRY

STEP 1: Verify if there are Vacant Positions or Create a New Position Number

Log into myCUinfo. Click the **HCM** tile. To begin the set-up process, you must either create a new position or use an existing vacant position on HCM. To determine if your department has any available vacant positions, you can run Position Information report. Select the **HCM WorkCenter**>Select the **Resources** tab and under the Query manager select the **Position Information** links. Enter your **Dept ID and/or job code** and other details you may want but not required. Check the **Vacant ONLY** box and **View Results**. If no vacant position number, you will need to create a new one.

1. Making a **Funding Entry** or **Creating a Position with Funding**. The actual set-up will be slightly different depending on whether you are creating a new position or updating an existing position. Follow the step-by-step guides at <https://www.cu.edu/docs/sbs-creating-position-funding>
2. Hiring the student into the position. The actual set-up will be slightly different depending on whether you are setting up a student employee who already exists in HCM or who has never worked for the University, and if you are hiring through [CU Careers Direct Hire](#) or [Manual Data Entry in HCM](#).

Creating an Existing Position

All HR Liaisons (HCM Community Payroll Liaisons) will be able to enter and approve a student position that is hired into job codes 4101-4104. If you do not have access, you will need to [request access](#) or check your role level security with the Campus Security Coordinator. If an appropriate position already exists, you can jot the position number down update the funding by following the [Funding Entry](#) and [Creating a Position with Funding](#) or [Updating a Position](#) step-by-steps.

STEP 2: Hiring the Student into the Position (HCM Manual Process)

Once the position has been created or updated, you must 'hire' the student into the position.

To hire a student into a position, you have three options:

- a) [New Hire](#) (the student has never worked for the University).
- b) [Transfer](#) (will transfer their active job record to your department).
- c) Add an [Additional Job](#) (the student has an existing, active job record which will not be transferred to your department).

Before you hire them into the system, run the **Job List query (CUES_HCM_JOB_LIST)** to verify the most recent job data for the employee. The Job List query identifies employees that may not be in your role level security. For example, if you are at Denver and will be transferring an employee from Boulder, you can run Job List to identify that employee and basic information about that employee.

To run the query from the HCM Community Users dashboard:

1. Click the **HCM WorkCenter** tile.
2. Click the **Resources** tab.

3. If the query does not appear in the list of most used, select the **Click here for ALL** link.
4. Select **Job List**.
5. Type search criteria and click **View Results**.
6. Verify current job data and confirm that the Eff Date in Job List is on or before the intended transfer date.

2a: NEW HIRE: Hiring a Student who has never worked for the University.

You must have the position number and funding updated before you hire the student into the position. You can follow the [Hiring an Employee](#) step-by-step guide.

The following fields should or should not be completed while hiring a work-study student:

Appointment End Date. Not recommended for work-study students. If you enter an appointment end date, a message will appear indicating that this date is not used for Auto Term evaluation and processing.

Expected Job End Date Not recommended for work-study students. If needed, type or enter a date that will be evaluated by the Auto Term process, and if eligible will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

CU WORK STUDY INDICATOR SECTION If a student has a work study award or you want your job record to use the work-study award, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the **first day of hire**. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code (4101-4104) on the effective date entered. **If you did not enter the Date in the Work-study Indicator Section at the time of hire you can still mark the job for work-study. Follow the instructions under to [Mark Your Department To Use The Work-Study Award](#).**

Emergency Contact: This no longer automatically pops up so you must navigate to **Non-Pay Actions>Personal Information> Emergency Contact** and enter the contact information from the form.

2b: Add Additional Job Record: Adding a Job Record for a student employee who has more than one job on-campus.

Follow the steps above to update funding and gathering the students' personal information before you can hire them into an additional job. Navigate to: **HCM>Transaction Launch Page** tile>Under Search Criteria **Enter** one or more fields to help narrow your search; **Emplid, First Name, Last Name, Date of Birth, National ID, National ID Last 4, Department**

Select a **Search Option** (this field is required) from the drop-down menu. This determines the type of hire you are doing **Hire/Rehire/Additional job or Transfer Employee**. For this process we will do the **Hire/Rehire/Additional job**.

- Click **Search**

The screenshot shows the 'HCM Data' table with the following columns: Select, Template Action, Empl ID, Empl Record, Name, Status, National ID Last 4, Effective Date, Unit, Dept ID, Department Name, Job Code, and Job Title. The table contains several rows of employee data. A yellow callout bubble with the number 1 points to the 'Select' column, and a yellow callout bubble with the number 2 points to the 'Empl ID' column.

