

OFF-CAMPUS WORK-STUDY EMPLOYER HANDBOOK

Academic Year 2023-2024
Summer 2024



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

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. You may choose to hire them on your agency's payroll.

Final Academic Year 2023-24 and Summer 2024 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**.

2023-24 Academic Year by May 14, 2024
Summer 2024 by August 20, 2024, 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.**

Student Appointment Begin/End Dates for Academic Year 2023-24 and Summer 2024

2023-24 Full Academic Year Appointment	08/06/23 - 05/11/24
2023 Fall Only Appointment	08/06/23 - 12/23/23
2024 Spring Only Appointment	12/24/23 - 05/11/24
2024 Summer Appointment	05/11/24 - 08/17/24

All summer hours must be entered into HCM time collection **ON TIME** by August 20, 2024. 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

University of Colorado Boulder Student Employment services are provided free of charge to employers and to 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 www.colorado.edu/studentemployment/disclaimer.

Job Announcements: Posting a Position

In accordance with the [Colorado Equal Pay for Equal Work Act](#), all student hourly jobs must be publicly posted and include the hiring hourly or salary rate or range along with a general description of all benefits or other compensation to be offered to the hired applicant. The job posting must be posted for a minimum of three (3) business days for all employee types. You may hire while the posting is up, but it cannot be removed until the required three (3) business days.

For records retention requirements, the hiring agency 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. Agencies may list the availability of frequently filled positions in a public location or website to use throughout the year to fill positions, provided this information includes the hiring rate or range that will be used to hire for those positions.

Student Employment offers to advertise your position on our website through [CU Boulder Student Jobs](#), employers manage their own job data through our online system. This system allows you to create a profile, make changes to a previous job, submit a new job for posting, reactivate a previous job posting, and remove your job posting when the position has been filled. **However, the Student Jobs system does not keep an archived copy of any prior versions of a job posting, it simply keeps the most recent version.** Any edits made will overwrite the prior version. Student Employment will have a record of when the posting was submitted, approved, and closed; however, the department must 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. Students will access the job posting on their Buff Portal

Our office uses a self-referral system. No pre-screening of students occurs to determine the students' job experiences, academic majors, or qualifications. It is up to your department to determine if you will require resumes, applications, and/or interviews.

You can post your position as a work-study position, as a regular hourly position or as both regular hourly and work-study. Please however, note that you must pay the same wage for either a work-study student or a regular hourly student in the same position. Your agency will pay 100% for hourly students plus ancillary fees.

If your agency has an employment application that you use for students interested in your job(s), you can upload a PDF version of that application in your job announcement. If you don't have a job application and would like a student to submit one you can refer them to our standard job application at <http://www.colorado.edu/studentemployment/student-forms>.

If you have created an employment application for your agency to post in our database, it must include the following text:

The University of Colorado does not discriminate on the basis of sex in the education programs or activities it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator at <http://hr.colorado.edu/dh/Pages/default.aspx> or to Office for Civil Rights (OCR) at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

Job Announcements: Removing your Position

Once you have filled the position, log into your Employer Profile on [CU Boulder Student Jobs](#) and select the Close box. **If you have the same job posted under work-study and hourly, you can remove both or just one of them by unchecking the box next to hourly or work-study** (this will keep the other posting up). If you keep one up you'll want to make sure you close the job when it's been filled. If you plan to continue employment with a student who is currently working for you, it is not necessary to re-post the 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.

Agency Employment Applications

If your agency has an employment application that you use for students interested in your job(s), you can upload a PDF version in your job announcement. If you have created an employment application for your agency to post in our database, it must include the following text:

The University of Colorado does not discriminate on the basis of sex in the education programs or activities it operates or in employment. Inquiries to the University of Colorado concerning the application of Title IX and its implementing regulation may be referred to the campus Title IX coordinator at <http://hr.colorado.edu/dh/Pages/default.aspx> or to Office for Civil Rights (OCR) at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

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.

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).

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.

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.

Suggestions for Successful Supervision

1. Plan the work to be assigned to the student in advance.
2. Make assignments definite and clear. Give the student an opportunity to ask questions.
3. Follow up on the work assigned so you know that it has been completed correctly and on time.
4. Correct unsatisfactory performance as soon as it occurs rather than waiting until it's a problem.
5. Reinforce quality work by acknowledging the student for a job well done.
6. Communicate with the student; avoid waiting until evaluation time to talk with him/her about work performance.
7. Preserve the employee's dignity. Avoid embarrassing the student. Any discussion should occur in a private place.
8. Be fair and objective. Reprimand or discipline based on genuine evidence. Approach the student in a positive way.
9. Be a good listener. It may help to hear the situation explained from the employee's perspective.
10. Exercise restraint and remain in control of the situation. The supervisor's purpose is to educate and change behavior, not to punish.

You can read about some tips in our '**Strategies for Helping Supervisors Succeed with Student Employees**' at www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf.

Summary of Student Employment Charges to Your Agency

	Work-Study	Hourly*	Late Pay*	Overtime*	Jury Duty*	Sick Leave*
Wages	40%	100%	100%	100% (1.5 hourly rate)	100%	100%
Account Code	407800	407600	407600	407900	407600	407950
Earnings Code	WSO/OWS	STH	LTS	SOT	SJD	HSK
Benefits**	1.3%	1.3%	1.3%	1.3%	1.3%	1.3%
Administrative Charge	10%	10%	10%	10%	10%	10%

*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

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). Campus departments may develop their own break/meal policies for the students who work for them.

Colorado Equal Pay for Equal Work Act:

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

The Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

For records retention requirements, the Student Employment Office 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, we will need to have your agency post the position on our job boards so we can have a record of the job posting, location posted, and this document will be placed in the students' file.

A [CU Boulder Student Jobs Posting-EPA](#) template can be found on the Off-Campus Employer Forms section if needed. The job posting must be posted for a minimum of three (3) business days for all employee types.

Conflicts of Interest and Nepotism

Since 1972 it has been the Policy of the Board of Regents that: 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.

The University-wide administrative policy statement: "Procedures for Implementing Regent Policies on Conflict of Interest and Nepotism" interprets this Regent Policy as follows:

The thrust of the two policies is that while there is no prohibition against relatives working in the same department or unit, an employee may not appoint, nor participate in the decision-making process to appoint, a relative to a position within the University. The decision on the appointment must be made by someone other than the relative. Once such an appointment has been made, subsequent decisions on the salary, promotion, and all perquisites and benefits of the employee must be made by someone other than the relative, even though the relative may be the supervisor to whom the employee reports.

By June 30, each year, the Dean or Director of each school/college or unit, shall forward to the Director of the Department of Human Resources, the following:

1. Names and relationships of relatives who work in the same department, are paid from the same account, and/or otherwise hold appointments where potential or actual conflict of interest in employment relationships exist. This list is to include all employees, including hourly and temporary employees.
2. A written statement as to why no conflict of interest exists in each instance where such relationship exists. A copy of this statement shall be included in any departmental personnel file of each affected employee.
3. Where a potential conflict of interest exists because of the employment relationship or other factors, a written statement shall be made delegating authority for personnel decisions regarding the affected employee to the immediate superior of the relative in the supervisory position. A copy of this statement shall be included in any departmental personnel file for each affected employee.

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."

In compliance with the federal Drug Free Schools and Communities Act, the University of Colorado Boulder (University) prohibits the unlawful manufacture, dispensation, possession, use, or distribution of a controlled substance (illicit drugs and alcohol) of any kind and of any amount. *This includes any manufacture, dispensation, possession, use, or distribution of marijuana which is illegal under federal law.* These prohibitions cover any individual's actions which are part of any University activities, including those occurring while on University property or in the conduct of University business away from the campus. As part of compliance with this act you are required to distribute this information at least once per year to all UCB student employees or inform them of the policy and its website location. If you have specific questions on this policy, please contact Human Resources at 303-492-6475 or their website at <http://www.colorado.edu/hr/policies-guidance>.

Discrimination and Harassment Training (ODH)

All student employees must complete a mandatory sexual harassment training course (**within 30 days of hire**) provided by the Office of Discrimination and Harassment Policy. If the student employee has already attended this training for another department on campus, they do not have to attend another training. **However, every employee will need to attend the class again every 5 years.** For further information, please refer to the University Policy on Discrimination and Harassment found on the web at: www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures or contact the Office of Discrimination and Harassment at 303-492-2127.

Please follow instructions on the ODH website (www.colorado.edu/institutionalequity/training-and-education) to do the online class. If you have questions about the online training, please contact Megan Rowland at 303-492-2797.

If the student cannot complete this course while scheduled to work for your agency, they must complete this at home and note on their timesheet the time it took to do the training. They are paid for this training since it is required. The course is about 45 minutes long.

Driving for Position Hired

As with any employee of the University, CU does not provide auto insurance coverage for personal vehicles even if employee is driving on University business or in this case while a work-study or hourly student is performing his/her job. The liability will be on the drivers of the vehicles 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 allow the students to drive as part of their work assignment.

Have an agreed upon written procedures/expectations between contractor, student and CU regarding what is acceptable when students are in route to and from the schools. 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. You can see their website at <https://ehs.colorado.edu/> or look under their "About" section on the website.

It is the responsibility of the division chairperson, department manager, supervisor or designee to provide safety training to each employee. As the Administrator/Manager or designee, it is your responsibility to:

1. Familiarize yourself with the Campus Disaster Response Plans, the [Hazardous Materials Management](#) plan and any specific safety regulations pertinent to your area of responsibility.
2. Identify potential hazards in your work area and coordinate efforts to eliminate them.
3. Develop specialized topics for safety training sessions for all of the faculty and staff you supervise, including student employees.
4. Be responsible for regular safety training sessions for all of the faculty and staff you supervise, including student employees.
5. Weather Related Emergencies (flood, blizzard/heavy snowstorm/tornado/lightning/ earthquake/ high wind warnings).
6. Post Environmental Health and Safety- Emergency Phone Numbers. You can complete the phone list with your department information.
7. Fire and Other Building-Related Emergencies.
8. Shots Fired (Recommendations for Active Harmsers) see www.colorado.edu/police/crime-prevention-safety.
9. Sign up for real-time information about campus closures, extreme weather, and other emergencies. This information is sent directly to your mobile via the UCB text messaging service. Visit <https://alerts.colorado.edu/> to sign up for this service.

Evaluations

Although CU Boulder does not require student evaluations, the Student Employment Office 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 for jobs well done, as well as 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 agency has developed or, for your convenience, we have an evaluation form www.colorado.edu/studentemployment/sites/default/files/attached-files/oncampeval.pdf and in the forms section of our handbook (you can make changes to your saved copy).

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. If a student has reached his/her maximum pay range within the SA level (if using the Student Employment pay ranges), the student does not have to be advanced to the next SA level and will not receive a pay increase or will only be increased up to the maximum within their current SA level. If additional duties were added, you can then move the student up to the next SA level and increase pay. Be sure to explain this to your student during the evaluation if he/she is not receiving a pay increase.

