

OFF-CAMPUS WORK-STUDY EMPLOYER HANDBOOK

Academic Year 2024-2025
Summer 2025



Student Employment

UNIVERSITY OF COLORADO **BOULDER**

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Contact Names

Office of Financial Aid/Student Employment 77 UCB, Boulder CO 80309-0077

For assistance in obtaining general information on the work-study program, initiating a student payroll set-up, getting information on a student's pay rate, work-study eligibility, asking questions on billing information or discrepancies, or setting up Time Collection access, please contact:

Brenda Duran
Office Manager
Phone: 303-492-3548
[Send Us a Question](#)
Email: Brenda.Duran@colorado.edu

Career Services Center for Community (C4C) S440

For assistance with job postings in Handshake, you can submit the [Send Us a Question](#) or send a direct message with the subject line of Handshake to studentemployment@colorado.edu. The Career Services office will respond to the email.

Career Services
Phone: 303-492-6541

Important Student Employment Dates and Deadline Information

Students who Graduate or Withdraw

Students who withdraw or graduate from the University are no longer eligible to work as student employees as of the date they withdraw. 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. You may choose to hire them on your agency's payroll.

Final Academic Year 24-25 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**.

24-25 Academic Year by May 13, 2025
Summer 2025 by August 19, 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, any academic year or summer work-study hours turned in after the deadline will be charged 100% to the employer.* The agency 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. Our office will try to automatically transfer any earnings that we come across for your student but cannot guarantee we don't miss someone.

Student Appointment Begin/End Dates for Academic Year 24-25 and Summer 2025

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**. 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, any summer work-study hours turned in after the deadline will be charged 100% to the employer.

Due to our fiscal year end, the June bill will be delayed by one week. We will return to our normal billing cycle with the August statement.

Student Employee Hiring Information

Advertising a Student Employment Position

Handshake is provided free of charge to on-campus and contract off-campus work-study 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 Agency Handshake Account:

If your agency 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 in the agency.

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.**

Annual New Student Work-study Mailing

If your agency is interested in hiring work-study students, the Student Employment Office produces a special mailing each July. This mailing is sent to approximately 1000 students who are new to the work-study program. We provide students with a listing of employers who have available positions in the [Buff Portal](#), so they can apply for positions prior to arriving on campus in the fall. We have received positive feedback from employers who have participated in this mailing. Our office will send an email with more information on this opportunity in June. There is no charge to participate.

Community Service Work-Study

Community Service Work-Study, as defined by the Higher Education Act (HEA) of 1965, and amended by HEA amendments of 1992 and 1993, involves work that provides services designed to improve the quality of life for community residents, particularly low-income individuals, or to solve particular problems related to their needs, including:

1. such fields as health care, child care, literacy training, education (including tutorial services), welfare, social services, transportation, housing and neighborhood improvement, public safety, crime prevention and control, recreation, rural development, and community improvement;
2. work with youth corps or other service opportunities as defined by the National and Community Service Act of 1990;
3. support services to students with disabilities; and,
4. activities in which a student serves as a mentor for such purposes as: tutoring; supporting educational and recreational activities; and counseling (including career counseling).

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" (www.colorado.edu/studentemployment/resources) factsheet with information that can be helpful in developing a productive interview on the Employer Resources tab.

If unsure of a student's work-study status, contact the Student Employment Office for confirmation of an award. Please do not send a request to hire if you are just interviewing the student.

Supervising Work-Study Students

Per Federal Regulations (675.20 Eligible employers and general conditions and limitation on employment.) Students are not allowed to work from home and keep track of their hours without supervision. The work-study programs require that a student receive adequate, qualified supervision and training.

The institution is responsible for ensuring that—

- (i) Payment for work performed under each agreement is properly documented; and
- ii) Each student's work is properly supervised.

Students can work during holidays at CU as long as they are supervised as mentioned above.

Summary of Student Employment Charges to Your Agency

	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 agency for either work-study or hourly. However, the Hourly or Late Pay earnings can be considered for a transfer to work-study by completing the '[Late Pay/Hourly to Work-study Transfer Request](#)' form found in the forms section of this handbook and on the Student Employment website. Jury Duty, Overtime, nor Sick Leave will not be eligible to a transfer at any time.

** Benefit charges are subject to change every year.

Training

While it is often difficult to find the time away from your own work to spend training your new student employees, it is very important. Take the time to demonstrate office procedures. What may seem very simple and obvious to you may be confusing to the student. Remember that you may do these procedures every day, but it is brand new for the person being trained.

While explaining procedures, try to think about the procedures objectively. For example, if you knew nothing about the procedures yourself, think of how someone could best explain them to you. Some students will learn more quickly by watching someone go through the procedures step-by-step; others will benefit most by listening to a thorough explanation.

Student Employment Policies and Procedures

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, 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 Policy can be found at: www.colorado.edu/policies/equal-opportunityaffirmative-action-policy. As off-campus employers affiliated with the university, you are expected to comply with this as well.

Audits and Student Appointment

Student appointments (active and terminated) are subject to internal and external audits. If an auditor selects student employees from your agency, you will be responsible for providing the necessary documentation requested in a timely manner. Audits are conducted by various external agencies, as well as by the University's Internal Audit Department. Failure to maintain accurate work records for students will result in the employing agency assuming responsibility for any fines or penalties that may result.

Background Checks

Background checks should be required of certain student positions based on the nature of their duties, as determined by the agency's Appointing Authority. It is the responsibility of the Appointing Authority to determine which position(s) are required to have a background check, the extent of the background check to be performed, and to ensure that the background check is completed. Student employees whose duties/responsibilities fall in the policy outlined in Section II of the policy (www.colorado.edu/policies/background-check-policy) are required to have a background check. It is the responsibility of the hiring agency to perform the background checks.

Breaks

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

Colorado Equal Pay for Equal Work Act:

The Equal Pay for Equal Work Act (C.R.S. § 8-5-101 et seq.), 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.

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

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>.

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.

Environmental Health and Safety

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](#)

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: www.colorado.edu/registrar/students/records/ferpa.

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 on the time collection pages using a 'SOT' earnings type.

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 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 monthly billing 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 must be kept on record by the agency for a minimum of 5 years. Agencies 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 agencies to retain the time record for five (5) years from the end of the award year. Therefore, to ensure that you are keeping them for the correct number of years, we recommend keeping this information for all students for 5 years before disposing.

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 Retirement 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 \(cu.edu\)](#)

Terminating/Ending a Work-study Student Employee Position

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.

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. **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?

At the time of termination, please make sure that the student has filled out his/her time sheet, including signature, for the hours worked during the pay period. **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.** Also inform the Student Employment Office at 303-492-3548 or send an email to Brenda.Duran@Colorado.edu so that we can end the appointment on the payroll system.

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.**

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**

W-2

It is recommended that all employees be notified to update their [mailing address](#) in CU's Human Capital Management (HCM) system 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 send an email to Student Employment with new address. Address changes that affect W-2 mailings must be done prior to the January payroll deadlines.

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.

Resources

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.

The procedure and criteria for the evaluations should be explained to the students during the agency orientation and training. They should know exactly what is expected of them and how they will be evaluated right from the beginning. It should be stressed that the intent of the evaluation is to provide the students with constructive feedback regarding their job performance. Employers should remember that some student employees may never have been evaluated in a professional setting before. The supervisor should be honest with the employee. Strengths should be praised, and areas of needed improvement should be addressed in a positive and constructive way. Promotions and pay increases are never guaranteed. Be sure to explain to your student during the evaluation if he/she is 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](#)

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](#).

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>.

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

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>.

WORK-STUDY INFORMATION

What is Work-Study?

Work-study is a need-based financial aid program that allows students to work and apply their earnings toward their educational expenses. Employers are encouraged to provide jobs that are related to the student's academic or vocational goals.

The federal or state government pays a portion of the student's salary, and the remaining portion is paid by the off-campus agency where the student is employed. To be considered for work-study, the student must apply for financial aid each year by submitting the Free Application for Federal Student Aid (FAFSA).

If awarded, the students will receive award letters, which state the dollar amount of their work-study (this is the TOTAL dollar amount the students are eligible to earn for that term). To earn work-study, students must maintain their financial aid eligibility throughout the year and must be enrolled. If students withdraw from classes or become ineligible for their financial aid, they must stop earning their work-study immediately.

Work-Study Eligibility for Students

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 a [Free Application for Federal Student Aid \(FAFSA\)](#) and receive a work-study award as part of his/her 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 Eligibility Form

Once the student has completed all the necessary financial aid/payroll paperwork, the Student Employment Office will then email the Work-Study Eligibility Form to the agency to verify that the student has been set up in the payroll system.