Select	Template Action	Empl ID	Empl Record	Name	Status	National ID Last 4	Effective Date	Unit	Dept ID	Department Name	Job Code	Job Title
<input type="checkbox"/>	New Employment Instance	I	NEW	Name		S						
<input type="checkbox"/>	No Action	D	0		Active	S	07/01/2018	UCCS 40391	VCAF-Office of Sustainability	2320	Engineering/Arch E	
<input type="checkbox"/>	No Action		1		Active	N	09/01/2018	UCCS 40363	AA-Undergraduate Education	1419	Lecturer	
<input type="checkbox"/>	Rehire		0		Terminated		01/01/2018	UCB 10344	Computer Science	1505	Research Assistan	
<input type="checkbox"/>	Rehire		1		Terminated		06/01/2017	UCB 10344	Computer Science	1505	Research Assistan	

1. TI is Taleo/Career Services Tracking, and AI is Avature Tracking (skip this one) since they shouldn't appear here since they have been working for the University.

2. **HCM Data** will display all the employees with the same last name so updating as many fields as possible ensures you pull up the correct employee.

Click the **checkbox** next to the correct Employee in the ATS Applicants section (if they appeared). This pulls in their current information. **And**

Make sure you select a job record that shows a status of **Terminated** before you select the New Employment Instance since this creates a new job record and we want to limit the number of records a student has.

Click **Submit**

The following fields should or should not be completed while hiring a work-study student:

Appointment End Date. Not recommended for work-study students. If you enter an appointment end date, a message will appear indicating that this date is not used for Auto Term evaluation and processing.

Expected Job End Date Not recommended for work-study students. If needed, type or enter a date that will be evaluated by the Auto Term process, and if eligible will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

CU WORK STUDY INDICATOR SECTION If a student has a work study award or you want your job record to use the work-study award, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the **first day of hire**. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code (4101-4104) on the effective date entered. **If you did not enter the Date in the Work-study Indicator Section at the time of hire you can still mark the job for work-study. Follow the instructions under to [Mark Your Department To Use The Work-Study Award](#).**

Emergency Contact: This no longer automatically pops up so you must navigate to **Non-Pay Actions>Personal Information> Emergency Contact** and enter the contact information from the form.

Transferring an Employee in HCM

Follow the [Transferring an Employee](#) step-by-step instructions. **Note:** The Transfer Template will allow a row to be inserted before a more current row in Job Data so make sure you are looking if there is a future dated row before you select a particular job record to use.

The following fields should or should not be completed while hiring a work-study student:

Appointment End Date. Not recommended for work-study students. If you enter an appointment end date, a message will appear indicating that this date is not used for Auto Term evaluation and processing.

Expected Job End Date Not recommended for work-study students. If needed, type or enter a date that will be evaluated by the Auto Term process, and if eligible will automatically terminate the employee on the specified date. This date cannot be more than five years in the future. A message appears indicating that you want the end date evaluated by the Auto Term process.

CU WORK STUDY INDICATOR SECTION If a student has a work study award or you want your job record to use the work-study award, enter an **Effective Date** in the CU Work Study Indicator section. The effective date is the **first day of hire**. Employees can only have a work study indicator if they are in an active employment status and in an eligible job code (4101-4104) on the effective date entered. **If you did not enter the Date in the Work-study Indicator Section at the time of hire you can still mark the job for work-study. Follow the instructions under to [Mark Your Department To Use The Work-Study Award](#).**

Emergency Contact: This no longer automatically pops up so you must navigate to **Non-Pay Actions>Personal Information> Emergency Contact** and enter the contact information from the form.

Termination in HCM

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. ES to determine if a student can withdraw their student retirement contributions when the student graduates or withdraws from the University.

Follow the [Terminating an Employee](#) step-by-step guide. **Make sure you enter an effective date the day AFTER the last day a student is to be paid. If you terminate their record on a day they worked, the system will not pay them for that day.**

The Work-study Indicator Page will update with the termination date. If you rehire the student, you will need to make sure and update that field in the template or go directly to the Work-study Indicator page.

Updating the Student Address and/or Other Personal Information on HCM:

Since all ES correspondence (including W-2s) 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 to your department payroll liaison to update. Be sure to have the student update their W-4, direct deposit, and address information for all employees who are being rehired or are returning to work after an extended absence. If you will be changing an address, go to Non-Pay Actions>Personal Information>Modify a Person to make the necessary changes and save.