If your agency hires a significant number of student employees, please be consistent in your evaluation process and timing to ensure that you evaluate all employees similarly. You can read about some constructive feedback tips in our **'Strategies for Helping Supervisors Succeed with Student Employees'** at: www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf (collection of strategies).

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. Students who are called to serve for jury duty are paid their actual hourly rate for their normally scheduled work that occurs during the **first three days** of jury service. **Compensation for jury duty must be paid 100% out of agencies hourly funds. Therefore, if the student is normally paid work-study, the agency will be required to pay 100% of the student's compensation for these three days out of their funds.** If students receive any jury pay from the court, they are not required to turn it in to the University in order to receive regular pay. 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).

See "How to enter Jury Duty Pay into HCM Time Collection" website at <http://www.colorado.edu/studentemployment/campus-employer/paying-student-employees>

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

State Fiscal Rules (www.colorado.gov/pacific/sites/default/files/Chapter%209%20Payroll.pdf) 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. (Form available on ES website at: www.cu.edu/employee-services/forms. For more detailed information on overpayments, please see the ES Procedures guide at: <http://www.cu.edu/employee-services/business-partners-ppldr/business-partner-resources/employee-services-procedure-21>).

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.

If you have students that are working multiple work-study jobs, it is the responsibility of the agency and of the employee to monitor the total hours worked in each week across all jobs. ***If the total hours worked in the week is greater than forty hours (40), then the department where the employee works the 41st hour is required to pay the overtime.*** Please make your students aware of the overtime issues when working in multiple agencies/departments. When overtime is paid, it will appear under account code '407900' on your monthly billing statement.

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, helps improve commitment, retention, and productivity.** See Student Employee of the Year below to nominate a student when the program is running.

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>.

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.

Referring Students for Jobs, Internships, or Graduate School

Students may ask faculty and staff members to serve as references for graduate school or employment as well as for letters of recommendation. At the same time, you may be asked by employers and other professional colleagues for information about your students. Although we all want to provide as much assistance as possible for our students as they move toward their post-graduation goals, there are legal and ethical considerations in this process.

Students look towards faculty and staff members for advising, networking, referrals, references, and potential job sources. Within the referral and job source category Employment Discrimination Laws must be followed in order to provide the career network and resource assistance in a fair and equitable manner. Specifically, the following laws may impact student referrals:

- * Equal Employment Opportunity Laws
- * Title VII of the Civil Rights Act
- * Age Discrimination in Employment Act
- * Americans with Disabilities Act
- * Immigration Reform and Control Act
- * Uniformed Services Employment and Re-employment Act
- * State EEO Laws

As a collective, Equal Employment Opportunity (EEO) laws recognize the rights of all persons to apply and be evaluated for job opportunities without regard to their race, color, sex, sexual orientation, national origin, religion, age, mental or physical disability, and veteran's status. These laws must be followed by employers as well as by any individual or organization that refers individuals for employment, whether they receive compensation or not. Faculty and staff members who choose to refer students to employment opportunities may fall into this category. In order to protect yourself from alleged violations of these laws, consider the following guidelines:

- * The referral process must be the same for everyone
- * All students must have equal access
- * Students must be referred without bias
- * Referrals should be based upon job related criteria

Consider whether a referral practice may be viewed as having disparate impact by excluding from consideration students based on anything other than the specific qualifications for that particular job.

In terms of college recruiting practices, it is the responsibility of the university and everyone working within the university setting to:

- * Maintain an open and fair process for offering employment opportunities
- * Maintain a recruitment process which is fair and equitable
- * Support informed and responsible decision-making by candidates
Faculty and staff members who refer students can meet these criteria by making
- * All students that have declared an interest in seeking opportunities have access to all opportunities
- * All opportunities are referred to CU Career Services so as to assure equal opportunity and access

The bottom line is that you can assist students by serving as a reference and referral, 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.

As an alternative, you should ask a potential employer for a job announcement to which you may strongly encourage your students to apply. You should send a copy of the job announcement to Career Services to assure that the process is open to all students at CU Boulder. As a rule, as long as the action comes from the student (sending an application, asking you to serve as a reference, etc.) rather than from you or from an employer, you are protected.

Please also remember that all 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.

Ten Tips for Providing References

- 1 Obtain written permission from the student
- 2 Discuss your reference with the student so that there are no surprises
- 3 Provide only information based upon firsthand knowledge
- 4 Avoid personal matters
- 5 Remember that nothing is "off the record" or "confidential"
- 6 E-mail is not confidential and is like any other form of communication
- 7 Base personal opinions on fact; don't guess or speculate
- 8 Respond to the specific inquiry regarding the student's ability to do the job
- 9 If you need to change/withdraw the reference, advise the student
- 10 Never discuss students with employers without the student's knowledge and permission

If you have any questions regarding these issues, please contact the Office of University Counsel-Boulder Office at 303-492-7481 or Career Services (career@colorado.edu).

Remote Work

Remote work allows employees to work at home, on the road or in a satellite location for all or part of their workweek. The University of Colorado Boulder campus (CU Boulder) considers remote work to be a viable, flexible work option when the employee and the job are suited to such an arrangement. 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 (University). Alternate schedules and remote work can be a cost-effective way to enhance the existing salary and benefit package, fulfill business needs, assist with recruitment and retention, improve productivity and creativity, and accommodate a changing workforce.

Supervisors and Managers should review the [CU Boulder Remote Working Toolkit](#) and the [Remote Working and Alternate Work Schedule Manager Guidance](#).

The work-study program requires 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.

The agency who allows a student to work remote must have in place a way to keep track/hold the student accountable. Do you have methods of ensuring the quality and quantity of their work? Who would adequately supervise the student, who is responsible for signing the timesheet, how would you keep track of the hours, etc. If you have something in place that addresses these, a student can work remote.

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. Completion Rate
3. Over hours

The Student Employment Office will notify employers 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 agency or will need to be set up on agency payroll. Students can appeal their SAP status, if they had extenuating circumstances. If their financial aid eligibility is reinstated, we will notify you immediately so that they can resume earning their work-study. For more information about Satisfactory Academic Progress, see www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy.

Student Employee of the Year Award

The Student Employment Office sponsors an annual award for the ‘Student Employee of the Year.’ Supervisors can nominate outstanding student employees for this award and one student per year is selected to represent the University of Colorado Boulder. The state, regional, and national programs (sponsored by the Western and National Associations of Student Employment Administrators) will also consider the person selected as CU Boulder’s student employee for their awards as well. Nominations are accepted in late January of each year. Watch our [website](#), and emails for more information!

Student Retirement Information

The Revenue Reconciliation Act of 1990 extended OASDI (i.e., Social Security) coverage to state and local government employees who are not members of a qualified retirement plan. In addition, Medicare coverage was extended to employees who became subject to OASDI by reason of the Act. In response to the 1990 Act, Colorado House Bill 93-1328 provides a Student Employee Retirement Plan as an alternative to social security, and in April 1993, the CU Board of Regents approved the Student Retirement Plan for student employees who are not exempt from participation in a retirement plan. Required contribution amounts of gross wages are 7.5% for Social Security and 1.45% for Medicare.

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 credits for the fall or spring semesters
- 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

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 are not considered. *If you have any additional questions regarding Student Retirement refunds or processes, please contact the ES payroll support line at (303) 860-4200.*

If the student’s enrollment status requires that they contribute into the student retirement program, the student must complete a TIAA/CREF Student Retirement Application Form (www.cu.edu/employee-services/benefits-wellness/student-employee/student-employee-retirement-program). If the student has already enrolled in the student retirement plan (i.e. they were enrolled in a previous year), he/she does not need to resubmit the TIAA-CREF application. If he/she wants to change the contribution distribution, he/she can contact TIAA-CREF directly. **Any student that must enroll in the student retirement program must also complete the Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) form.** The form is located at <https://www.colorado.edu/hr/forms-tools#S> (SSA-1945 form). Social Security publications and additional information, including information about exceptions to each provision, are available at <https://www.ssa.gov/>. Please mail the completed SSA-1945 form to the Human Resources Office at Campus Box 565.

If students are enrolled full-time and would like to pay into a retirement program, they have three voluntary pension/savings plan options available to them:

1. The [University of Colorado 403\(b\)](#) Plan;
2. The [State of Colorado 457](#) Plan; and
3. The [Colorado PERA 401\(k\)](#) Plan.

Information concerning these plans is available on the ES website at www.cu.edu/employee-services/benefits-wellness/student-employee/student-employee-retirement-program. Look for *Voluntary Pension/Savings* section.

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

Student Sick Leave

Effective 1/1/2021 in accordance with the [Healthy Families and Workplace Act](#), all student employees will accrue sick leave. The accrual rate will be 0.034 hours for every 30 hours worked. For example, if a student works 30 hours in a week, they earn 1.02 hours of paid sick leave. Other items to note for the sick leave policy:

- Students earn 1 pool of sick for all employers paid via the University payroll.
- The department that reports the sick leave will pay 100% regardless of where the sick leave was accrued.
- Work-study will not split the sick leave hours reported, the department will pay 100%.
- Students can report sick leave in 15-minute increments.
- Sick leave is not paid out if a student leaves the University. However, if they had a leave balance, the balance can be reinstated if they return within 6 months.
- Employees can view their sick leave balance in HCM under My Info and Pay or Self Service on the Leave Balance tile.
- Any sick leave taken that is not accrued will not be paid. Only sick leave accrued can be used.
- A student employee can only use 48 hours of sick leave annually.
- A student employee can only carry 48 hours from one year to the next. Hours accrued above 48 will be swept during the annual Leave Sweep.
- Use the earnings code **HSK** to report sick hours.
- **HSK** will charge to account code 407950 on your financial statements.

For additional information: <https://www.cu.edu/employee-services/payroll/self-service/my-leave/healthy-families-and-workplaces-act-2020>.

Supervisors Can Improve Morale

Give students an equal environment to work in. Many student employees get stuck in the corner office or have no place to put their personal belongings. It is important to see them as individuals: give them each a mailbox for notices and a safe place to put their personal belongings. Identify their skills, encourage them to use their intellectual curiosity and develop new approaches to old problems. Give personal recognition for a job well done. Ensure that they have the necessary equipment to do their jobs well. For example, if you are having student employees and regular employees doing maintenance work, make sure that all employees have equal access to tools. You can view our recommendation on how to improve morale at www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf. You can read about some tips in our 'Strategies for Helping Supervisors Succeed with Student Employees' www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf, and 'Tips for Training Student Employees' at www.colorado.edu/studentemployment/resources/training-student-employees.