STUDENTS CANNOT BEGIN WORKING FOR YOUR AGENCY UNTIL YOU HAVE OBTAINED THIS FORM. Upon receipt of this form, the agency can allow the student to begin working. Examples of this form (for both academic year and summer) can be found in Appendix section of this handbook.

Changes in Student Eligibility

Once awarded, students must maintain their financial aid eligibility throughout the year and must continue to be enrolled. If students withdraw during a semester, they can only earn work-study through their last day of attendance. Our office will

notify your agency with any changes to a student's work-study eligibility. If you allow a student to work after they are no longer eligible, your agency will be charged 100% of the earnings plus the ancillary charges.

The following situations would make students ineligible to earn their work-study awards:

1. Students who graduate (must stop working at the end of the term in which they are graduating).
2. Students who withdraw from the University (must stop working as of their withdrawal date).
3. Students who are not meeting the Satisfactory Academic Progress (SAP) Policy of the Office of Financial Aid (the Student Employment Office will notify the agency that the students must stop working).
4. Students who have a change in their financial aid eligibility (the Student Employment Office will notify the agency that the students must stop working).

Work-Study Appointments and Additional Employment Instances

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. 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 forfeited. ***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.

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 forfeited. 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 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. You can use our Work-Study Balance Worksheets from our website at www.colorado.edu/studentemployment/forms/employer-forms. There is an imbedded formula contained in the excel spreadsheets.

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).

Work-Study Increases

If student or employer wish to increase their work-study awards, please submit the increase request form on-line form at: www.colorado.edu/studentemployment/forms/employer-forms.

Increases are made on a funds-available basis. If we cannot grant the request immediately, we will keep the request on file throughout the year. If funds become available and the student has financial aid eligibility, we will increase the work-study award. Increases will be made on a funds-available basis. If the award is increased, we will notify the employer and student by email. The student will 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 awards (which appear on the Work-Study Eligibility Form), since we cannot guarantee increases. *The agency will pay 100% of the earnings, plus ancillary fees, 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

An off-campus agency cannot allow a student to work under CU's work-study program without a work-study eligibility form.

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.*

Employer Eligibility

Local public agencies, including city or county government offices, public schools, community-owned hospitals, public libraries, and community centers may be considered for an off-campus work-study contract with the University of Colorado Boulder. Nonprofit organizations are also considered. A private, nonprofit organization is one in which no part of the net earnings of an agency may benefit any private shareholder or individual. An organization must be incorporated as nonprofit under federal or state law.

In addition, the agency must guarantee that the work for which the students will be used:

1. will be in the public interest and will be performed for national or community welfare, rather than for a particular interest or group;
2. will not result in the displacement of employed workers or impair existing contracts for services;
3. will not involve the construction, operation, or maintenance of any facility used as a place for religious worship.

Off-campus work-study employers sign a contract with the University, which outlines the items above, as well as expenses to the agency.

Employer Expenses

Employer charges are evaluated each year and will be noted in the renewal wage rate letter. Off-campus work-study employers pay 40% of the student's earnings, while the federal or state government pays the remaining 60% of the earnings. In addition to the wages, the employer will pay for benefits (subject to change yearly) and a 10% administrative charge. *If the student has earned all of their work-study award, the employer will be charged 100% for the total hours worked.* In summary, the agency pays:

40.00%	Wages
<i>Ancillary Charges:</i>	
10.00%	Administrative Fee
1.8%	Benefits (this rate if for 2023-2024, this rate will change every year)
<hr/>	
51.8%	TOTAL

Your agency will be charged 100% for the earnings, plus ancillary fees, if a student reports any hours for jury duty, sick or family leave a student.

Off-Cycle Checks

On occasion, circumstances may arise which require the issuance of a payroll outside the normal payroll cycle, like a late timesheet. Such pay checks are typically referred to as "off-cycle checks." Your agency is charged 100% for a late timesheet. Our office will try and correct those charges to work-study but there may not be room in the work-study award limit by the time the timesheet was submitted or we have closed our work-study funds for that fiscal year.

Responsibilities

Employer Responsibilities

1. To read and agree to the Renewal Contract Conditions Letter on an annual basis.
2. To ensure that the student's work is in the public interest, does not displace already employed workers, and does not involve religious worship.
3. To set the student wage between minimum wage (currently \$16.00 for Boulder) and the maximum student wage (currently \$38.00).
4. To accept or reject qualified work-study student applicants without regard to race, color, national origin, sex, age, disability, creed, religion, or veteran status.
5. To provide the Student Employment Office with a copy of the student job description.
6. To notify the Student Employment Office each term of new and continuing students who will be working for the agency, including the rate of pay for each student.
7. Send the new student to the Student Employment Office to complete the necessary paperwork. Must inform student to bring original documents, **(NO COPIES WILL BE ACCEPTED!)**, to complete the paperwork (normally a driver's license and social security card or passport).
8. To employ students only AFTER the agency has received the Work-Study Eligibility Form from the University, which indicates that the student has completed his/her payroll paperwork and is eligible to begin earning his/her work-study award at the agency.
9. To furnish adequate, qualified supervision of the student and manage the student time sheets on a daily basis.
10. To notify the Student Employment Office of any changes to the agency's personnel that will impact the supervision or time entry process for work-study students.
11. To report the actual hours worked for each student employed by the agency on a bi-weekly basis to the University Payroll Office (see [Payroll Calendars](#) in Appendix section of this Handbook or on our website).
12. To ensure the proper use and confidentiality of the University's human resource records and computer systems, including all electronic time reporting software.
13. To ensure that the student does not exceed 40 hours per week (for a total of no more than 80 hours during the bi-weekly pay period).
14. To ensure that the students do not exceed their work-study award amounts.
15. To retain the time sheets for a minimum of 3 years (5 years recommended).
16. To ensure that adequate funds are available to pay the agency's portion of the student wage and to pay the monthly invoice within 30 days of receipt.
17. To notify the Student Employment Office when a student (with effective date) is no longer working for their agency so they can be terminated in the payroll system.

Student Responsibilities

It is the student's responsibility to find a work-study job once he/she has received a work-study award and completed all the necessary financial aid paperwork. A student employee should consider the job a serious commitment. When hired for a position, the student becomes a member of a work unit that depends on him/her. Therefore, the supervisor may reasonably expect the student to:

1. Complete the necessary paperwork with the Student Employment Office before you begin working with the employer. You cannot work for the agency nor be paid if the paperwork is not complete.
 - a. Bring your original driver's license and social security card (**NO COPIES WILL BE ACCEPTED** to Human Resources Verification Office. Complete section 1 of the I-9 Verification form before arriving.
2. Report to work at the agreed-upon time, ready to work. The people in the office where you are assigned are depending on your help. Continued tardiness or failure to notify your office whenever you cannot report for work can be sufficient grounds for termination of your employment.
3. Attend to assigned duties on the job, and not conduct personal business while at work.
4. Work with a cooperative and positive attitude.
5. Notify the supervisor as soon as possible if work schedule changes (i.e. projects and exams may interfere with work schedule). Avoid making appointments that will conflict with your working hours. If you cannot avoid doing so, please notify your supervisor as far in advance as possible.
6. Keep an accurate record of hours worked. Work-study students cannot work beyond the total amount of their awards unless the employer has agreed ahead of time to pay 100% for your earnings. You may be the only one who knows from one month to the next exactly how many hours you have worked.
7. Work no more than 40 hours per week in summer (most students do not work more than 25 hours per week when school is in session). See our Student Hourly Employee Work Policy at www.colorado.edu/studentemployment/policies.
8. Submit the payroll information to the supervisor on the designated date of the payroll period.
9. Notify the supervisor immediately in the event of a change in the Work-Study award.
10. Notify each supervisor if employed in more than one Work-Study position.
11. Notify supervisor of a job-related accident.
12. Update your address via your campus portal in a timely manner so your W2 and other documents can be mailed to your current address.
13. Take all the required CU training courses

The student also has responsibilities to the Financial Aid Office. Since Work-Study is a federal/state financial aid program, the student is expected to:

1. Make an appointment with the Student Employment Office before you begin working to complete the appropriate payroll paperwork.
2. Maintain enrollment throughout the academic year (you must report any changes in enrollment to the financial aid office).
3. Maintain satisfactory academic progress.
4. Earn no more than the predetermined Work-Study award unless agency is willing to pay 100% of the earnings with the additional administration and benefit fees.
5. Submit all requested documents to the Financial Aid Office in a timely manner.