Changing the Student's Pay Rate

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, follow the [Entering Job Changes: Data Changes and Pay Rate Changes](#) step-by-step guides.
- If the new rate falls outside of the current class, you will need to make sure the student's job description has changed to move them to the new student assistant level and transfer to a new position number. Be sure to update the work-study indicator page for the new job code or your department will be charged 100%.

Keep in mind when entering the **Job Effective Date, in order for the pay rate to take effect and start in the correct pay period you need to make sure you start the pay rate change at the beginning of the pay period.** The beginning of a pay period begins with a Sunday. If you date it anytime during the middle of the pay period, the new rate will not take effect until the next pay period.

- Example: You want to grant an increase in pay effective 8/27/24. Since that is in the middle of a pay period you will have to decide if you want to actually start the new pay rate on either 8/25, Sunday of that week, or 9/01 which is the start of the next pay period. Based on the date you select, that becomes the true effective date. See the payroll dates at <http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates>.

CU CAREERS (TALEO) ATS HIRE

HCM step-by-steps can be found at <https://www.cu.edu/hcm-community/recruit-hire>

How to hire a previously identified student or temporary employee using the Direct Hire with Posting candidate selection workflow (CSW). The Direct Hire CSW is a shorter workflow than the regular CSW in which you post a position for anyone to apply. The [Direct Hire with Posting](#) process lets a user with HR access post the requisition to the Student-Temp career section and generate an email to the candidate containing a unique link where the candidate can apply.

In order to use CU Careers, you will need to go to [CU Careers Access and Training | University of Colorado](#) to get access.

The process for the Direct Hire involves the following actions:

- A user (with HR access) posts the requisition to the Student-Temp career section in CU Careers.
- The candidate (student or temp) receives an email with a link to an online page where they can register as a CU Careers user and provide name, address, and other personal information needed to complete the hire.
- The user who posted the requisition progresses the candidate to a Hire step with a status of Hired (Send to HCM).

CU Careers-Position Creation

You will create/update the position number the same way mentioned above. See [Creating or Updating an Existing Position](#).

Hiring Employee through CU Careers

Because there are different ways to use CU Careers: Create or Modify a Position, personalize your CU Careers Account, Create Job Postings, Select Candidates, Organize your Search Committee, Extend Offers, Hire or Rehire processes you should go follow instructions on the [Recruit & Hire | University of Colorado \(cu.edu\)](#) website.

SECTION 7 – 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 a spreadsheet and uploaded into HCM if you are **not** using myLeave or another electronic timekeeping system. *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/forms/employer-forms>.

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 hours if you are 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/forms/employer-forms>) but no guarantee it'll be processed.**

Since students are not eligible/entitled to fringe benefits they cannot receive benefits in exchange for work such as retirement, vacation, snow days, unemployment and/or paid holidays (students are eligible for [jury duty](#) pay and sick leave). To assist you in managing the time record process, we would like to suggest the following:

- Keep time sheets or timecards (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 their time record on a daily basis (i.e. do not have them 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 timesheet. 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/approve their time record. Supervisors cannot sign the student's time record for them. Students must sign/approve 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 approved/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.

In the TIME IN & TIME OUT columns, time is reported as shown below

- 8-22 mins into the hour, are reported as 15 mins after the hour (e.g., 9:08-9:22 = 9:25)
- 23-37 mins into the hour, are reported as 30 mins after the hour (e.g., 9:23-9:37 = 9:30)
- 38-52 mins into the hour, are reported as 45 mins after the hour (e.g., 9:38-9:45 = 9:45)
- Anything 53 mins before through 7 mins after is reported as the hour (e.g., 9:53-10:07 = 10:00)

When calculating the time worked each shift, hours are reported in 15 min increments as shown below

(15 mins = 0.25, 30 mins = 0.50, 45 mins = 0.75 & 60 mins = 1.0); so, 5 hours and 45 mins would be 5.75)

If your department discovers the reporting of fraudulent information, you must first contact Internal Audit. The student's name should also be forwarded to Student Employment (only if it involves a work-study student), the Office of Student Conduct & Conflict Resolution, and the CU Police Department, who will each do their own investigations.

Personnel Effort Reporting for Hourly Employees

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. You can read the Policy and Procedure on the Campus Controller's website at <https://www.colorado.edu/controller/policies/epers-policy-procedure> and training <https://www.cu.edu/controller/epers-training>.

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. For 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 their 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.