Terminating/Ending a Work-study Student Employee Position

Student employment positions are considered temporary positions or "at will" employees who may be terminated at any time by the supervisor or the student employee. It is recommended, if possible, that reasonable (approximately two weeks) notice be given. Before terminating a student, we recommend:

1. Counseling: 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 students think they need more training, arrange a training schedule. We have a "Late Termination Policy Form" and "Student Assistant Job Performance Termination Policy Form" in the forms section of this handbook, or you may create your own

- 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. We have a "Disciplinary Action Form" in the forms section of this handbook, 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. When possible, agencies 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.

In addition to terminating a student for unsatisfactory performance, a student employee may be terminated for reasons of budget constraints, completion of project, lack of work, and other such valid reasons unrelated to job performance. The employer should give the student a two-week written notice that states the reason for termination.

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.**

We recommend that your agency 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 a student a period of time to correct?

Verification of Employment

The University of Colorado offers instant online employment verifications through [The Work Number](#). **A signed authorization form will be required for student employees.** Information they will provide is start date, end date, position held and salary, if requested. They will not provide reference checks or comment on rehire status of former employees.

They will try and return calls or written requests within 2 business days.

- **Phone verifications:** Please call 303-492-3835
- **Written verifications:** Send your written requests via fax to 303-492-4491
- **By Appt.** Employee can see an HR specialist to complete a form needing verifications.
- **On-line:** For online verifications of employment visit the CU System website, create an account using our third party vendor, [The Work Number](#).
- For general questions, please contact Human Resources at 303-492-6475

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 <http://cuvictimassistance.com/>.

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.** 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. 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:

- a. Fall semester:
 - i. The maximum number of hours a student hourly employee may work is 25 hours per week or 50 hours per bi-weekly payroll period.
 - ii. The specific calendar of the fall semester varies from 18 to 20 weeks and shall be determined each year by CU Boulder Student Employment.
- b. Spring semester:
 - i. The maximum number of hours a student hourly employee may work is 25 hours per week or 50 hours per bi-weekly payroll period.
 - ii. The specific calendar of the spring semester varies from 18 to 20 weeks and shall be determined each year by CU Boulder Student Employment.
- c. Summer semester:
 - i. The maximum number of hours a student employee may work is 40 hours per week or 80 hours per bi-weekly payroll period.
 - ii. The summer semester is defined as 14 weeks. The specific calendar shall be determined each year by CU Boulder Student Employment.
- d. Work-study student employees should also monitor work hours relative to their earnings limit and contact Student Employment with any questions.
- e. Graduate student employees must comply with work-hour limits set by the Graduate School.
- f. International student employees must comply with work-hour limits set by the U.S. Citizenship and Immigration Services (USCIS). Refer to International Student and Scholar Services for additional information.

Multiple positions.

- a. For students who hold a combination of student positions which are salaried and hourly, the work-hour maximum applies to the total of all positions. The percentage of a salaried appointment will be converted to equivalent hours (i.e. 50% time = 20 hours/week) and added to any hours paid on an hourly basis.
- b. Students working in more than one position at the University of Colorado (CU Boulder and/or any other campus and/or system administration of the University of Colorado) are required to:
 - i. Disclose existing CU employment at the time of application to any other CU-affiliated position.
 - ii. If hired into an additional CU position, disclose to each supervisor all CU employment immediately upon acceptance of an additional position.
- c. Supervisors of student hourly employees who hold multiple positions are required to coordinate with the student employee and with the other supervisor(s) to ensure the student does not exceed the maximum work hours allowed.

Students are expected to work the agreed upon hours, be punctual, and satisfy all reasonable requirements of the employer regarding performance and behavior standards of the job. The student should notify the employer in advance if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring. Give them clear instructions about who to notify and how (phone, email).

It is the responsibility of the employer to work with the student to come up with a reasonable schedule that meets the employer's needs with the student's class schedule. There will be times during the semester (e.g. midterms and finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer.

Employers should also make sure that the student is not working during the time they are scheduled to be in class. Auditors often review student time records to check for this type of situation. In cases when students report hours that they worked while they were scheduled to be in class, the employer should document in the student's file the extenuating circumstances that allowed them to work during class time.

Possible forms to use to help with schedule or performance and behavior issues can be found on our website at www.colorado.edu/studentemployment/forms/employer-forms

Student Work Schedule Availability Form, Disciplinary Action Form, Student Assistant Job Performance Termination Policy Form, Late Termination Policy Form, Time-Off Request Form, and Work-Study Balance Worksheets.

Quick formula calculation on how many hours a student can work using their work-study award and employer can decide if an increase request form needs submitted. Take work-study award, divide by pay rate, divide by number of weeks in each semester they will be working, equals number of hours a week they can work to not go over their award (example: 3000/\$15.00 an hour/40 weeks [fall/spring]=5 hours a week to work to not go over their award). This does not factor in the time they will recoup if they call in sick or request time off. You can recalculate as needed or use the work-study balance worksheets to help you every 2 weeks.

W-2

It is recommended that all employees update their [mailing address](#) in HCM in November of each year to verify address information so that their W-2 is mailed to the correct address in January. If only the home address is 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. All previously entered employees will continue to have both a home and mailing address, and both must continue to be updated, even if they are the same. Have your employees make the necessary corrections in their campus portal or submit a change of address to the Student Employment Office. Address changes that affect W-2 mailings must be done prior to the January payroll deadlines.

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.

Students must apply for and receive work-study awards for the academic year (August - May) and for the summer (May-August). These are two separate terms and students must apply at different times of the year and be set up in the payroll system for each term.

Work-Study Eligibility for Students

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.** *The Free Application for Federal Student Aid must be submitted each year and can be done as early as October 1.* The parent and/or student's IRS Data Retrieval must be done within the application for the financial aid process to be completed here at the University level. They can do the IRS Data Retrieval 1-2 weeks after they filed electronically or 6-8 weeks if they filed paper.

Summer:

Students must apply for financial aid using the [Free Application for Federal Student Aid \(FAFSA\)](#) to be eligible for summer work-study. If they have completed this for the current academic year, they do not need to complete it again for the summer term. However, they must also apply for summer aid through [MyCUInfo](#) to be considered for a summer work-study award. The Summer Aid Application and additional information will be available on the Financial Aid website

www.colorado.edu/financialaid/apply-aid/summer-school on or around the first of February. Students interested in summer work-study should apply as soon as possible after February 1 as summer work-study funds are limited. *Students who had work-study earnings during the academic year will be given first priority, though due to the limited funding, awards are never guaranteed.*

For a student to receive and keep his/her work-study award for the summer, he/she must meet the requirements below:

1. Must be enrolled in classes for the summer, 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 Financial Aid Office must have on file the students' FAFSA for the upcoming academic year by deadline stated in publications.
4. The student must demonstrate need for the upcoming academic year.

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 term and the upcoming fall term. If students continue to earn when they are no longer eligible, the employer will be charged for 100% of the students' earnings.

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. **IT IS IMPORTANT THAT THE EMPLOYERS MONITOR THE STATUS OF THE WORK-STUDY STUDENT(S) AS ANY EARNINGS AFTER THIS DATE WILL BE CHARGED AT 100% PLUS ANCILLARY CHARGES TO THE EMPLOYER.**

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 are allowed to 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 his/her work-study award. If a student over earns the award, one or both employers may 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 also earn work-study and be set up on an hourly appointment. If the student exceeds 40 hours per week (between all employers), they are entitled to overtime pay.

Work-Study Award Limits

Students are usually awarded a full year work-study award. Students can earn one-half of their total academic year work-study award in the fall semester. After the fall semester has ended, the spring limit will automatically be added to the fall limit on Peoplesoft (and the HCM Work-study page will show the total award amount). For example, if a student is awarded \$2500 for the academic year, \$1250 is the total gross amount that the student can earn in the fall.

If students earn more than one-half of their award in the fall semester, the excess will be charged 100% to the employer plus ancillary charges. If students do not earn their entire fall award, the remaining amount will be carried into the spring semester. Any part of the work-study award that is not earned at the end of the academic year will be cancelled. Please note: only students who have enrolled in spring classes are eligible to begin earning the spring portion of their work-study award.

If the student graduates or withdraws, he/she must stop working as of the last day of the semester or withdraw date (see payroll calendars in Appendix section for specific dates).

Unused academic year work-study does not “roll” into the summer session. Students must apply for summer work-study. During the summer, a student can earn his/her total summer work-study award at any time during the summer term. If the student earns more than their award, the excess will be automatically charged 100% to the employer. Any part of the work-study award that the student does not earn by the end of the summer will be cancelled. If the students earn more than their summer awards, this will result in a charge of 100% of the students' wages, plus ancillary charges, to the off-campus employer.

Students can verify their work-study award in the [Buff Portal](#)

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

Award Amount for fall semester: \$1500
Pay rate: \$16.00
Number of weeks in the fall semester: 20
 $\$1500/\$16.00 = 93.75$ divided by 20 weeks = 4.69 hours/week

Therefore, the student can work approximately 4.45 hours per week and not exceed his/her work-study award for the fall semester. Keep in mind since student's scheduled hours can vary (due to time off for vacation periods and exams), you should recalculate the hours throughout the semester. For assistance in calculating the number of hours a student can work per week, please contact our office at 303-492-3548. You can submit the Work-study Increase Request form to see if a student can be granted more in a work-study award but there is no guarantee (see Work-study Increases section below).

Please refer to the Time Entry Section, “Accessing the Work-study Panel”, of this handbook to access information about a work-study student's award limit.

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. (Please note 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).

Work-Study Increases

If student or employer wish to increase their work-study awards, please reproduce and 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 by letter or email and 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.

Work-Study Employer Letters

If you interview a student who currently does not have a work-study award you can submit an “Employer Request for Student Work-Study”. Please use the form from our website at www.colorado.edu/studentemployment/forms/employer-forms.

Student must have applied for financial aid by submitting the correct year for the FAFSA form and the necessary tax documents. For the summer they must also submit the summer aid application through Buff Portal (<https://mycuinfo.colorado.edu>) before we will consider them for an award. Work-study awards will be made on a funds-available basis. We will review the requests on a bi-weekly basis, and it is a first-come-first serve basis. We **CANNOT** guarantee that we will be able to grant a work-study award to the student.

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 granted. If the award is granted, 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 a work-study award, students (and employers) should arrange work schedules based on the employer being able to pay 100% to the student. If the employer cannot pay 100% for the student, they should not have the student begin working until an award is granted since we cannot guarantee an award.

Distribution of Student Advices/Warrants

State fiscal and University policies require all employees to have direct deposit. An advice of deposit will be viewed on MyCUInfo (<http://mycuinfo.colorado.edu>). W2's will be mailed out every year in January, therefore it is important that the student maintain a current mailing address with the University's Employee Services Office. *Currently Employed CU Students* can change their address and W4 in MyCUInfo. Having a correct address in Peoplesoft will ensure timely delivery of their W-2 form.