University Responsibilities

1. Advertise work-study positions on [CU Boulder Student Jobs](#) portal - available only to current CU students).
2. Determine a student's work-study eligibility and verify that he/she has been awarded work-study.
3. After the student comes in to complete his/her paperwork and the Agency confirms it is hiring the student (as well as the pay rate), the Student Employment Office will make sure all necessary paperwork to set up the student in the payroll system is completed (including the I-9) and will email the Work-Study Eligibility Form to the employer.
4. Upon receipt of an on-line time input into the CU Payroll System, the University will pay the student for the number of hours worked at the pay rate designated by the Agency, according to the established bi-weekly schedule (see Appendix section).
5. To send the student's advice/warrant to MyCUInfo each bi-weekly pay period.
6. To issue the student a W-2 each calendar year.
7. Provide the agency with an employer handbook, as well as written updates on changes in policies and/or procedures.
8. Provide the agencies with training sessions, which outline the work-study program policies and procedures.

Payroll Process

Payroll Set-up Procedures

For students who have never worked for your agency, please send the student the CU hire packet. They will return the packet to Brenda Duran at Brenda.Duran@Colorado.edu.

The Student Employment Office will send the student to our [Human Resources Office](#) to complete an I-9. **Let the student know he/she must bring his/her driver's license, original social security card (COPIES CANNOT BE ACCEPTED).**

For students who have been working for the agency and will continue in the next session, the Student Employment Office will email the agency a list of names, employee id numbers, and pay rates at the beginning of each session. Continuing students do not need to visit our office but should verify their mailing address through [Buff Portal](#) to make sure their W2 will be mailed to their current address and update any direct deposit information.

Establishing Pay Rates for Job Positions

Agencies will determine student pay rates according to their own agency guidelines/policies. However, you must follow the [Colorado Equal Pay for Equal Work Act](#) and students must be paid at least minimum wage (currently \$16.00 for Boulder) and cannot be paid more than the maximum student wage rate (currently \$38.00). Should employers want assistance in establishing a rate of pay, they should contact the Student Employment Office.

Time Sheets

University policy and federal and state regulations require accurate and complete maintenance of employee work records. Students must complete bi-weekly time sheets listing time in & time out for each day worked. Employers should give students new time sheets at the beginning of each pay period.

The Fair Labor Standards Act (FLSA) requires an employer to establish a standard work week. For the University of Colorado Boulder, the established work week is 12:01 a.m. Sunday through 12:00 midnight, the next Saturday.

At the end of each bi-weekly pay period, the supervisor must turn in the time sheets to the designated payroll liaison for the agency. The hours reported on these time sheets must be entered through the CU Payroll System (see steps below). The signed hard copy of the time sheet must be kept on file with the employing off-campus agency for at least three years (recommend 5 years) and made available for audit review upon demand. The signed time sheet is the primary source of time worked information and must be maintained for university, state, and federal audits. Failure to maintain these records will result in the employing agency assuming responsibility for any fines or penalties that may result. The work records must be maintained for at least three years for both current and former employees of the agency. All time sheets must be completed with all requested information and signed.

A blank copy of a time sheet (which can be reproduced) is included in the Forms Section of this handbook. Also in Appendix section is an example of a completed time sheet.

All time entry must be submitted to the University's Employee Services office by the agency's payroll liaison, the supervisor of the student, or by an agency staff member designated to submit the time on the appropriate payroll deadline date. Students are to be paid **only** for hours worked.

1. You cannot pay a student for anticipated hours.
2. Supervisors must review the time sheet for accuracy to verify that the student is reporting the correct time.
3. Students are **not** eligible to receive benefits in exchange for work such as retirement, vacation, sick leave, unemployment and/or paid holidays.

Time Sheet Control Procedures

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 agency discovers the reporting of fraudulent information, please forward the student's name to the Student Employment Office.

Payroll Earnings Types

Payroll earnings types are used to report student hourly time in HCM. Hours for all students (whether work-study or hourly) should be entered using the following earnings types when reporting time in HCM time collection.

STH	Student Hourly or Work-study	Earnings type to use to submit regular time worked
SOT	Student Overtime	Earnings type when reporting overtime.
LTS	Late Pay	Earnings type when reporting a late pay for both hourly and work-study students. Charged 100% to employer. Can request for the earnings to be transferred to work-study by completing the "Late Pay to Work-study Request" form.
SJD	Student Jury Duty	Earnings type to use to pay student for jury duty. Charged 100% to employer
HSK	Student Hourly Sick Leave	Earnings type to use to pay student for sick leave. Charged 100% to employer

TIME COLLECTION PROCEDURES

This section will provide you with step-by-step procedures on how to report your student's bi-weekly time to the University's payroll system. Questions on these procedures should be directed to the UCB Student Employment Office at (303)492-3548. Annual time collection calendar deadlines and pay period deadlines will be sent to you by the Student

Employment Office each year. The agency enters employee(s) time directly into the CU Payroll system. There are two steps to the process:

Step 1 – Use the current method of collecting time via the Employee Work Record (e.g. paper timesheets, time clock, etc.) and obtain verifications by the employee and supervisor. A sample time sheet is provided in your “Off-Campus Work-study Employer Handbook.

Step 2 – The hours worked by each employee will then be entered into the CU Payroll system via a spreadsheet template.

Step 3 – Log into the [CU VPN](#)

Step 4 – Log into MyCUInfo and to [main menu](#) to upload the spreadsheet to HCM. You can also [manually](#) enter hours if needed.

Step 5 – [Approve](#) the hours in HCM

Step 6 – Run your [time entry reports](#) after you’ve approved the batch to make sure everything you entered was submitted and approved.

Step 7 – The following Monday after payroll has posted from CU you can run the [payroll register](#) to verify that the earnings split as work-study, so your agency isn’t charged 100%.

Creating the CU Regular Earnings File to upload to HCM

The Student Employment Office will provide an initial spreadsheet to your agency if you are going to upload the hours into the UCB payroll system. Every new pay period, the only information that will need to be added will be the new beginning and end dates, number of hours, and any override information specific to that pay period.

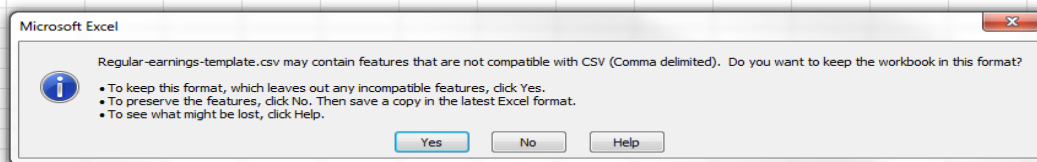
1. Create a CU Regular Earnings file using Microsoft Excel template and save under a new name to your designated folder. Although the file eventually will need to be in CSV format for upload, save it in Excel Workbook format while you are completing data. It will be easier to work in and format (you should receive one from Student Employment):
 - **Off-Cycle: N** (all caps); do not leave blank. If the PPE Date is for an *on-cycle payroll*, code **N**; if for an off-cycle payroll, code **Y**.
 - **NAME: THIS COLUMN WILL NEED TO BE DELETED WHEN YOU SAVE TO A CVS FILE**
 - **Emplid**: you will need to use this from the work-study eligibility form
 - **Empl_Rcd**: you will need to use this from the work-study eligibility form
 - **Earn Begin (MM/DD/YYYY)**: Enter Pay Period Begin Date (example: 11/22/2015)
 - **Earn End (MM/DD/YYYY)**: Enter Pay Period End Date (example: 12/05/2015)
Be sure to reformat all dates using the *mm/dd/yyyy* format. CSV files do not retain this format, so verify the date fields for each file you create. Highlight each date column and use the Format Cells feature to select the Custom option and in the.
 - **Earn Cd**: enter **STH** in all caps
 - **Skip these field but DO NOT DELETE THEM**: addl pay shift, tax pd, tax mtd, benefit ded ovd, benefit ded subset, gen ded ovd, gen ded subset, speedtype, amount and sep chk fields.
 - **Hours**: enter hours for that student. Format **Hours** and/or **Amounts** with two decimal places and no 1000 Separator (,). **DO NOT ENTER BOTH HOURS AND AMOUNTS ON THE SAME ROW. The file will upload but will cause errors in payroll processing.**
 - **Skip these field but DO NOT DELETE THEM**: amount and sep chk fields.

You also cannot enter duplicate rows for your employees unless they have different field Emplid_Rcd, Earn Begin and Earn End dates or a different speedtype is entered. If you enter STH for the same student, same time period and nothing is different it will cause your payroll to fail.