Time Entry Processing Procedures

Payroll earnings types are used to report student hourly time in HCM. All students (whether work-study or hourly) should use the following earning types when reporting any time in HCM time collection. A student must have an active job record for your department to report hours.

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	Earnings type when reporting a late pay for both hourly and work-study students. Charged 100% to department. If any hours are being reported after the normal due date for a bi-weekly pay period, earnings type LTS must be used. Be sure to submit a transfer request
SJD	Student Jury Duty	Earnings type to use to pay student for jury duty. Charged 100% to department.
HSK	Student Sick Leave	Earnings type to use to pay student for sick leave. Charged 100% to department.

For Work-study students: In order for a student's hours to be charged correctly

- Student **must** have a work-study award.
- In order for the earnings to be split as work-study the student must have the “**Active WS Job**” marked. This is done automatically when we run our work-study limits from Campus Solutions to HCM. This does not mean they are eligible for work-study; this means they are hired into a job code that is eligible to earn work-study.
- **Must** have an effective date, **NO** end date on the student's job record for your department on the CU Work Study Jobs page in HCM.
- To confirm if a student has an award, you can check the Employer View Screen in Campus Solutions (CU-SIS), check the HCM work-study page>CU Student Info & Processes>CU Work Study Awards or contact our office.

For specific instructions on Time Collection procedures, please reference the following step-by-step guides:

- [My Leave for HCM Community Members](#)
- [My Leave for Supervisors](#)
- [My Leave: Frequently Asked Questions](#)
- [My Leave: Selecting Earnings Codes](#)
- For your students: [My Leave Basics: Setting Preferences and Entering Time](#)

Payroll Expense Transfer Requests and Suspense Transfers

Our office does not process any timesheets to pay a student when we process these forms so be sure you have submitted those hours in HCM Time Collection for the student to receive the late payment. Student Employment must process all payroll expense transfers involving work-study earning codes. **We recommend that you review your HCM work-study student set-ups and your PeopleSoft financial statements to ensure that your student is being paid correctly out of work-study funds on a monthly basis.**

If a student has a current work-study award, but charges appear in account code 407600, your department's FOPPS was charged 100% of the student's earnings. If you believe the charge(s) are incorrect, you should verify that the student has a work-study award on the HCM work-study page and that the student is set-up correctly on HCM. Please note: Any earnings that the student earns in excess of the work-study award will also be charged to account code 407600.

You may request that the student's hourly earnings be transferred to work-study. You should complete on-line the line [Late Pay/Hourly to Work-Study Transfer Request](#) form for the appropriate term.

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 (WSR/WSC), our office will need to process the transfer request. Complete the [Suspense/Employer Charges Transfer Request](#) form found on our website.

Completion of either 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.

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

What do the codes mean on the Paycheck Distribution screens, Payroll Register and your Financial Statements:

WSR	30% of the work-study earnings that is charged to the Employer and charged under account 407700 ➤ WSO/OC this is a work-study charge for an off-campus agency using the work-study award. This will not appear on your statements but does go against the award
WSC	100% of the work-study earnings that is charged to the Employer because the work-study award limit has been met. Charged under account 407600 and does not go against the award.
CWS	70% of the work-study earnings that is charged to the Work-study Speedtype under account 407700 ○ OWS this is a work-study charge for an off-campus agency using the work-study award. This will not appear on your statements but does go against the award.
STH	100% of the earnings that is charged to the Employer because the student is set up as an hourly student (work-study indicator not flagged for job record, No work-study award, or the "Active WS Job" box is not check. Charged under account 407600 and does not go against the award.
LTS	100% of the earnings that is charged to the Employer because the hours were reported after the normal due date for a bi-weekly pay period. It is difficult to determine what pay period the earnings really belong to so it does not split into work-study automatically (i.e., they could be late hours from a summer timesheet, and we are now in the academic year). Charged under account 407600 and does not go against the award.
HSK	100% of the earnings that is charged to the Employer because the hours were reported as sick leave. Charged under account 407950 and does not go against the award.
HDK	100% of the earnings is removed from charging the employer. This happens when a student reported more sick leave hours than what was in their sick leave balance

HELPFUL HCM REPORTS

Although there are many reports available, 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. You will use the same navigation to access them:

Navigate to **HCM WorkCenter**>Select the **Resources** tab>Under **HCM** Queries select "**Click here for ALL**" link>

Designated as Work-study: Scroll to **Work-study Job Limits**-select link

- ❖ Enter Term Nbr: 2244 (for summer) or 2237 (for fall) or 2241 (for spring) and your Department ID
- ❖ View Results
- This report will list the information of Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Indicator page. This report will also list if the student has multiple employers who may be using the work-study award.