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 contract. 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

Ancillary Charges:

10.00% Administrative Fee

1.3% Benefits (this rate if for 2023-24, this rate will change every year)

51.3% TOTAL

The benefits rate is subject to change every year and will be noted on the annual work-study conditions letter for renewal.

Hand-Drawn Checks

On occasion, circumstances may arise which require the issuance of a payroll warrant outside the normal payroll cycle. Such warrants are typically referred to as "hand drawn warrants." Circumstances that justify the issuance of hand drawn warrants may occur as the result of errors beyond the student's control.

When evaluating circumstances related to such requests, the personnel liaisons shall first consider whether the amount requested is significant relative to the employee's regular payroll and financial situation. If the amount is considered significant and one or more of the conditions listed below exists, a hand drawn warrant may be requested. The Office Manager of Student Employment must submit all requests. The requests must be submitted to the Student Employment Office by Monday nights by 5:00 in order for the student to be paid that Friday that the request was submitted.

- [Involuntary termination](#) (including layoffs)
- Pay to process in conjunction with an [overpayment](#)
- Lost check replacement (A handdrawn can be submitted if a lost check has not returned to CU after 10 business days from the original issue date. Please ask the employee to set up direct deposit for the reissue.)
- Employee passed away
- Employee has retired (and therefore the department no longer has access to the position)
- Department no longer has access to pay employee due to system limitation (earnings date is prior to 12/2015, for example)

NOTE: If the warrant has not been cashed, the ES must cancel the original warrant before re-issuing a hand drawn warrant. This process typically takes two to five working days. All requests will have their payroll deposited directly into an account held with their financial institution on file.

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) 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 your appointment. Complete section 1 of the I-9 Verification form before the appointment.
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 students, along with the Community Service Agency Information for Off-Campus Work-study Program form, to the Student Employment Office, located in Regent 205 to complete all of the necessary payroll paperwork for the academic year or summer term.

The Student Employment Office will have the student complete an I-9, W-4, and other necessary documentation. **Let the student know he/she must bring his/her driver's license, original social security card (COPIES CANNOT BE ACCEPTED), and a deposit slip from their checkbook. CANNOT use the savings deposit slip in checkbook-the bank routing number on the slips are not correct.** The student should plan to spend 10-15 minutes completing the paperwork. **Students needing to obtain a new social security card may contact the Social Security Administration at 800-772-1213 (TTY: 800-325-0778) or visit their web site at: <https://faq.ssa.gov/en-US/Topic/article/KA-02017>.** The student may also stop by the Social Security Administration Office located at 4949 Pearl East Circle, Suite 101, Boulder, CO.

The Student Employment Office will complete the payroll paperwork and submit it directly to the Employee Services office after all information has been submitted by the hiring agency and the student.

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 MyCUInfo to make sure their W2 will be mailed to their current address. Academic year set-ups usually begin in early August and summer set-ups usually begin in mid-April of each year.

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) 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

To assist you in managing the time sheet process, please follow these procedures:

1. Time sheets must be kept in one location where only the supervisor has access to them. Student employees should be given access only when they sign in and out.
2. Students must sign in and out on their time sheet daily (i.e. do not have them fill out their entire time sheet at the beginning or end of the pay period). This should eliminate any errors.
3. If the student makes an error while filling out the time sheet 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 time sheet. Have the supervisor initial the changes.
4. Make sure the student has a supervisor who is aware of and can verify the student's time in and out. An appropriate person should be designated to sign off on the time sheets in the supervisor's absence (i.e. vacation or sick). You should notify your student employees who this "back up" person is at your agency.
5. The supervisor and student must both sign the time sheet. Supervisors cannot sign the students' time sheets for them. By signing the time sheet for the student, the supervisor is committing forgery (even if the student gives the supervisor permission to do so). Students must sign it to certify, "The hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period."
6. Under no circumstances should the time sheet be returned to the student after the supervisor has signed it. For this reason, the supervisor should deliver it directly to the designated payroll liaison of their agency so that the hours can be entered onto the CU Payroll System.
7. 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 to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
15 minutes = .25
½ hour = .50
45 minutes = .75
8. Be sure to complete time sheets with dates, punches in/out, pay date, student name, employee ID number (not SSN), and signature before submitting.

If your agency discovers the reporting of fraudulent information, please forward the student 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%.

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.

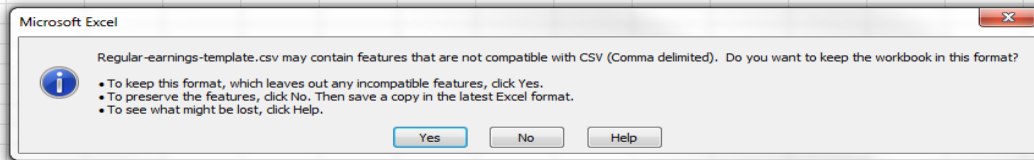
You also cannot enter duplicate rows for your employees unless they have different field Emplid_Rcd, Earn Begin and Earn End dates or a different speedtype is entered. If you enter STH for the same student, same time period and nothing is different it will cause your payroll to fail.

Best Practice: Create templates that will be needed for the semester that include employee IDs and the corresponding record numbers. Format the dates as above and save as a MS Excel file. Then for 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. **For ease of use, you may want to insert a column for employee names in your template. If so, save your file with a unique name and remove the name column before upload. Delete any blank rows or students that you are not submitting hours for that pay period before you save to a CVS file.**

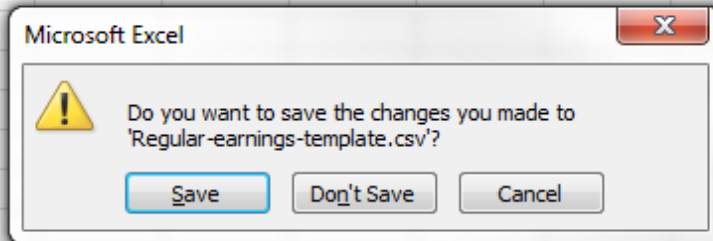
2. Save your file first in Excel and then **delete name row and save** a copy as a **CSV file**. *Uploads must be in CSV format.*

Click **Save As** or use the F12 key to initiate the Save-As process. Under **Save as type** choose **CSV (Comma delimited)** and then click **Save**.

- If you get the following message, click **Yes**



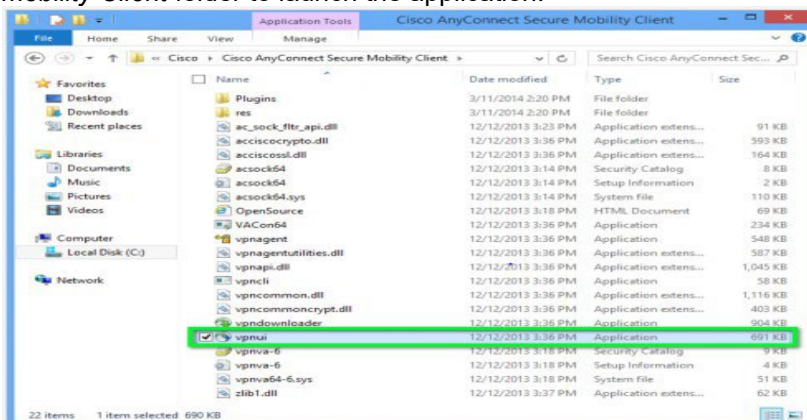
- When you close the file, if you get the following message. **Click Don't Save.** (Clicking Save will change the format of your already saved file).



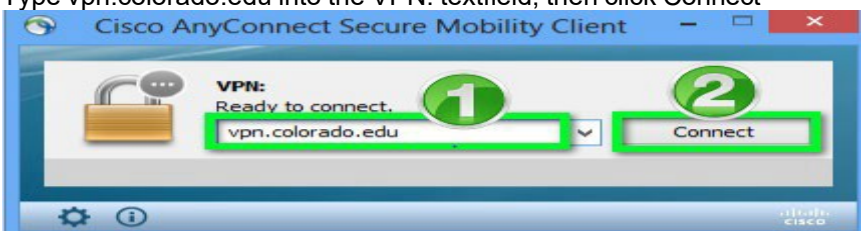
VPN

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)

- 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>
- 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.

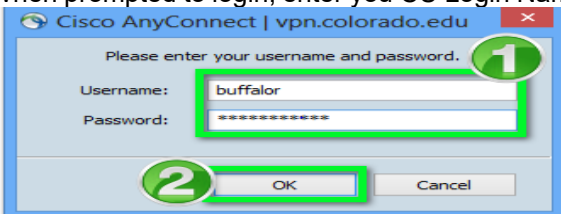


- Type `vpn.colorado.edu` into the VPN: textfield, then click Connect



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

- 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

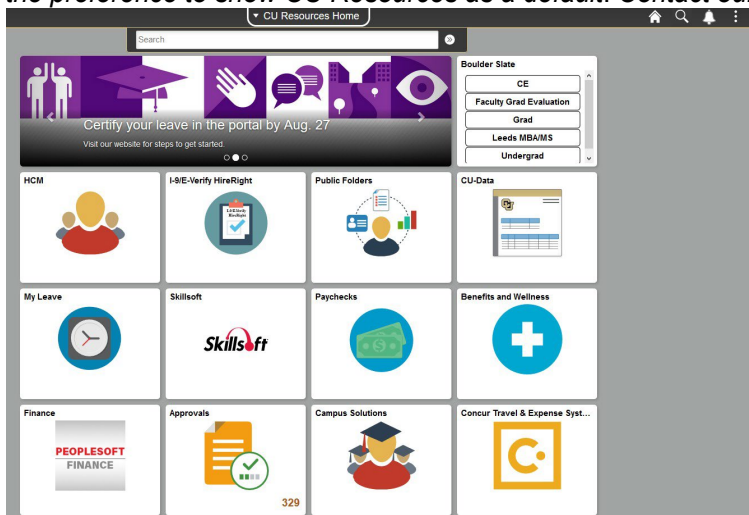
It will look like nothing happened, but you can now go to [MyCUInfo](#)

MAIN MENU

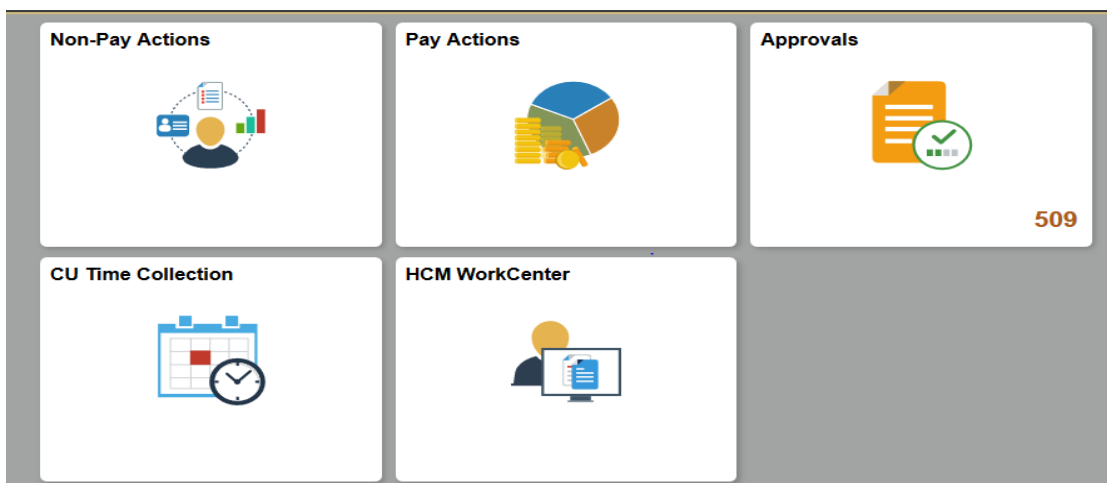
<https://mycuinfo.colorado.edu/>. Log in again with your identikey and password.