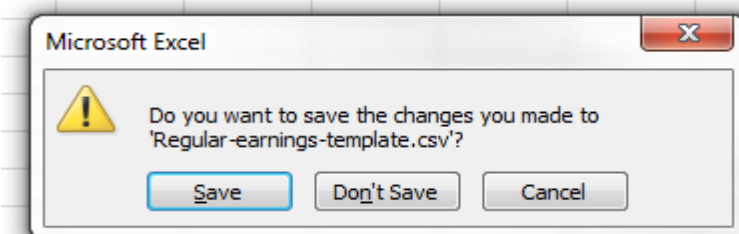
2. Save your file first in Excel and then **delete name row and save** a copy as a **CSV file**. *Uploads must be in CSV format.*

Click **Save As**. Under **Save as type** choose **CSV (Comma delimited)** and then click **Save**.

3. If you get the following message, click **Yes**



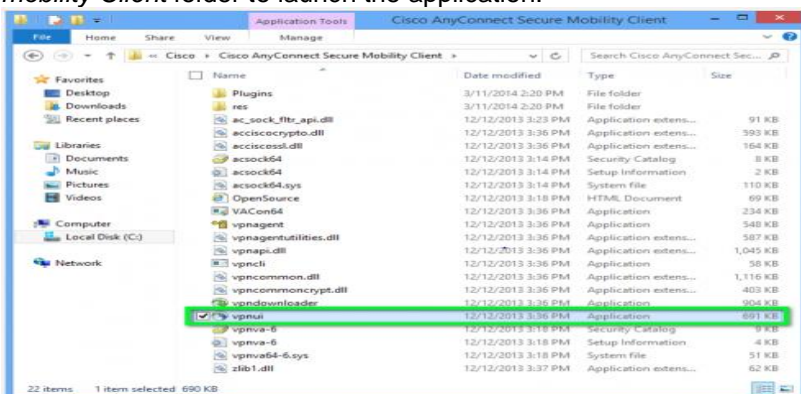
4. When you close the file, if you get the following message. **Click Don't Save.** (Clicking Save will change the format of your already saved file).



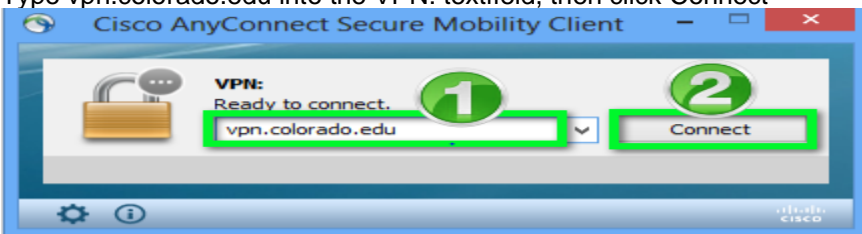
VPN

You will need to open our SSLVPN in order to process time sheets. Go to <https://cuvpn.colorado.edu/>. (skip to [Main Menu](#) if you've already bookmarked SSLVPN once you log into the vpn)

1. If you have never accessed the VPN web interface on the web browser you're using, will need to download the software at <https://oit.colorado.edu/services/network-internet-services/vpn/help/cisco-vpn>
2. Open the Cisco AnyConnect Security Mobility Client Application
Note: if opening from Program Files, double-click **vpnui**, located in the *Cisco>Cisco AnyConnect Security mobility Client* folder to launch the application.

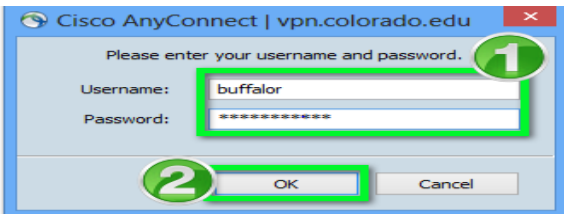


3. Type vpn.colorado.edu into the VPN: textfield, then click Connect



Note: Advanced users and system administrators should enter vpn.colorado.edu/limited in this field

4. When prompted to login, enter you CU Login Name and Identikey password, then click OK



You will now be connected to the CU Boulder VPN service.

Note: for future connections, start at step 2. The vpn.colorado.edu connection can now be selected from the drop down menu in step 3.

If you are experiencing any issues with this you will need to contact the Office of Information Technology at 303-735-4357 (could be java issues, etc.). If they need an employee id, please contact the Student Employment Office for that information

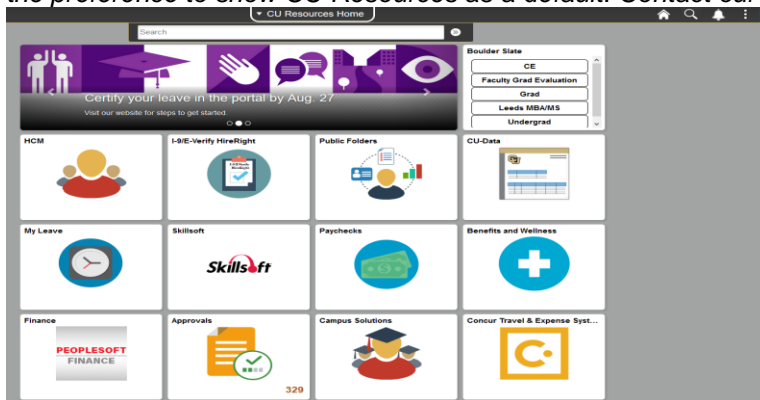
It will look like nothing happened, but you can now go to [MyCUInfo](https://mycuinfo.colorado.edu/)

MAIN MENU

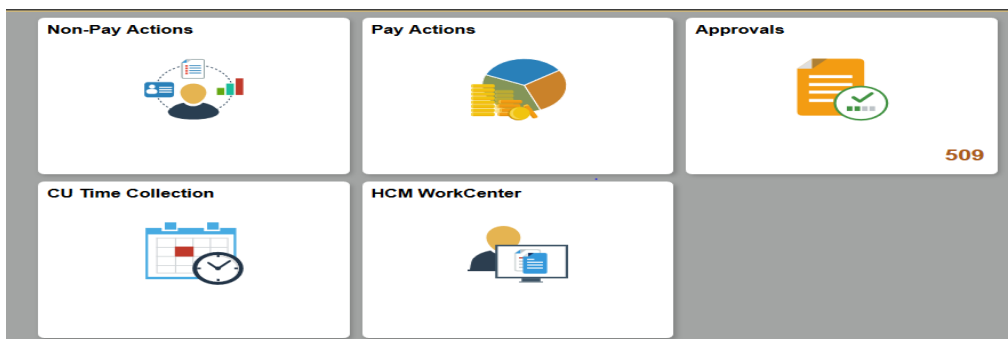
<https://mycuinfo.colorado.edu/>. Log in again with your identikey and password.

This will open MyCUInfo where you'll need to sign in to do payroll.

1. Click the **HCM** tile (you may have to select the drop-down box to see the CU Resources Home). You can change the preference to show CU Resources as a default. Contact our office if you would like to do this.)



2. You will now see the HCM Community Users dashboard. Your view may be slightly different. Click the **CU Time Collection** tile.



3. Under Menu select **CU Processes**
4. Select **CU Regular Earnings Load**
5. Enter **Run Control Id**: If you haven't created one you will select the **Add a New Value** tab and create one. You can use your initials or your agency initials and hit the **Add** button. If you have created a run control id you can enter that on the **Find an Existing Value** tab

6. Hit Search. This takes you to the page to upload your spreadsheet. If this is your first time collection you will need to enter

Company: enter **CU**

Batch Run ID: leave blank it will pick up the batch id you created and next time you use this id, it will default in

7. **Attached File:** select the paperclip to attach your .csv file. Browse to where you have entered the hours onto the formatted spreadsheet and attach.

8. Select the **Upload** button and this returns you to the CU Regular Earning Load screen. Wait for the filename to appear in the Attached File space
9. Click the **Run** button. **Be sure to only select this once or you will have multiple batches.**
1. A new window called Process Scheduler Request will pop up. Make sure the Server Name says **"PSUNX"**
 2. Select OK

10. This will take you back to the CU Regular Earnings Load Page. Select **Process Monitor**. Hit the refresh until the Distribution Status says Posted.