Work-study Indicator Max Row Report: Scroll to **Work-study Indicator Max Row**-select link

- ❖ Enter your Department ID and/or other optional fields
- ❖ View Results

- This report will list the student are placed on the work-study indicator table with the effective date.
- This will only work for the active term until Student Employment has feed over the work-study limits for the new term.

Work-study Award Limits/Balance: Scroll to **Work-study Personal Limits**-select link

- ❖ Enter Term Nbr: 2244 (for summer) or 2237 (for fall) or 2241 (for spring) and your Department ID **OR**
- ❖ Enter Emplid if you want to view just one student
- ❖ View Results
- This report will list the Work-study award limit (WS Per Limit), WS Per Balance (amount earned as of last processed pay period) and the WS Above Limit (this is any amount that went over their work-study limit (ws per limit).

Time Entry: Select **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).

Payroll Register Report: Select **Payroll _Register**.

- This report is available after the payroll is processed by ES. 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-[see above for list of codes](#))

Positions Information Report: Select **Positions Information**. **Be sure to mark the Vacant Only checkbox.**

- This report will identify vacant positions within your department into which you can hire students (rather than creating a new position). Enter your information.

Training: Select **Training Report**

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

- **Individual student:** enter your students' emplid. It will display the training(s) the employee has completed.
- **Group of employees:** Enter your department org number

Submit the following forms online on the Student Employment Website:

[Employer Request for Student Work-Study Form](#)

If you interview a student who currently does not have a work-study award you can submit an "Employer Request for Work-Study" form. 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.

[Exception Request for Student Employee Work Hours](#)

An employing department head must present to their dean or director, for each student hourly position requested for the [applicable type of exception](#) to the limited student hourly employee work hours policy.

[Payroll Expense Transfer Forms](#)

Student Employment must process all payroll expense transfers involving work-study earning codes. We recommend that you review your HCM work-study student set-ups and your PeopleSoft financial statements to ensure that your student is being paid correctly out of work-study funds. **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. Due to fiscal year end, there are deadlines for requests that cannot be granted. Please review your monthly statements so errors can be corrected early!**

- **Late Pay/Hourly to Work-Study Transfer (LTS/STH)**
Late timesheet submitted, employer charged 100% and would like it transferred to work-study; or Employer charged 100% until work-study granted or student was incorrectly set up in HCM. If a student receives or had a 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.
- **Suspense/Employer Charges to Work-Study Transfer (WSR & WSC)**
If your department needs to move earnings/charges (wsr or wsc on statement) from one FOPPS to another FOPPS and it involves work-study earnings, our office will need to process the transfer request.

Request to Hire a Non-CU Student

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. **You must submit a copy of the job announcement and where you posted it, to show that you attempted to hire a UCB student before we will approve a request to hire a non-CU student. The job posting must be posted for a minimum of 3 business days.** You must email this form **with a copy of the student's class schedule for the term that you are requesting to hire them along with documentation of your attempt to hire a CU student to studentemployment@colorado.edu**. 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 so you will need to submit the two schedules.

Work-Study Increase Request Form for Academic Year or Summer

If you and the student wish to increase the student's work-study award, please submit the Increase Request Form. 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.

Additional forms available on the Student Employment Website:

We have developed some forms that your office can download and use. Fill free to adjust according to your departmental needs:

Disciplinary Action Form-This form is intended to document disciplinary actions as part of said employee's permanent record.

Employee Evaluation Report-This form is intended to help evaluate your student employee, at least annually, for job duties and possible pay increases.

Employer Checklist to Hire Student Employees-This form is intended to help you with the hiring process.

Late Termination Policy- This form is intended to help your department with a policy on a student constantly being late to work.

Student Assistant Job Performance Termination -This form can help with a contract on job performance and possible termination.

Student Assistant Time-Off Request Form -Can use this request form for a student to request time off if you do not have a process in place.

Student Employee Termination Checklist -Can use as a termination check list for student employees.

Student Job Offer Letter -Use to offer a job to the student so the job duties and pay rate are clear from the beginning.

Work-Study Balance Worksheets Can use the 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.