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

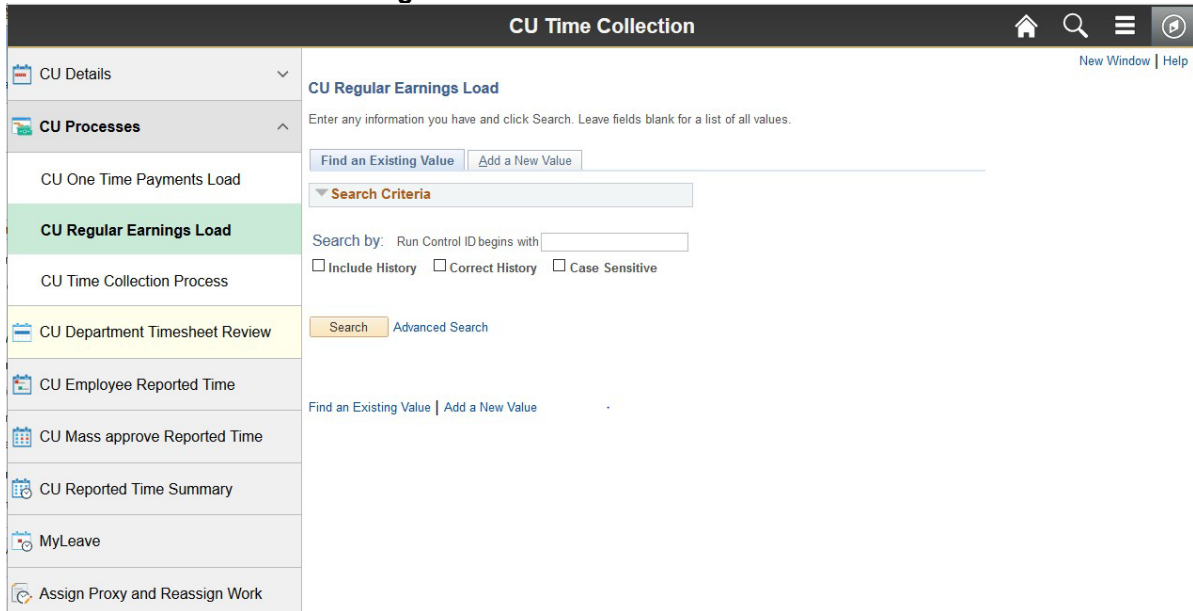
- Click the **HCM** tile (you may have to select the drop-down box to see the CU Resources Home). You can change the preference to show CU Resources as a default. Contact our office if you would like to do this.)



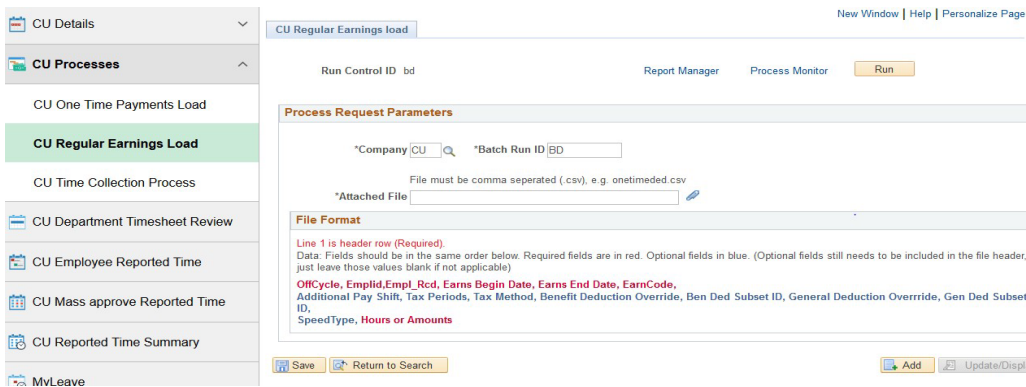
- You will now see the HCM Community Users dashboard. Your view may be slightly different. Click the **CU Time Collection** tile.



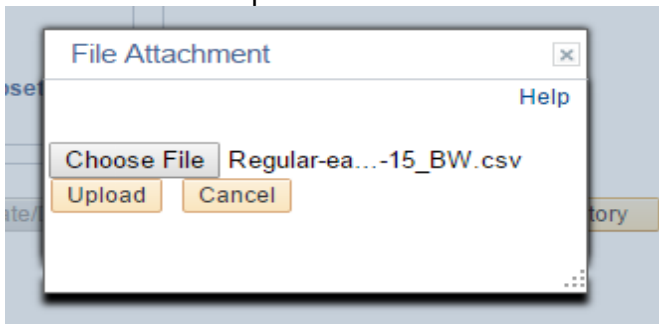
3. Under Menu select **CU Processes**
4. Select **CU Regular Earnings Load**
5. Enter **Run Control Id**: If you haven't created one you will select the **Add a New Value** tab and create one. You can use your initials or your agency initials and hit the **Add** button. If you have created a run control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

Process Scheduler Request

User ID DURAD00001 Run Control ID bd

Server Name **PSUNX** Run Date 12/07/2015

Recurrence [v] Run Time 11:44:30AM [v] [Reset to Current Date/Time]

Time Zone [v]

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	CU Regular Earnings Load	CU_REGEARNLD	Application Engine	Web	TXT	Distribution

OK Cancel

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 DURAD00001 Type [v] Last [v] 10 Days [v] Refresh

Server [v] Name [v] Instance [v] to [v]

Run Status [v] Distribution Status [v] 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	DURAD00001	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 **RegEarnsPay_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 I

Search Results

View All First 1-2 of 2 Last

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

- 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

Employee Details | Batch TimeSheets & Leave Details | OneTime 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
1	<input checked="" type="checkbox"/>	212855	0	1	[REDACTED]	00713692	USYS		00701285	FA2	
2	<input type="checkbox"/>	267650	0	2	[REDACTED]	00715627	USYS		00669328	FA2	

Personalize | Find | First 1-4 of 4 Last

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

Employee Details | Batch TimeSheets & Leave Details | OneTime Payments | Regular Earnings

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

Employee Details	Batch Time Sheets & Leave Details	OneTime Payments	Regular Earnings																																	
<table border="1"> <thead> <tr> <th>Seq Nbr</th> <th>Off Cycle ?</th> <th>*Earnings Code</th> <th>Reported Hours</th> <th>Hourly Rate</th> <th>Amount</th> <th>Override Rate</th> <th>Long Description</th> <th>Comments</th> <th>Off Hours Only</th> <th>Include Lunch</th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>OTM</td> <td>10.75</td> <td>0000</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td>RGS</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	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	10.75	0000							2	<input type="checkbox"/>	RGS											
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1	<input type="checkbox"/>	OTM	10.75	0000																																
2	<input type="checkbox"/>	RGS																																		

Personalize | Find | First 1-2 of 2 Last

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 USX University Staff Exempt Group:

Department: 51000 Employee Services

Reported Time Summary

Employee Details	Batch Time Sheets & Leave Details	OneTime Payments	Regular Earnings																																																																	
<table border="1"> <thead> <tr> <th>Select</th> <th>Off Cycle ?</th> <th>Employee ID</th> <th>Empl Rcd</th> <th>Earnings Code</th> <th>Additional Pay Shift</th> <th>Tax Periods</th> <th>Tax Method</th> <th>Deductions Taken</th> <th>Deduction Subset ID</th> <th>General Deductions Taken</th> <th>General Ded Subset ID</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>151534</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>250180</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>250180</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td>250180</td> <td>0</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Off Cycle ?	Employee ID	Empl Rcd	Earnings Code	Additional Pay Shift	Tax Periods	Tax Method	Deductions Taken	Deduction Subset ID	General Deductions Taken	General Ded Subset ID	Amount	<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												
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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 08/02/2015 Earnings End Date 08/15/2015

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

Department: 51000 Employee Services

Reported Time Summary

Employee Details	Batch Time Sheets & Leave Details	OneTime Payments	Regular Earnings																																																									
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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

Earnings End Date = 09/30/2015

Company begins with

Pay Group begins with

Department begins with

Empl ID begins with 188553

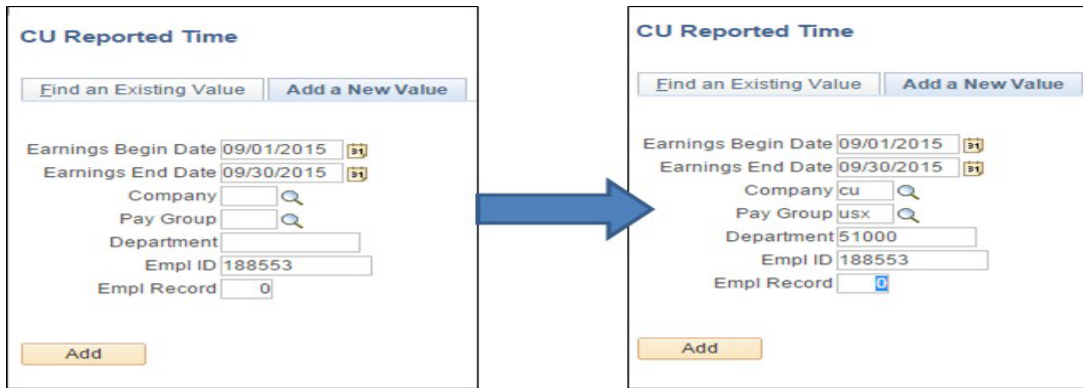
Empl Record =

Include History Correct History

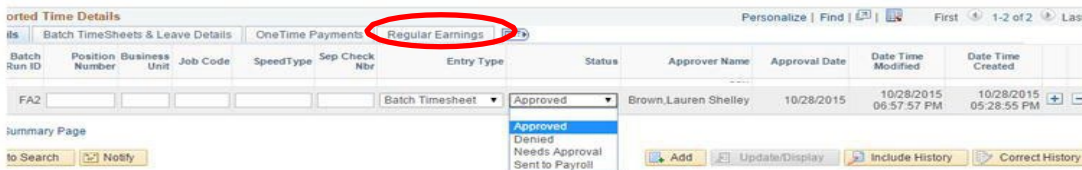
Search Clear Basic Search Save Search Criteria

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.