Process List Server List

View Process Request For

User ID Type Last 10 Days

Server Name Instance to

Run Status Distribution Status ☒ Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	2034950		Application Engine	CU_REGEARNLD	DURA000001	12/07/2015 10:39:00AM MST	Success	Posted	Details

1. Click on the **Details link**
2. Click on the **View Log/Trace link**
 - A. Click the **RegEarningsPay_Log** file link. This file summarizes file processing. Verify that there are no errors and that all rows loaded. Paygroup rows loaded should equal the File Totals (bottom of report) and the total rows in your original file.

```
Processing time data load for RunId: 08/15/15

Totals for Paygroup: STU
Total Rows: 2
Rows Loaded: 2
Hours: 62.25
Addl Amount: 0
Estimated Pay: 630.095

Totals for Paygroup: TMP
Total Rows: 2
Rows Loaded: 2
Hours: 75.75
Addl Amount: 0
Estimated Pay: 3030

File Totals
=====
Total Rows in File: 4
Rows Loaded: 4
Rows in Error: 0
Hours: 138
Addl Amount: 0
Estimated Pay: 3660.095
```

Note: Regular Earnings uploads have no unique identifier, so care should be taken not to inadvertently load each file more than once.

12. If everything is great you will need to approve this upload now.

APPROVE UPLOAD

Navigate to CU Reported Time Summary in order to review and approve the pay. Navigation: **HCM Community Users dashboard>CU Time>CU Reported Time Summary**

1. Search using appropriate parameters (department, pay group, earnings end date, etc.) in order to review batch entries, which will be separated by pay groups. (NOTE that other batches for the same time period will also display.)

CU Reported Time Summary

Enter any information you have and click Search. Leave fields blank for a full search.

Search Criteria

Earnings Begin Date

Earnings End Date 08/15/2015

Company begins with

Pay Group begins with

Department begins with 51000

☐ Correct History

Search Results

Earnings Begin Date	Earnings End Date	Company	Pay Group	Department
08/02/2015	08/15/2015	CU	STU	51000
08/02/2015	08/15/2015	CU	TMP	51000

2. The Employee Details tab is the only tab that shows the employee's name (obscured here). This tab also displays the position, batch run ID, speed type (if entered – otherwise the default speed type will be used), entry type (Batch Timesheet in this case) and status (in this case, the batch needs approval). Each employee ID is a link to batch details. You may add or change position number, business unit, job code, or speed type here.

CU Reported Time Summary

Earnings Begin Date: 08/02/2015 Earnings End Date: 08/15/2015

Company: CU University of Colorado Pay: STU Student Workers Group:

Department: 51000 Employee Services

Reported Time Summary

Select	Off Cycle ?	Employee ID	Empl Recd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType
<input checked="" type="checkbox"/>	<input type="checkbox"/>	212855	0	1		00713692	USYS		00701285	FA2	
<input type="checkbox"/>	<input type="checkbox"/>	267650	0	2		00715627	USYS		00669328	FA2	

Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
FA2			Batch Timesheet	Needs Approval			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

Each employee ID is a link to batch details.

CU Reported Time

Earnings Begin Date: 08/02/2015 Earnings End Date: 08/15/2015

Company: CU University of Colorado Pay Group: STU Student Workers

Department: 51000 Employee Services

Empl ID: 212855 Empl Record: 0

Employee Reported Time Details

Seq Nbr	Off Cycle ?	Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
1	<input type="checkbox"/>	FA2						Batch Timesheet	Needs Approv			10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

[Navigate Back to Summary Page](#)

- You may add lines of pay to a record by using the + sign at the end of the bottom row of data. You must have an entry type chosen on the employee details page in order to add a record.

CU Reported Time

Earnings Begin Date: 09/01/2015 Earnings End Date: 09/30/2015

Company: CU University of Colorado Pay Group: UOT University Staff OT Eligible

Department: 51000 Employee Services

Empl ID: 200318 Empl Record: 0

Employee Reported Time Details

Seq Nbr	Off Cycle ?	*Earnings Code	Reported Hours	Hourly Rate	Amount	Override Rate	Long Description	Comments	Off Hours Only	Include Lunch
1	<input type="checkbox"/>	OTM	10.750000							
2	<input type="checkbox"/>	RGS								

[Navigate Back to Summary Page](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Update/Display](#)
[Include History](#)
[Correct History](#)

Click [Navigate Back to Summary Page](#) to return to Employee Details summary.

The Batch Time Sheet and Leave Details tab shows employee record, earnings code(s) and hours entered. Employee ID's are linked to the details page shown above.

The One Time Payments and Regular Earnings tabs divide the batch entries into these types of pay. All four summary tabs offer the opportunity to select or deselect some or all records as needed for approval. Click in the **boxes in the "Select" column** at left **or** use the **Select All** button below the data in order to select rows to approve. Then click the **Approve** box below the data on the left.

CU Reported Time Summary

Earnings Begin Date: 09/01/2015 Earnings End Date: 09/30/2015

Company: CU University of Colorado Pay: USK University Staff Exempt Group:

Department: 51000 Employee Services

Reported Time Summary

Select	Off Cycle ?	Employee ID	Empl Recd	Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subst ID	General Deductions Taken	General Ded Subst ID	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	151534	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									
<input checked="" type="checkbox"/>	<input type="checkbox"/>	250180	0									

[Select All](#)
[Deselect All](#)
[Approve](#)

[Save](#)
[Return to Search](#)
[Notify](#)
[Add](#)
[Include History](#)
[Correct History](#)

The status, approver, and approve date and time fields will populate after you click the Approve button.

CU Reported Time Summary

Earnings Begin Date 08/02/2015Earnings End Date 08/15/2015

Company: CU University of ColoradoPay STU Student Workers

Department: 51000Employee Services

Group:

Reported Time Summary

Personalize | Find |  | First  1 of 4  Last

Employee Details			Batch Time Sheets & Leave Details			One Time Payments			Regular Earnings									
Select	Off Cycle ?	Employee ID	Empl Rcd	Seq Nbr	Name	Position Nbr	Business Unit	Supervisor ID	Reports To	Batch Run ID	SpeedType	Sep Check Nbr	Entry Type	Status	Approval Date	Approver Name	Date Time Modified	Date Time Created
1		212855	0	1		00713692	USYS		00701285	FA2			Batch Timesheet	Approved	10/28/2015 06:57:57 PM	Brown, Lauren Shelley	10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM
2		267650	0	2		00715627	USYS		00669328	FA2			Batch Timesheet	Approved	10/28/2015 06:57:57 PM	Brown, Lauren Shelley	10/28/2015 05:28:55 PM	10/28/2015 05:28:55 PM

ADD EMPLOYEES MANUALLY IN HCM

Navigation: **HCM Community Users dashboard > CU Time Collection > CU Employee Reported Time**. Search by Employee ID and earnings begin/end dates.

CU Reported Time
Enter any information you have and click Search. Leave fields blank for

Find an Existing Value | Add a New Value

Search Criteria

Earnings Begin Date = 09/01/2015 [BT]
 Earnings End Date = 09/30/2015 [BT]
 Company begins with [BT]
 Pay Group begins with [BT]
 Department begins with [BT]
 Empl ID begins with 188553 [BT]
 Empl Record = [BT]

☐ Include History ☐ Correct History

Search Clear Basic Search Save Search Criteria

No matching values were found.

1. If a line with the correct earnings begin/end dates, company, pay group, department and employee record is not available, choose the **Add a New Value** tab to add a line. Add a value for any field that did not populate or did not populate correctly.

CU Reported Time

Find an Existing Value | Add a New Value

Earnings Begin Date 09/01/2015 [BT]
 Earnings End Date 09/30/2015 [BT]
 Company [BT]
 Pay Group [BT]
 Department [BT]
 Empl ID 188553 [BT]
 Empl Record 0 [BT]

Add

CU Reported Time

Find an Existing Value | Add a New Value


Earnings Begin Date 09/01/2015 [BT]
 Earnings End Date 09/30/2015 [BT]
 Company cu [BT]
 Pay Group USX [BT]
 Department 51000 [BT]
 Empl ID 188553 [BT]
 Empl Record 0 [BT]

Add

2. When the information is correct, click **Add**. You will be taken to the Employee Details screen.
3. Choose the **Entry Type** from the dropdown menu and then go to the appropriate tab to enter the pay (fields on the appropriate tab will open up as appropriate based on the entry type you choose). Note: If you have not chosen an entry type, no fields will open on any tab.
You will select **Regular Earnings**
4. After **adding** and **saving** all appropriate information, click on Navigate Back to Summary Page.
5. Select and approve rows as appropriate. Important! **Once a record has been approved, subsequent changes can be made, but will not automatically remove the approval.** Records may be denied or returned to "needs approval" status by clicking on an employee ID and using the dropdown menu in the Status field, and may be edited up until the time that the record is sent to payroll for processing. At that point the record is frozen and may not be edited further.