- **Individual**
- **Group Remaining Work-study Calculation**

Contact Information:

Student Employment:

Work-study/Payroll Issues, Work Hour Policies
Questions related to student employment
Employers Contact Phone: 303-492-7349
Students Contact Phone: 303-492-5091
Web: www.colorado.edu/studentemployment
Email: studentemployment@colorado.edu
Location: Regent 175

Career Services:

Job Postings Information
Phone: 303-492-6541
Web: www.colorado.edu/studentemployment
Email: studentemployment@colorado.edu
Mailing Address: 133 UCB
Location: Center for Community (C4C) S440

Human Resources:

I-9, Step-by-Step Guides, Leave
Harassment, HRSC
Phone: 303-492-6475
Fax: 303-735-6786
Web: www.colorado.edu/hr
Email: hmail@colorado.edu
Location: 3100 Marine St., 3rd Floor

Employee Services

Reissue W-2s, Direct Deposit, Tax
Phone: 303-860-4200
Fax: 303-860-4299
Web: www.cu.edu/employee-services
Email: employeeservices@cu.edu
Mailing Address: 400 UCA
Location: 1800 Grant St., Ste 400, Denver

How to Read the CU Work Study Awards Page

Part I.

The screenshot shows the CU Work Study Awards page. It features a top navigation bar with 'CU Work Study' and a 'Person ID' field. Below this is a summary section for the 'Academic Year' (2015) showing 'Award Year Total' (\$10,237.60) and 'Award Year Earnings' (\$7,339.42). A red note states: '*Totals Contains Sum of Max Effective Dated Rows in the Term'. The main section is titled 'Work Study Awards' and displays a table of awards by term. The table has columns for *Effective Date, End Date, Total Award, Earned To Date, Above Limit Balances, and Unprocessed Earnings. The first row (Term 2154) shows a total award of \$2,237.60 and earned to date of \$0.00. The second row (Term 2151) shows a total award of \$4,000.00 and earned to date of \$3,339.42. The third row (Term 2147) shows a total award of \$4,000.00 and earned to date of \$4,000.00. The table also includes fields for Account (407700) and SpeedType (13002075, 13023314). Numbered callouts 1 through 10 point to specific elements: 1. Academic Year, 2. Award Year Total, 3. Award Year Earnings, 4. Work Study Awards section, 5. *Effective Date, 6. Total Award, 7. Earned To Date, 8. Above Limit Balances, 9. Unprocessed Earnings, 10. Account and SpeedType fields.

Academic Year Totals Award and Earnings

1. Academic Year: in this example, 2015 represents academic year 2015 which is terms fall 2014 (2147), spring 2015 (2151), and summer 2015 (2154).
2. Award Year Total Award: this represents the overall academic year award year total for fall, spring and summer combined.
3. Award Year Earnings: this represents the overall academic year award year total earnings for fall, spring and summer combined.

Work Study Awards - This is the student's award information by term. You will need to use the Arrow (highlighted) to view other terms as the current term will display by default, or select View All.

4. Effective Term and Academic Year
5. Effective Begin and End Dates for the Work-Study: This is the date the work-study award begins and ends for that term. When a change has happened to their financial aid with a term, a new row will be inserted with a new effective date and same end date. This is when that Total Award Amount Can be Earned
6. Total Award: This is the total amount in work-study for that term that the student can earn, if eligible to earn their award.
7. Earned to Date: Work-study earned as of last payroll processed. NOTE: this amount may not match what it is on Campus Solutions at certain points in time given the delay in feeding payroll data to Campus Solutions.
8. Above Limit Balances: amount of a student's earnings above their work-study award
9. Unprocessed Earnings: In most cases, this will be the same value as Earned to Date. However, if payroll is being processed, the two values may be different.
10. Account and Speedtype: these are for Student Employment use only and can be ignored.

You will see the word MAX in red (see above) next to certain rows. This represents the latest effective row or most current data for that term, which is included in award total and award year earnings at the very top of the page. For this example it will include Fall 2014 (term 2147) for \$4,000, Spring 2015 (term 2151) for \$4,000 and Summer 2015 (term 2154) for \$2,000 max rows and the earnings totals (\$4000 + \$3339.42 + \$0).

Part II.