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.



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.

HELPFUL HCM REPORTS

Although there are many reports, we would like to highlight a few that may be helpful to you in setting up student employees. Many reports have run control options or parameters, such as From and To Dates, Speedtypes, Position Numbers, Employee Ids, Department Ids, etc. All reports may be viewed online, printed at the user’s printer, and/or downloaded to Excel. All reports are available in Production. Select the **Home** button .

Time Entry: on the HCM Community Users dashboard select **HCM Workcenter** and select the **Resources** tab then

- **This report lists the information that you are reporting in time collection for the current pay period and whether or not the batch was approved. It will not show work-study splits (this is done after payroll is processed and can be viewed on the Payroll Register Report – see below).**

Payroll Register Report: select the **Payroll Register**.

- This report is available after the payroll is processed by ES. It will provide you with the information you reported on time collection and exactly what the student was paid (i.e. total gross pay). If it was paid out of work-study funds, you will be able to see the amount charged to your department (look for the ‘WSR’ line). If you see a “WSC” line that means the student ran out of work-study and your agency will be charged 100%.

Work-Study Personal Limits select “**Click here for All**” link. Go to last page and click **Work-study Personal Limits**.

- This report will tell you the work-study limit, work-study earned through last pay period posted, any earning over the work-study limit for your department. Be sure to enter the current term and your agency org number.

Accessing the Work-Study Panel

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
Boulder | Colorado Springs | Denver | Anschutz Medical Campus

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

How to Read the CU Work Study Awards Page

Part I.

CU Work Study

Person ID

Academic Year 2015 Institution CUBLD Award Year Total 10237.60 Award Year Earnings 7339.42

Work Study Awards

Term	Acad Yr	*Effective Date	End Date	Total Award	Earned To Date	Above Limit Balances	Unprocessed Earnings
2154	2015 Sum	07/18/2015	08/15/2015	\$2,237.60	\$0.00		
2151	2015 Spr	03/14/2015	05/09/2015	\$4,000.00	\$3,339.42		3339.42
2147	2014 Fall	12/20/2014	12/20/2014	\$4,000.00	\$4,000.00	335.15	4000.00

Academic Year Totals Award and Earnings

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

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

4. Effective Term and Academic Year

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

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

Part II.

The screenshot displays the 'Academic Year - Job' interface with four rows of data. Each row represents a different term and includes the following fields:

- Row 1:** Academic Year 2015, Term 2154, Effective Date 10/19/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV, Financial Aid Student Asst IV.
- Row 2:** Academic Year 2015, Term 2151, Effective Date 03/14/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV, Financial Aid Student Asst IV.
- Row 3:** Academic Year 2015, Term 2151, Effective Date 03/14/2015, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 20525, Job Code 4103, Position SOP-Apothecary, Financial Aid Student Asst III.
- Row 4:** Academic Year 2015, Term 2147, Effective Date 12/20/2014, Work Study Eligible Job (checked), Active WS Job (checked), On/Off Campus Job (On Camp selected), Dept ID 10046, Job Code 4104, Position Student Asst IV, Financial Aid Student Asst IV.

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

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

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

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



University of Colorado
Boulder

OFFICE OF FINANCIAL AID

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 2014-2015 academic year work-study award:

08/16/22

Date

XXXXXX

Student Peoplesoft ID

Student, Joe

Student Name

*** Employee Record # 0

Retirement:

Yes _____

No x

Mickey Fun Club

Agency Name

Supervisor, Sandy/XXX-XXX-XXXX xXXX

Supervisor Name/Phone

900

Fall Limit

(08/07/22-12/24/22)

900

Spring Limit

(12/25/22-05/13/23)

1800

Total Work-study Award

Any unused fall work-study will carry over to spring term but any unused work-study will not carry over to summer. The student must apply

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

The student is eligible to earn only the fall limit amount from 08/07/22-12/22. 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. Any amount not earned in the fall semester will be automatically carried forward into the spring semester.

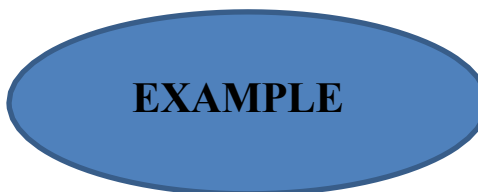
The Agency must notify the Student Employment Office of a pay rate change.

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).

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.

2022 - 23 ACADEMIC YEAR WORK-STUDY ELIGIBILITY





University of Colorado
Boulder

OFFICE OF FINANCIAL AID

2023 - 24 SUMMER WORK-STUDY ELIGIBILITY

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 2014 summer work-study award:

06/01/23
Date

Student Peoplesoft ID XXXXXX

***Employee Record # 0

Retirement: Yes x
No _____

Student, Joe
Student Name

Mickey Fun Club
Agency Name

Supervisor, Sandy/XXX-XXX-XXXX xXXX
Supervisor Name/Phone



1729.90
Summer Award
(05/14/23-08/05/23)

Student who will graduate in the summer 2023 must stop working on 08/05/23.

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

This summer, the student is eligible to earn the summer award anytime during the period from 05/14/23-08/05/23. 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 by May 14, 2023. They must demonstrate need in 2015-16 and the Financial Aid Office must have on file the 2023-24 FAFSA by May 14, 2023.

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 Employees website at <http://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://hr.colorado.edu/Pages/Forms.aspx> (SSA-1945 form).

Students will be switched in and out of retirement based on their active, enrolled units as of each bi-weekly payroll. The payroll process will check the student's enrollment status in CU-SIS and will update the student's employee class accordingly. This will have a particularly significant impact on students in the summer. Whereas in the past if an undergraduate student was enrolled for 3 credits in term A and 3 credits in Term B (6 credits total), they'd be exempted from Student Retirement for the whole summer, now they will have to pay in to Student Retirement for the whole summer because at any one time, they will be active in no more than 3 credit hours.

We're in the process of updating our supervisor handbook to reflect the new policy and will notify you when additional information is available. Please notify your student employees who will be affected by this new change. Students enrolled in the retirement program will contribute 7.5% of their gross wages for the retirement deduction and 1.45% for the meditaX deduction.



University of Colorado
Boulder

OFFICE OF FINANCIAL AID

Off-Campus Hourly Eligibility Form

The following student has 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.

Date

Student Name

HR Employee ID #

Empl Rcd # _____ ***

Retirement: Yes No

Agency Name

Supervisor Name/Phone

Fax: _____

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

The student is eligible to work for your agency as an **hourly** student during the academic year (08/07/22 – 05/13/23). If the student withdraws from classes during this period, the student must stop working.

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

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

OFFICE OF FINANCIAL AID

2023-24 Academic Year Off-Campus Work-Study Time Collection Calendar

PAY PERIODS SPRING SEMESTER (20 WEEKS):				TIME COLLECTION DUE		PAY DAY	
August	6	- August	19	August	22	September	1
August	20	- September	2	September	05	September	15
September	3	- September	16	September	19	September	29
September	17	- September	30	October	03	October	13
October	1	- October	14**	October	17	October	27
October	15	- October	28	October	31	November	10
October	29	- November	11	November	14	November	24
November	12	- November	25	November	28	December	8
November	26	- December	9	December	12	December	22
December	10	- December	23	December	26	January	5

PAY PERIODS SPRING SEMESTER (20 WEEKS):				TIME COLLECTION DUE		PAY DAY	
December	24	- January	06	January	9	January	19
January	07	- January	20	January	23	February	2
January	21	- February	03**	February	06	February	16
February	04	- February	17	February	20	March	1
February	18	- March	2	March	05	March	15
March	3	- March	16	March	19	March	29
March	17	- March	30	April	02	April	12
March	31	- April	13	April	16	April	26
April	14	- April	27	April	30	May	10
April	28	- May	11	May	14	May	24

All Time information must be entered and approved in HCM by 5:00pm on each Time Collection due date. *If you are unable to submit time by 10:00 a.m. on the due date, please contact Student Employment.*

If you miss a deadline your student(s) will not be paid until the next pay period and must be entered as LTS. Your department will be charged 100% for LTS. However, you can submit the Late Pay to Work-study Transfer Request form found on our website. Completion of the form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility.

IMPORTANT DATES TO REMEMBER

August 05, 2023	Last working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date.
August 06, 2023	First day students enrolled in fall semester can begin working for the fall semester
August 9, 2023	Last due date for time entry for the final pay period of summer.
October 1, 2023	"Use It or Lose It" date for fall work-study to reflect earnings against award.
December 21, 2023	Last working day for student's graduating/leaving in the fall semester.
December 24, 2023	First day students enrolled in spring semester can begin working for the spring semester.
February 1, 2024	"Use It or Lose It" date for spring work-study to reflect earnings against award.
May 9, 2024	Last working day of the spring term for work-study students who graduating/leaving in the spring term.
May 11, 2024	Last working day of the academic year for work-study students. Any unearned Work-Study is automatically cancelled after this

****If a student is awarded academic work-study, they must begin earning their work-study award October 1, 2023 for fall and by February 1, 2024 for spring. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by the deadline date or your award will automatically be cancelled. Call the Student Employment Office at 303-492-7349 or send an e-mail to studentemployment@colorado.edu.**

IMPORTANT UNIVERSITY DATES

Aug. 28, 2023	First Day of Fall Classes
Sep. 4, 2023	Labor Day Holiday (campus closed)***
Nov. 20-22, 2023	Fall Break
Nov. 23-24, 2023	Thanksgiving (campus closed)
Dec. 14, 2023	Last Day of Fall Classes
Dec. 15-20, 2023	Fall Finals Week
Dec. 21, 2023	Fall Commencement. Last day graduating students can work for fall.
Dec. 25-29, 2023	Christmas Holiday and Winter Break (campus closed)***
Jan. 1, 2024	New Year's Eve Day (campus closed) ***
Jan. 15, 2024	Martin Luther King Holiday (campus closed) ***
Jan. 16, 2024	First Day of Spring Classes
Mar. 25 - 29, 2024	Spring Break (campus closed Fri. Mar. 29) ***
May 02, 2024	Last Day of Spring Classes
May 03-09, 2024	Spring Finals Week
May 9, 2024	Last day graduating students can work for spring term and University Commencement Ceremony

*** Due to a university holiday, campus is closed this day, but student employees are not eligible for holiday pay since they are not entitled fringe benefits.