Reported Time Details											
Batch Time Sheets & Leave Details			One Time Payments			Regular Earnings					
Batch Run ID	Position Number	Business Unit	Job Code	SpeedType	Sep Check Nbr	Entry Type	Status	Approver Name	Approval Date	Date Time Modified	Date Time Created
FA2						Batch Timesheet	Approved	Brown, Lauren Shelley	10/28/2015	10/28/2015 06:57:57 PM	10/28/2015 05:28:55 PM
Summary Page											
to Search [BT] Notify [BT] <div> Approved Denied Needs Approval Sent to Payroll </div> Add Update/Display Include History Correct History											

LOGGING OFF OF CU PAYROLL SYSTEM:

- Click on the “Sign Out” button in the upper right-hand corner .
- Close your Internet Service Provider (ISP) like you normally close your internet.

Accessing the Work-Study Panel

Since you have access to our payroll system, you may access information about a work study student’s award limit and earnings-to-date by following the steps below (keep in mind the earning amounts shown are about 2-3 weeks behind, depending on the last payroll process):

HCM Community Users dashboard>Select the **Non-Pay Actions** tile

Select **CU Student Info & Processes**

Select **CU Work Study Awards**

Enter emplid (this will bring up the student). This number can be found on the work-study eligibility form that is provided to your agency when the student is set up in the payroll system.



University of Colorado
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CU Work Study Awards Limits

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
Name begins with
Last Name begins with
Second Last Name begins with
Alternate Character Name begins with
Middle Name begins with

☒ Include History ☐ Correct History ☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Monthly Statements/Invoices

Students are paid by the University. The agency, in turn, will be billed on a monthly basis by the University's Bursar's Office. Statements are sent by the 15th day of the month with a due date of 30 days from the billing date.

Agencies are responsible for verifying the bill and making payments in a timely manner. If the agency wishes to clarify or dispute specific charges, the agency should contact the Student Employment Office to promptly verify and/or correct these charges.

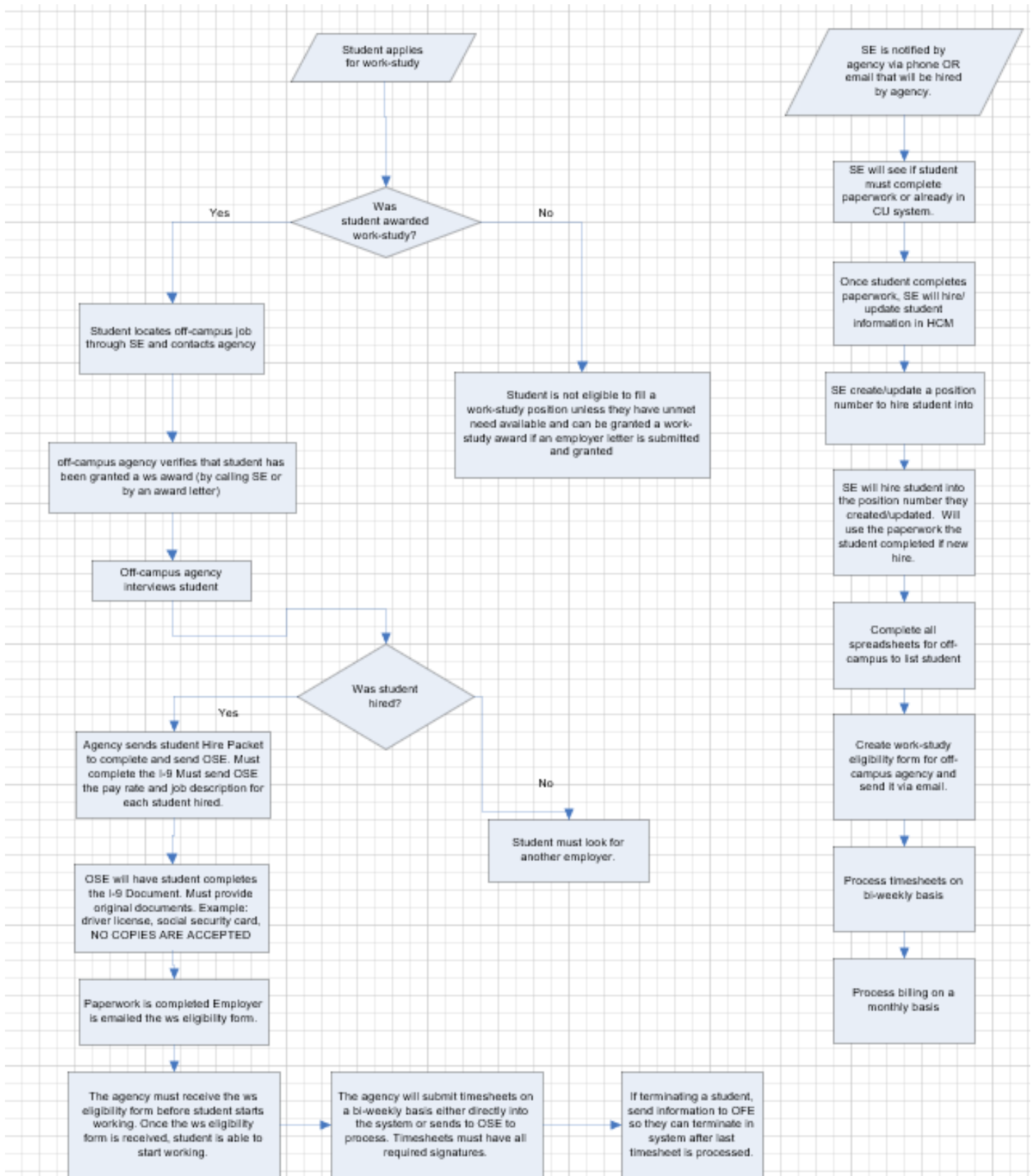
Please see Appendix section for an example of a monthly original invoice and charges. Payments will be sent to the Bursar's Office, Accounting Control Division, 43 UCB, Boulder, CO 80309-0043

Any past due bills over 90 days old will be sent to State Collections.

APPENDIX

Off-Campus Work-Study Student Set-up Process

Appendix A



Academic Year Work-Study Eligibility

Appendix B

2024-2025 (Fall 2024, Spring 2025)



Student Employment
UNIVERSITY OF COLORADO BOULDER

The following student has completed the necessary paperwork to be set-up on the Boulder Campus Payroll System and is now eligible to earn his/her 2024-2025 academic year work-study award:

August 21, 2024

Date

123456

Student HCM EmplID

Joe Student

Student Name

***HCM Employee Record # «Empl Rcd »

Retirement: Yes «Retire Yes» No «Retire No»

Mickey Fun Club

Agency Name

EXAMPLE

Sandy Supervisor/XXX-XXX-XXX

Supervisor Name/Phone

2000

Fall Limit*

(08/18/24-12/21/24)

2000

Spring Limit

(12/22/24-05/10/25)

4000

Total Work-study Award

***Student who will graduate in the Fall 2024 must stop working on 12/19/24**

***When reporting time this should match the Empl Rcd # on the time collection screen for this student.

Any unused fall work-study will automatically be carried over to spring term, but any unused work-study will not carry over to summer.

The student is eligible to earn only the fall limit amount from 08/18/24-12/21/24. Please plan hours for the fall semester according to this amount. If the student withdraws from classes during this period, the student must stop working. In order to earn their spring work-study award, they must be enrolled in the spring term by the start of spring term (12/22/24).

You may submit a [Work-study Increase Request form](#) to see if their award can be increased. There is no guarantee that the increase will be granted based on the student's financial aid and our funding, but we will try to grant this.

The Agency must notify the Student Employment Office of a pay rate. We need the effective date (start of a pay period) and the new rate so we can update our payroll system.

**This form is to verify work-study eligibility and should be kept by the employing agency for 3 years (5 recommended).

Student Employee Work Policy

The 'Student Hourly Employee Work Hours Policy' limits student employees to a maximum of 25 hours per week (or 50 hours per bi-weekly pay period) during the fall and spring semesters and to 40 hours per week (or 80 hours per bi-weekly pay period) during the summer. If you have any questions on this policy may view our website for information at <http://www.colorado.edu/studentemployment/policies>.

If you have any questions regarding the information contained in this Work-Study Eligibility Form, please contact us at 303-492-3548.

The University of Colorado has a strong institutional commitment to the principles of diversity and takes action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, sexual orientation, age, disability, creed, religion, or veteran status.