The screenshot displays the 'Academic Year - Job' interface. At the top, there are navigation links: 'Find | View All', 'First', '1 of 4', and 'Last'. Below this, the 'Academic Year' is set to '2015' (callout 1). The 'Work Study Jobs' section shows a list of jobs. The first job record is for 'Empl Record 1', 'Term 2154', and 'Academic Year 2015' (callout 2). This record has an 'Effective Date' of '10/19/2015', is marked as 'Work Study Eligible Job' and 'Active WS Job' (callout 3), and is an 'On/Off Campus Job' set to 'On Camp'. The job details include 'Dept ID 10046', 'Job Code 4104', 'Financial Aid', and 'Student Asst IV'. The second job record is for 'Term 2151' and 'Academic Year 2015' (callout 4). It has an 'Effective Date' of '03/14/2015', is marked as 'Work Study Eligible Job' and 'Active WS Job', and is an 'On/Off Campus Job' set to 'On Camp'. The job details include 'Dept ID 10046', 'Job Code 4104', 'Financial Aid', and 'Student Asst IV' (callout 6). The third job record is for 'Term 2151' and 'Academic Year 2015' (callout 5). It has an 'Effective Date' of '03/14/2015', is marked as 'Work Study Eligible Job' and 'Active WS Job', and is an 'On/Off Campus Job' set to 'On Camp'. The job details include 'Dept ID 20525', 'Job Code 4103', 'SOP-Apothecary', and 'Student Asst III' (callout 6). The fourth job record is for 'Term 2147' and 'Academic Year 2015' (callout 6). It has an 'Effective Date' of '12/20/2014', is marked as 'Work Study Eligible Job' and 'Active WS Job', and is an 'On/Off Campus Job' set to 'On Camp'. The job details include 'Dept ID 10046', 'Job Code 4104', 'Financial Aid', and 'Student Asst IV'.

Academic Year-Job – This is the student's job information by term.

1. Academic Year – scroll through to view the information for the correct year
2. Term – scroll through to view the information for the correct term
3. Active WS Job – check this box to use work-study for your job record
4. Work Study Eligible Job – This means the student has a current job record in HCM that can use the work-study award. **This does not mean they are eligible to earn the award. You are not able to update this box.**
5. On/Off Campus Job – indicates if the student is earning work-study through an on or off-campus work-study position. This will default to on-campus and should not be changed.
6. Department Information – this displays the job and department information to help you match to your job record. You should only update records that belong to your department, but you may view whether a student is using their work-study with another department.

How to Mark Your Job(s) for Work-study

Part III. If the student has work-study and you want to utilize it for your department, you will now need to add the student to the CU Work Study Indicator table. You will come here if you did not enter a start date when you hired the student, or they were granted an award later in the year.

You no longer have to wait for Student Employment to send the work-study limits to HCM before you mark your student to use the award.

Navigate to: HCM>CU Non-Pay Actions>CU Student Info & Processes>CU Work Study Indicator

Enter the **Empl Id** and **Empl Record** created for the student and hit **Search**.

CU Work Study Indicator

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Empl ID	begins with	
Empl Record	=	
Position Number	begins with	
Name	begins with	
Last Name	begins with	
Second Last Name	begins with	
Alternate Character Name	begins with	
Middle Name	begins with	
Department	begins with	

☐ Include History ☐ Correct History ☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

You can now see the information for that student.

Employee Empl ID
Empl Record 1

Enter the effective date with the pay period begin date in which the employee becomes eligible for workstudy.

Job Information [Find](#) | [View All](#) First 1 of 1 Last

Effective Date	01/24/2017	Effective Sequence	0	Payroll Status	Active
Department	10443	Rec Ctr-Special Ops			
Job Code	4103	Student Asst III			
Position Number	00602179	Student Asst III			

Work Study Indicator [Find](#) | [View All](#) First 1 of 1 Last

*Effective Date		Effective Sequence	0	End Date	
Last Update User ID		Updated on			

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Update/Display](#) [Include History](#)

Job Information: You will now see some information on the student

- Employee Name
- Empl Id
- Empl Record (very important to make sure you are viewing the correct record for your student)
- Effective Date
- Dept ID (should display your department org and title. You may need to arrow through to your department/record #)
- Job Code (should display job code you set student up in)
- Position (should display the position you hired the student into)

WORK STUDENT INDICATOR Section/Box

To designate your department to use the work-study award you must do the following:

- **Enter an Effective Date:** The Effective Date cannot be earlier than the hire date of the empl record for this position.

- If there is no date in the field, you can just **Enter a Date**

Work Study Indicator Find | View All First 1 of 1 Last

*Effective Date Effective Sequence 0 End Date

Last Update User ID Updated on

- If a date is in the Effective Date **AND** an End Date in the fields (see below for example)

Work Study Indicator Find | View All First 1 of 1 Last

*Effective Date 06/26/2022 Effective Sequence 0 End Date 06/26/2022

Last Update User ID DURA000001 Duran, Brenda L Updated on 07/07/22 10:32:20AM

- You must **Insert a new row, enter new Effective Date and DELETE the End Date in the fields** (see below for example of how it should look after removing the End Date).