University of Colorado
Boulder

OFFICE OF FINANCIAL AID

2024 Summer Off-Campus Work-Study Time Collection Calendar

Pay Periods (14 weeks)	Time Collection Due	Pay Day
May 12 – May 25	May 28	June 7
May 26 – June 08 ❖	June 11	June 21
June 09 – June 22 ⚡	June 25	July 5
June 23 – July 06	July 9	July 19
July 07 – July 20	July 23	August 2
July 21 – August 03	August 6	August 16
August 04 – August 17	August 20	August 30

❖ No transfers will be processed for these pay periods from hourly to work-study if they were set up in the HCM system if the indicator for work-study was not set up or wrong employee class

⚡ This pay period will post in the 2023-24 fiscal year. After this date, the remaining summer pay periods will post in 2024-25 fiscal year.

****Students who will graduate in the summer 2024 must stop working on 08/17/24. They can work until last day of class.**

- TIME ENTRY FOR THE LAST PAY PERIOD OF THE SUMMER MUST BE TURNED IN ON TIME! Any work-study hours turned in after the last Time Entry due date will be charged 100% to the employer.
- All Time information must be entered and approved in HCM by Noon on each Time Collection due date. *If you are unable to submit time by 10:00 a.m. on the due date, please contact the Student Employment Office.*
- If you miss a deadline your student(s) will not be paid until the next pay period and must be entered as LTS. Your department will be charged 100% for LTS. However, you can submit the Late Pay to Work-study Transfer Request form found on our website. Completion of the form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility.

IMPORTANT DATES TO REMEMBER

- May 11, 2024 Last working day of the academic year for work-study student employees.
- May 12, 2024 First day students enrolled for summer semester can begin working for the summer semester. ***Must be enrolled in summer or bookending terms (spring 2024/fall 2024) and the Financial Aid Office must have the FAFSA on file with demonstrated need for 2024-25 by start of summer term. FAFSA may take a week to process before it is received by our office.***
- June 01, 2024 “Use It or Lose It” date for summer work-study to reflect earnings against award.
- August 17, 2024 Last working day of the summer for students who will graduate in the summer.
- August 17, 2024 Last working day of the summer for work-study student employees
- August 18, 2024 First day students can begin working for the academic year. Must be enrolled in fall to begin working fall term.
- August 22, 2024 Last due date for Time Entry for the final pay period of summer.

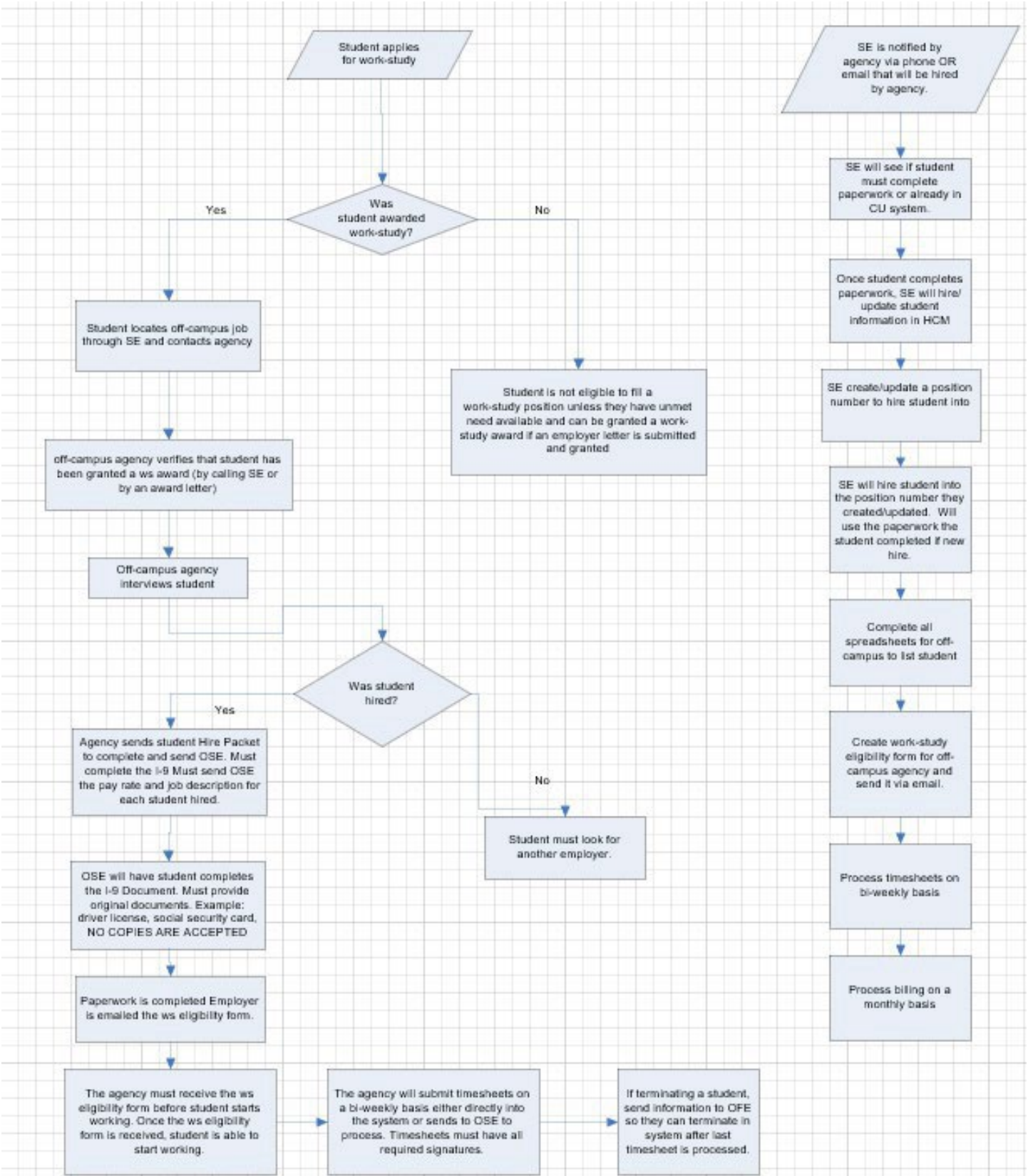
If a student is awarded summer work-study, they must begin earning their work-study award by June 1, 2024. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/01/2024 or the award will automatically be cancelled. Send an e-mail to studentemployment@colorado.edu to put a hold on the award.

IMPORTANT UNIVERSITY DATES

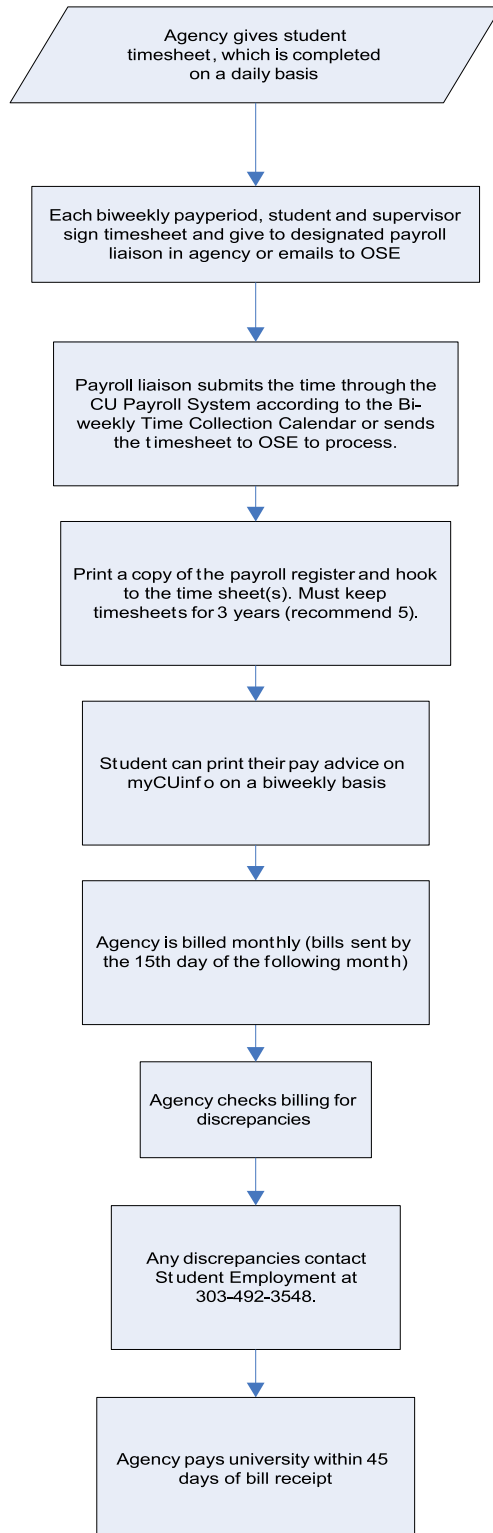
- May 11, 2024 Last day of spring 2024 Classes
- May 4-9, 2024 Spring 2024 Finals Week
- May 9 2024 Spring 2024 Commencement
- May 13, 2024 First day of Term M classes
- May 31, 2024 Last day of classes and finals for Term M
- May 27, 2024 Memorial Day - University Holiday (Campus Closed)**
- June 3, 2024 First day of Terms A, C & D classes
- July 5, 2024 Last day of classes and finals for Term A
- July 4, 2024 Independence Day Observed - University Holiday (Campus Closed)**
- July 9, 2024 First day of Term B classes
- July 26, 2024 Last day of classes and finals for C
- Aug. 5, 2024 First day of Augmester Term
- Aug. 9, 2024 Last day of classes and finals for B & D
- Aug. 22, 2024 Last day of classes and finals for Augmester

*** Due to a university holiday, campus is closed this day, but student employees are not eligible for holiday pay since they are not entitled fringe benefits.

Off-Campus Work-Study Student Set-up Process



Off-Campus Payroll/Billing Process



APPENDIX I

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>			---REGULAR---		--OVERTIME---		-----OTHER-----			Department	EE Total Gross Pay		
<u>DeptID & Name</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Form ID</u>	<u>Check Date</u>	<u>Check No.</u>	<u>Hours</u>	<u>Earnings</u>	<u>Hours</u>	<u>Earnings</u>	<u>Type</u>	<u>Hours</u>	<u>Earnings</u>	<u>Gross Pay</u>	
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

APPENDIX J

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	



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 <hr/> ATTN: WORK-STUDY PAYMENTS 150 REGENT ADMINISTRATIVE CENTER <hr/> 41 UCB - OCM <hr/> BOULDER, CO 80309-0041 <hr/>	<div style="border: 1px solid black; width: 100px; height: 20px; margin-bottom: 5px;"></div> 1-6-XXXX ACCT NO. <hr/> \$ AMT REMITTED
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University of Colorado
Boulder

OFFICE OF FINANCIAL AID

2023-24 Academic Year Off-Campus Work-Study Program

Name of Agency: _____

Name of Contact Person: _____ Phone Number: _____ Fax: _____

Please find listed below the students who are employed by your agency for the summer 2023 term. **If the student is already employed with your agency this summer, he/she will not be required to stop in our office to fill out any paperwork. However, you will need to confirm below whether or not you are rehiring him/her and at what pay rate. Please return this form by July 23.**

Continuing students (students who worked for your agency last academic year or this summer)
We will fax you an updated work-study eligibility form on each student.