Summer Work-Study Eligibility 2025 (Summer 2025)

Appendix C



Student Employment
UNIVERSITY OF COLORADO BOULDER

The following student has completed the necessary paperwork to be set-up on the Boulder Campus Payroll System and is now eligible to earn his/her 2024-2025 academic year work-study award:

August 21, 2024
Date

123456
Student HCM EmplID

Joe Student
Student Name

***HCM Employee Record # «Empl_Rcd_»

Retirement: Yes «Retire_Yes» No «Retire_No»

Mickey Fun Club
Agency Name

Sandy Supervisor/XXX-XXX-XXX
Supervisor Name/Phone

2000
Summer Award
(05/12/24-08/17/24)

EXAMPLE

****Students who will graduate in the summer 2024 must stop working on 08/17/24.**

***When reporting time this should match the Empl Rcd # on the time collection screen for this student.

This summer, the student is eligible to earn the summer award anytime during the period from 05/12/24-08/17/24. Any amount not earned at the end of summer will be cancelled. Student does not have to be enrolled in the summer provided he/she was enrolled the prior spring and is enrolled in the upcoming fall.

The Agency must notify the Student Employment Office of the pay rate. Please refer to your employer memo for specific information regarding student appointments. If you have any questions regarding the information contained in this Work-Study Eligibility Form, please contact us at 303-492-3548.

***This form is to verify work-study eligibility and should be kept by the employing agency for 3 years (5 recommended).

PLEASE READ:

****If the student is required to pay into the student retirement program, they must complete the Student Retirement Application on the Payroll and Benefits website <https://www.cu.edu/employee-services/benefits/student-employee-retirement> and must also submit the Statement Concerning Your Employment in a Job Not Covered by Social Security form on the Human Resources website at <http://www.colorado.edu/hr/forms> (they already completed this form when they completed the paperwork).

To comply with the Revenue Reconciliation Act of 1990, the following students **are required** to enroll in the Student Retirement Plan:

Undergraduate Students:

- Academic Year: Students enrolled in less than six credits for the academic year
- 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 academic credit hours
- Summer: Students enrolled in less than three 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.*

*A student employee's normal weekly work schedule is not affected by increases in hours worked caused by work demands unforeseen at the start of an academic term, and a student employee's work schedule during academic breaks is not considered.

Student Employee Work Policy

The 'Student Hourly Employee Work Hours Policy' limits student employees to a maximum of 25 hours per week (or 50 hours per bi-weekly pay period) during the fall and spring semesters and to 40 hours per week (or 80 hours per bi-weekly pay period) during the summer. If you have any questions on this policy may view our website for information at <http://www.colorado.edu/studentemployment/policies>.

The University of Colorado has a strong institutional commitment to the principles of diversity and takes action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, sexual orientation, age, disability, creed, religion, or veteran status.

Off-Campus Hourly Work Eligibility Form



Student Employment
UNIVERSITY OF COLORADO BOULDER

You have requested for the student listed below to work for your agency without a work-study award. They have completed the necessary paperwork to be set-up on the University Payroll System and is now eligible to work for your agency as an **hourly** student. Your agency will be charged 100% plus the ancillary fees mentioned in the contract and in the annual renewal wage letter.

Date

Student Name

HR Employee ID #

Empl Rcd # _____ ***

Agency Name

Supervisor Name/Phone

Term/Dates of Hourly Employment: _____

***When reporting time this should match the Empl Rcd # on the time collection screen for this student or on the timesheet submitted to the Student Employment Office.

The student is eligible to work for your agency as an **hourly** (not work-study) student during the academic year or summer. If the student withdraws from classes during this period, the student must stop working.

The Agency must notify the Student Employment Office of any payrate change.

Please refer to your employer memo for specific information regarding student appointments. If you have any questions regarding the information contained in this Hourly Eligibility Form, please contact us at 303-492-3548.

**This form is to verify hourly eligibility and should be kept by the employing agency.

The University of Colorado has a strong institutional commitment to the principles of diversity and takes action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, sexual orientation, age, disability, creed, religion, or veteran status.

**UNIVERSITY OF COLORADO BOULDER
OFF-CAMPUS WORK-STUDY PROGRAM
BIWEEKLY EMPLOYEE TIMESHEET**

Please fill out this form completely (student info., dates, time in/out and signatures, etc.)

Employee Name: Student, Joe

Employee Peoplesoft ID: 123456

Supervisor: Sandy Supervisor

Name of Off-Campus Agency: Sun Shine School

Pay rate: \$12.00

Pay Period Ending: 08/26/06

DATES	8/13	8/14	8/15	8/16	8/17	8/18	8/19	Week 1
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM Time In		10		10		10		
AM Time Out		12		12		12		
PM Time In			2		2			
PM Time Out			4		4			
								Total Hours
TOTAL		2	2	2	2	2		10

DATES	8/20	8/21	8/22	8/23	8/24	8/25	8/26	Week 2
Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM Time In		11		10		10		
AM Time Out		1		12		12		
PM Time In			2		3			
PM Time Out			4		5			
								Total Hours
TOTAL		2	2	2	2	2		10

TWO WEEK TOTAL HOURS: 20

State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour)". If you punch in at 7:11 you should round the time to 7:15; you leave at 4:25, round to 4:30. Using these rounded figures, you worked 9.25 hours for the day.

15 minutes = .25

½ hour = .50

45 minutes = .75

Certification: I understand my job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half time my annualized hourly rate. I agree to work overtime or compensatory time only with advance approval of my supervisor. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

I certify hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor.

Employee's Signature signed by Joe Student

Date date signed

Supervisor's Signature signed by Sandy Supervisor

Time sheet must be retained by off-campus employing agency for a minimum of 3 years (5 years recommended) from the end of the award year.

Appendix F

PeopleSoft
Payroll Register

Report Id: PAY002CU

Page No. 1
Run
Date: 11/30/05
Run
Time: 10:06:21

Department: 11111 MICKEY FUN CLUB
Pay Period
End: 03/30/2002
Pay Run ID: 08/23/08 Biweekly - March 30, 2002

<u>Employee Name</u>	<u>Employee ID</u>
----------------------	--------------------

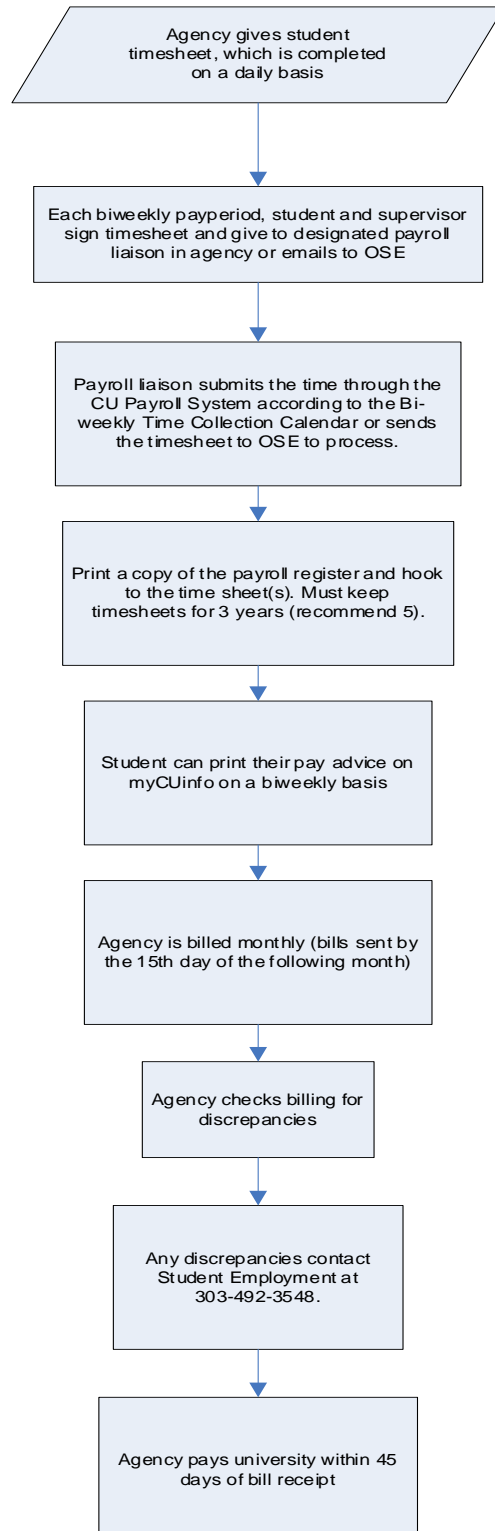
DeptID & Name	Begin Date	End Date	Form ID	Check Date	Check No.	---REGULAR---		--OVERTIME---		-----OTHER-----			Department	Total
						Hours	Earnings	Hours	Earnings	Type	Hours	Earnings	Gross Pay	Gross Pay
Student, Joe 11111 MICKEY FUN CLUB	08/10/2008	08/23/2008	ADVICE	09/05/2008	2651634	\$ 0	\$ 0	\$ 0	\$ 0	ows wsr	6.30 4.20	50.40 33.60	84.00	
22222 COOKIE CLUB	08/10/2008	08/23/2008	ADVICE	09/05/2008	2651634	\$ 0	\$ 0	\$ 0	\$ 0	ows wsr	9.10 3.90	109.20 46.80	156.00	240.00
Duck, Donald 11111 MICKEY FUN CLUB	08/10/2008	08/23/2008	ADVICE	09/05/2008	2652059	\$ 0	\$ 0	\$ 0	\$ 0	ows wsr	12.15 8.10	97.20 64.80	162.00	162.00