Work Study Indicator Find | View All First 1 of 2 Last

*Effective Date 06/27/22 Effective Sequence 0 End Date

Last Update User ID DURA000001 Duran, Brenda L Updated on 07/12/22 10:23:32AM

- If there is an Effective Date AND NO end date it will pull as work-study if the student has an award on the CU Work Study Awards page.

Work Study Indicator Find | View All First 1 of 2 Last

*Effective Date 06/14/2020 Effective Sequence 1 End Date

Last Update User ID DURA000001 Duran, Brenda L Updated on 06/26/20 10:53:06AM

- **Save** your changes

Example of how to decide the effect date. The current timesheet that is going to be processed for students is for pay period 06/26/22-07/09/22:

- When you look at the panel if there is **no Effective Date**, you can **Enter an Effective Date for the start of the pay period (6/26/22). Save**
- If there is an effective date **AND** an end date, you must **insert a new row** (hit the plus button) and **enter a new effective date**. The date must be within the current timesheet that is going to be processed, so if the effective date was 6/29/22, use 6/30/22 as the effective date. **Delete the data in the End Date field**. It will still split the earnings for that pay period since it is still within that pay period. **Save**
- If there is an effective date of 7/10/22 and the pay period closed, you cannot insert a row and back date it to be within the closed period. You would leave the row as is unless there is an end date in the end date field. If so, you will just insert a row (hit the plus button) and enter the date of 7/11/22 and delete the end date data in that field and save. You will need to complete a request to transfer the earnings from the 7/09/22 pay period into work-study. *However, there is no guarantee we can correct earnings for any pay period, particularly as we approach fiscal year end!*

- **Leave End Date blank**. This will allow the work-study indicator to roll forward each term for this position and empl record, as long as the student is work-study eligible and has an award.
 - The end date will be automatically populated when the student's position is terminated.
 - If you transfer or re-hire a student in a position which was previously terminated, you will need to **insert a new row, enter a new effective date, and remove the end date**.
- **Save** your changes

A program will run several times throughout the day to take data from the Indicator page and check the Active WS Job box on the CU Work-study Jobs Page. Therefore, you may confirm that the student was set up correctly to utilize work-study funds by checking *Main Menu > CU Student Info and Processes > CU Work Study Jobs* the **next day**. Enter the student's employee ID and make sure that the "active WS job" box is checked. Ensure that the work-study job belongs to the appropriate department, term and academic year.

The screenshot shows a web application interface for 'Academic Year - Job'. It has a search bar with 'Find | View All' and pagination 'First 1 of 4 Last'. Below this is a section for 'Academic Year 2017' with a 'Find | View All' search bar and pagination 'First 1 of 1 Last'. The main content area shows 'Empl Record 0', 'Term 2167', and 'Academic Year 2017'. It displays a table with the following details:

Effective Date	<input checked="" type="checkbox"/> Work Study Eligible Job	Dept ID	60017	AVCASA-FA Financial Aid
07/31/2016	<input checked="" type="checkbox"/> Active WS Job	Job Code	4102	Student Asst II
On/Off Campus Job		Position	[REDACTED]	Student Asst II
<input checked="" type="radio"/> On Camp <input type="radio"/> Off Campus		<input type="radio"/> Unknown		

A few weeks prior to a term, information for the upcoming term may appear as a future dated row. *Once an award for a future term has been placed on the HCM page, you will not see the current job. To access the current work-study information, you will need to select 'View ALL' or press the arrow button and look at the Eff Date and Term to make sure you are viewing the current work-study job.*

You can run a report in HCM to verify all of your students are marked to use their work-study awards.

Navigate to: **CU HCM User WorkCenter**.

- Select the **Resources** tab
- Under HCM Queries select **"Click here for ALL"**
- Scroll to **Work-study Job Limits**-select link
- Enter **Term Nbr**: 2214 (for summer) or 2217 (for fall) or 2211 (for spring)
- Enter your **Department ID**
- **View Results**
- Under the WS Active Job Column anyone with an N is not flagged to use the work-study award so you can see if they are active (A) or Terminated (T) and update the CU Work Study Indicator page.

If you try to run the report under CU HCM USER WorkCenter and it doesn't work, you can go under Reporting Tools>Query>Query Viewer>search for **CUES_HCM_WS_Job_Limit** and run in excel with the information above.

VERIFY WORK-STUDY AND MARK TO USE AWARD