Name	EmplID	Old Pay Rate	New Pay Rate	Rehire	
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No
				Yes	No

EXAMPLE. This will be sent via email

New students: Must be sent to the Student Employment Office to complete paperwork before they begin working.

- _____ I have not yet hired a Work-Study student.
- _____ I will not participate in the Work-Study Program this academic year.

Please return this information to our office as soon as possible. You may email it to Brenda.Duran@Colorado.edu. If you have any questions, please feel free to call us at (303) 492-3548.

Thank you!



University of Colorado
Boulder

OFFICE OF FINANCIAL AID

2023 Summer Off-Campus Work-Study Program

Name of Agency: _____

Name of Contact Person: _____ Phone Number: _____ Fax: _____

Please find listed below the students who are employed by your agency for the academic year 2022-2023. *If the student is already employed with your agency this academic year, he/she will not be required to stop in our office to fill out any paperwork.* However, you will need to confirm below whether or not you are rehiring him/her and at what pay rate. Please return this form by April 16th.

Students need to complete a summer financial aid application in order to be considered for summer work-study. This application will be available on MyCUinfo (<http://mycuinfo.colorado.edu>) around March 1st. Students do not need to be enrolled in summer as long as they were enrolled in the spring term and are enrolled in the upcoming fall term. Once they have completed the summer aid application and we have confirmed they are eligible for summer work-study, we will fax you an updated work-study eligibility form on each student. (Note: Just because a student has applied for summer work-study does not necessarily mean they are eligible.) *Student must also have on file with the Financial Aid Office the FAFSA for the upcoming year and demonstrate need in the upcoming year in order to earn their summer work-study award by the first day of the summer term.*

Continuing students (students who worked for your agency this academic year and will continue this summer)

Our records indicate the following students have applied for summer work-study:

Name	EmplID	Old Pay Rate	New Pay Rate	Rehire	
				Yes	No
				Yes	No
				Yes	No

The following student(s) have not applied for summer work-study. **They must apply before they can continue working a summer work-study appointment. Employers will be responsible for 100 % of student's earnings who continue to be employed without a summer work-study eligibility form. Academic year work-study will end May 09, 2015.**

Name	EmplID	Old Pay Rate	New Pay Rate	Rehire	
				Yes	No
				Yes	No
				Yes	No

New students: Must be sent to the Student Employment Office to complete paperwork before they begin working.

_____ I will not participate in the Work-Study Program this summer.

Please return this information to our office as soon as possible. You may email it to Brenda.Duran@Colorado.edu. If you have any questions, please feel free to call us at (303) 492-3548.

Thank you!

FORMS SECTION



1. **Complete an Employer Profile at <https://studentjobs.colorado.edu/> and add a job posting.** Update/submit changes to an existing job posting as needed. Must be posted for a minimum of 3 business days. You can hire within the 3 days, but it cannot be removed until 3 business days have passed.
2. The Colorado Equal Pay for Equal Work Act requires the employer to keep records of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. It also requires providing notice of job openings and promotional opportunities, including the hourly or salary rate or range, and a general description of all of the benefits and other compensation offered to the hired applicant. The law prohibits using pay history for prospective employees by requiring that an employer shall not seek the wage rate history, or rely on the wage rate history, of a prospective employee to determine a wage rate. Discrimination or retaliation against a prospective employee for failing to disclose wage rate history is prohibited.

For records retention requirements, Student Employment is required to retain a copy of the job posting (showing the location where it was posted) used for each hire for the lifecycle of the employee plus 2 years. Since CU is the hiring department, your agency must post the position on our job boards so we can have a record of the job posting, location posted, and this document will be placed in the students' files.
3. **Interview student.** Have student show you their award acceptance email, which indicates that they have been awarded work-study. You can email or call Brenda Duran at 303-492-3548 or Student Employment at 303-492-7349 to verify the student's award.
4. **Offer them the position** and 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. You can use the [Work-study Balance Worksheets](#) on our website.
5. **Send student the Hire Packet and optional Offer letter.** They must return packet to Brenda Duran.
6. Log into your profile at <https://studentjobs.colorado.edu/> and remove your job posting when the position has been filled unless you want it to continue running all year.
7. **Notify Student Employment** by email (brenda.duran@colorado.edu) that your agency would like to hire the student. Include student name, student id, pay rate and job posting number.
8. **Student must complete an I-9** with the Human Resources (HR) Office . Information will be emailed to them from an agency called HireRight. They can view the [HR website](#) to verify office hours and locations to complete an I-9 and the required documents to bring with them to complete Section 2. **No copies will be accepted so bring all original documents!!** If they cannot go to the HR Office, they can contact Brenda Duran to set up an appointment to meet with her.
9. **Obtain a Work-Study Eligibility Form** (see appendix section f & g in the [off-campus handbook](#)) from Student Employment, which indicates that the student has completed the necessary paperwork and is eligible to earn their work-study award. **Student cannot begin working until you have received this form.**
10. **Have student complete a timesheet each biweekly pay period.** See appendix section e in the [off-campus handbook](#) or on our website under [student forms](#) for a blank form. The timesheet must be completed with hours in/out, dates, and signatures, see sample in handbook. The total hours worked should be submitted to Brenda Duran based on the [time collection due date](#) or a designated person at the agency may take the necessary training courses and submit the hours from their location. The actual timesheet must be retained by your agency for a minimum of 3 years (5 years recommended).
11. Keep track of the hours worked. The employer is charged 100% of any earnings which exceed the student's work-study limit. The employer and the student should keep track of the work-study eligibility so that the student's work-study limit is not exceeded. You may keep track by using one of the [Work-study Balance Worksheets](#) found on our website under forms>off-campus work-study employer forms.

12. Use the Schedule of Pay Periods (for academic year or summer) in the Appendix section in the [off-campus handbook](#) to reference Time Collection due dates or on our [website](#). It is extremely important that the student's time is submitted to the Payroll Department by Noon on the date they are due for each pay period to assure that your student employees are paid in a timely manner and any errors can be fixed by the final deadline.
13. Remember that work-study hours submitted after the last Time Collection due date for the session, either academic year or summer, are considered late and will result in a charge of 100% to the employer. There is no guarantee we can move them to work-study.
14. Work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 150% (time and half) for any overtime hours (in addition to the Administration, Benefits, and medita charges). This may occur during the summer term or breaks if they work more hours. View our [Student Hourly Employee Work Policy](#) on our website under Policies.
15. Work-study students cannot be paid sick leave out of work-study funds. Employers will be charged 100% for any sick leave (but will not be charged the additional Benefit charge). See the sick leave policy in the handbook or on our website under [Resources>Employer Resources](#).
16. Our office will bill the following month based on the pay periods that posted the previous month.

Submit the following forms online on the Student Employment Website: F-2

[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.

[On-Call Employer Referral Application](#)

This form is used to hire students for a one-time job. Students who registered with the on-call service will be sent an email with your job information. If they are interested, they will contact you directly. It will be up to you to negotiate the terms of the job with the student. This is a self-referral service and there is no prescreening of applicants.

[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**

WEB LINKS REFERENCE in this HANDBOOK

F-3

Affirmative Action/Equal Opportunity Policy	http://www.colorado.edu/policies/equal-opportunityaffirmative-action-policy
Background Check Policy	https://www.colorado.edu/hr/background-checks
Campus Alerts	http://www.colorado.edu/alerts/
Conflict of Interest and Nepotism	https://www.cu.edu/policies/aps-az.html
CU Policy on Drugs & Alcohol	https://www.cu.edu/policies/aps-az.html
Student Employment Disclaimer	http://www.colorado.edu/studentemployment/disclaimer
Discrimination and Harassment Policy	http://www.colorado.edu/policies/discrimination-and-harassment-policy-and-procedures
Discrimination and Harassment Training	http://hr.colorado.edu/dh/Pages/Training.aspx
Environmental Health and Safety	https://www.colorado.edu/ehs/
Evaluation Form	https://www.colorado.edu/studentemployment/content/student-employee-evaluation
FERPA	http://www.colorado.edu/registrar/resources/family-educational-rights-and-privacy-act-ferpa
Free Application for Federal Student Aid (FAFSA).	https://www.colorado.edu/financialaid/apply-aid/fafsa
Figure Work-study – Individual or Group – AY/Summer	http://www.colorado.edu/studentemployment/forms/employer-forms
General Health & Safety Information	https://www.colorado.edu/ehs/about
Hazardous Materials & Waste Management	https://www.colorado.edu/ehs/about
How to Perform a Production Interview	http://www.colorado.edu/studentemployment/sites/default/files/attached-files/how_to_perform_a_productive_interview.pdf
Injuries on the Job	https://www.cu.edu/content/workerscompensation
Jury Duty	http://www.colorado.edu/studentemployment/campus-employer/paying-student-employees
Risk Management	https://www.cu.edu/content/workerscompensation
Job Announcement Remove Posting	http://www.colorado.edu/studentemployment/post-job
Job Announcement-Post On-line	http://www.colorado.edu/studentemployment/post-job
Job Posting Portal	http://studentjobs.colorado.edu/Account/Login.aspx
Over Payments	http://www.cu.edu/employee-services/policies/overpayment-notice
Employee Forms	http://www.cu.edu/employee-services/forms
Payroll Calendars	http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates
Recognition Ideas for Student Employees	http://www.colorado.edu/studentemployment/sites/default/files/attached-files/recognition.pdf
Satisfactory Academic Progress (SAP)	http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy
Secured SSL VPN	https://oit.colorado.edu/services/network-internet-services/vpn
Shots Fired/Active Harmer	https://www.colorado.edu/police/community-outreach/active-harmer-response
Social Security Administration	https://www.ssa.gov
Strategies for Helping Supervisors Succeed with Student Employees	http://www.colorado.edu/studentemployment/sites/default/files/attached-files/strategies_for_supervisors.pdf
Summer Financial Aid	http://www.colorado.edu/financialaid/apply-aid/summer-school
Student Employee Retirement	http://www.cu.edu/employee-services/student-employee-retirement
Supervisor Resources	http://www.colorado.edu/studentemployment/offcampus-work-study-employer
Time Collection URL	http://mycuinfo.colorado.edu
Verification of Employment	http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx
Victim Assistance	https://www.colorado.edu/ova
Work-study Increase Request	http://www.colorado.edu/studentemployment/forms/employer-forms
Work-study Employer Request	http://www.colorado.edu/studentemployment/forms/employer-forms

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