Department Total:

246.00

****you will see that Joe has 2 employers, but the department total only reflects yours**

Off-Campus Payroll/Billing Process





STATEMENT/INVOICE #12-13-04

Customer		ACCT. NO.	DATE
Name:	MICKEY FUN CLUB	1-6-XXXX	10/31/12
ATTN:	SANDY SUPERVISOR		
Address	1111 MICKEY WAY STREET		
City/State/Zip:	BOULDER, CO 80302		
		DUE DATE:	12/15/12

DATE	DESCRIPTION	CHARGE	PAYMENTS	TOTAL
10/31/12	PAST DUE BALANCE FORWARD FROM INVOICE # 12-13-03			
10/31/12	CHARGES			
10/31/12	ROUNDING ERRORS**			
10/31/12	PAYMENT*			
BALANCE DUE				\$ -

*STATEMENT REFLECTS PAYMENTS
RECEIVED THROUGH 10/31/12

Bursar's Office - Student Financial Services/Accounting
1B65 Regent Administrative Center
43 UCB - Boulder, Colorado 80309-0043
t 303 492 3548 - f 303 492-4544

PLEASE DETACH AND RETURN THIS PORTION WITH PAYMENT

RETURN TO:	UNIVERSITY OF COLORADO	
	BOULDER	1-6-XXXX
	ATTN: WORK-STUDY PAYMENTS	ACCT NO.
	150 REGENT ADMINISTRATIVE CENTER	
	41 UCB - OCM	
	BOULDER, CO 80309-0041	\$
		AMT REMITTED

UNIVERSITY OF COLORADO BOULDER CAMPUS
 FINANCIAL AID OFF-CAMPUS WORK-STUDY REPORT OF EMPLOYER PAID HOURLY WAGES
 ADMINISTRATIVE AND BENEFIT CHARGES

Report ID: PAY016CU
 Run Dt: 06-AUG-2008
 From Dt: 01-May-2002 Through 31-May-2002
 Agency Name: 11111 MICKEY FUN CLUB
 Speedtye: 12345678
 Page No.1

Name	Emplid	PayEnd	Limit	Cum Earns	Gross Wages	100% Chrg	Agency Chrg	Benefit Chrg	Admin Chrg	Total charge	Adjust
Student, Joe	xxxxxx	27-Apr-02	2100.00	1739.48	163.28	0.00	65.31	3.59	16.33	85.23	
Student, Joe	xxxxxx	11-May-02	2100.00	1739.48	158.30	79.00	31.72	3.48	15.83	130.03	
Student, Max	xxxxxx	27-Apr-02	1600.00	1358.50	204.25	0.00	81.70	4.49	20.43	106.62	
Student, Max	xxxxxx	11-May-02	1600.00	1358.50	218.50	0.00	87.40	4.81	21.85	114.06	
Total number employees	2				744.33	79.00	266.13	16.38	74.43	435.94	

Hire Checklist for Off-Campus Work-study



Student Employment
UNIVERSITY OF COLORADO BOULDER

1. Complete an Employer Profile by sending an email to studentemployment@colorado.edu with the following information: Agency Name, website, and brief description of the job(s) you'll post. The Career Services Office will create a profile for your agency and provide instructions to post a position in Handshake
2. Post the position in [Handshake](#). Must have a minimum pay rate of \$16.00 per the University's minimum wage rate.
The Colorado Equal Pay for Equal Work Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited. **The job posting must be posted on Handshake for a minimum of three (3) business days for all undergraduate student assistant employees.**

For records retention requirements, Student Employment is required to retain a copy of the job posting (showing the location where it was posted) used for each hire for the lifecycle of the employee plus 2 years. Since CU is the hiring department, your agency must post the position on our job boards. You must send Student Employment a copy of the job posting with location posted, begin/end dates of the posting. This document will be placed in the students' files.
3. Have student show you their award acceptance email, which indicates that they have been awarded work-study, email Brenda.Duran@Colorado.edu or call Student Employment at 303-492-3548 to verify the student's award.
4. Interview student and determine if you would like to offer anyone the position. You can send them an [offer letter](#) but it's not required. You can use the one on our website and adjust to your needs or your agency can create one. Our office would need a copy of that offer letter. Send them the [Hire Packet](#) to complete and submit to Brenda.Duran@Colorado.edu
5. Log into your [Handshake](#) profile and remove your job posting when the position has been filled if you are no longer hiring.
6. Notify the Student Employment by email (brenda.duran@colorado.edu) that you wish to hire the student(s). You must provide student name, student id (they can provide that to you), payrate, start date, and job posting.
7. Our office will send them a link to complete the [Employment Verification](#) document. Student must bring their original documents to the HR office. Documents that are best to bring are a valid driver's license and social security card. **No copies will be accepted so they must bring all original documents!! This must be completed within 3 days of being hired.**
8. Our office will send the agency a Work-Study Eligibility Form (see appendix B & C) which indicates that the student has completed the necessary paperwork and is eligible to earn their work-study award. **Students cannot begin working until you have received this form.**
9. Discuss job expectations. Be sure the student understands the number of hours per week, which can be worked in order to earn the full work-study award. See our [Student Hourly Employee Work Policy](#).
10. Have student complete a [timesheet](#) each biweekly pay period. See appendix E for the correct way a timesheet should be completed. Email the timesheet to Brenda.Duran@Colorado.edu by the [time collection deadline](#) for off-campus. The actual timesheet must be retained by your agency for a minimum of 3 years (5 years recommended).
11. Keep track of the hours worked so they do not exceed their work-study award. The employer is charged 100% of any earnings, which exceed the student's work-study limit. The employer and the student should keep track of the work-study eligibility so that the student's work-study limit is not exceeded. You may keep track by using one of the [work-study balance spreadsheets](#) found on our website under forms>off-campus work-study employer forms.
12. Submit a work-study increase request form if you would like the student to work more than the current work-study award limit allows. There is no guarantee that an increase can be granted, so it's best practice to submit one as soon as you hire the student.

13. Use the [Payroll Dates](#) calendar for the academic year or summer time collection due dates. It is extremely important that the student's time is submitted to the Student Employment Office by Noon on the date they are due for each pay period to assure that your student employees are paid in a timely manner.
14. Remember that work-study hours submitted after the last time collection due date for the session (either academic year or summer) will result in a charge of 100% to the employer and we cannot guarantee we can correct it to work-study.
15. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 100% for any overtime hours (in addition to the Administration, Benefits, and mediatx charges).
16. Work-study students cannot be paid sick leave out of work-study funds. Employers will be charged 100% for any sick or family leave.
17. Send an email to Brenda.Duran@Colorado.edu if you wish to terminate their employment. Include the student's name and last day of employment. Be sure the student has approved their final timesheet and submitted to our office.

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 Student 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.

[Payroll Expense Transfer Forms](#)

The Student Employment Office 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**

Timesheet was submitted on the next time collection. Employer charged 100% automatically since we do not know what pay period the late timesheet applies. If a student has a current work-study award, but their earnings are charged 100% to the agencies account, you may request that the student's hourly earnings be transferred to work-study.

[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. 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, since we cannot guarantee increases.**

Additional forms available on the Student Employment Website:

[Disciplinary Action Form](#)

We have developed a disciplinary action form that you can change this form as needed for your department. **This form is intended to document disciplinary actions as part of said employee's permanent record.**

[Employee Evaluation Report](#)

We have developed a student employee evaluation form. You can use this for your department and change as needed to fit within your department.

[Late Termination Policy](#)

We have developed a late termination policy form that you can use for your department and change as needed to fit within your department.

[Student Assistant Job Performance Termination](#)

We have developed a job performance termination policy form that you can use for your department and change as needed to fit within your department.

[Work-Study Balance Worksheets](#)

We have developed a couple 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

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