OFF-CAMPUS WORK-STUDY EMPLOYER HANDBOOK

Academic Year 2018-2019
Summer 2019

Student Employment
UNIVERSITY OF COLORADO BOULDER

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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 the agency's payroll.

Final Academic Year 18-19 and Summer 2019 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.

- **18-19 Academic Year** by May 21, 2019
- **Summer 2019** by August 13, 2019 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 18-19 and Summer 2019

- **2018-19 Full Academic Year Appointment** 08/12/18 - 05/18/19
- **2018 Fall Only Appointment** 08/12/18 - 12/29/18
- **2019 Spring Only Appointment** 12/30/18 - 05/18/19
- **2019 Summer Appointment** 05/19/19 - 08/10/19

All summer hours must be entered into HCM time collection ON TIME by August 13, 2019. 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
The Student Employment Office offers to advertise your position on our website. Employers now manage their own job data through our online system called CU Boulder Student Jobs (https://studentjobs.colorado.edu/). This system allows you to create a profile, submit a new job for posting, reactivate a previous job posting, and remove your job posting when the position has been filled. If you need to make changes to a previous job posting, you will need to contact the Student Employment Office to make those changes for you. We hope to have this functionality available to employers in the future.

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.

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 on 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, 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 indicate in the job announcement that an application can be obtained from the Student Employment Office or you can upload a PDF version. If you choose to take advantage of this service, forward us a copy of the application to keep on file. Similarly, if your department has an employment application on the web and you would like the Student Employment Office to link to this application, please send us an email at: studentemployment@colorado.edu.

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

<table>
<thead>
<tr>
<th></th>
<th>Work-Study</th>
<th>Hourly</th>
<th>Late Pay*</th>
<th>Overtime*</th>
<th>Jury Duty*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>40%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(1.5 hourly rate)</td>
<td></td>
</tr>
<tr>
<td>Account Code</td>
<td>407800</td>
<td>407600</td>
<td>407600</td>
<td>407900</td>
<td>407600</td>
</tr>
<tr>
<td>Benefits**</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>Administrative Charge</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
<td>10%</td>
</tr>
</tbody>
</table>

*100% charge to your agency for either work-study or hourly. However the Late Pay can be considered to be transferred to work-study by completing the ‘Late Pay to Work-study Transfer Request’ form found in the forms section of this handbook and on the Student Employment website. Jury Duty 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.
Audits and Student Appointment

Student appointments (active and terminated) are subject to internal and external audits. In the event that 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.

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/policy/administrative-policy-statements-z.
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 Department of Human Resources distributed a copy of UCB's "Policy on Alcohol and Drugs" on June 22, 1992. As part of compliance with this act you are required to distribute this information at least once per year to all UCB student employees. Please make copies of this policy and distribute it to your student employees or inform them of the policy and its website location. It is available in its entirety through the Office of Policy and Efficiency or at: https://www.cu.edu/policies/aps-az.html. If you have specific questions on this policy, please contact Human Resources at 303-492-6893.

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.

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 whether or not 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.
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 Harmers) 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/](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.

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 Colorado law, the following policy will be used to compensate student employees who are called to serve for jury duty.

Students who have worked for the University three months or more and are called to serve for jury duty are entitled to compensation during the first three days of jury service. Students will be compensated for their regularly scheduled hours not to exceed $50 per day. **Compensation for jury duty must be paid 100% out of departmental hourly funds.** Therefore, if the student is normally paid work-study, the department will be required to pay 100% of the student's compensation for these three days. 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 supervisors immediately that they must attend jury duty and should provide you with paperwork from the court which indicates the dates that they served for jury duty.

See “How to enter Jury Duty Pay into HCM Time Collection” factsheet [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. The Designated Medical Provider (DMP) for on-the-job injuries, effective July 1, 2007 is Arbor Occupational Medicine, located at 4790 Table Mesa Drive, Suite 200, Boulder, CO 80303. Other approved medical providers can be viewed on the Risk Management website at [www.cu.edu/risk/workers-compensation](http://www.cu.edu/risk/workers-compensation). 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.

The department must complete the "Workers' Compensation & Needle-stick Reporting Form" located on the University Risk Management website: [www.cu.edu/risk/file-claim](http://www.cu.edu/risk/file-claim) and send the student to Arbor Occupational Medicine or other approved medical provider. Although the medical provider accommodates “walk-ins”, please call ahead. Make sure to identify yourself as a University of Colorado employee when visiting the medical facility. Students should follow the procedures below depending on whether the injury is an emergency or not.

**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:**
1. Call 911 immediately.
2. Student employee should notify supervisor as soon as possible.
3. Complete the Workers’ Compensation & Needle-stick Reporting Form ([www.cu.edu/risk/file-claim](http://www.cu.edu/risk/file-claim)) form and submit it online or fax to University Risk Management at 303-860-5680. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. 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 his/her records.
5. Student employee should follow doctor's instructions and follow-up with Arbor Occupational Medicine (or other approved medical provider) as soon as possible.
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.
7. If the student employee has questions, call University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). 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.

**Non-Emergency:**
1. Student employee should inform the supervisor immediately.
2. Student employee and supervisor will need to fill out an Workers’ Compensation & Needle-stick Reporting Form ([www.cu.edu/risk/file-claim](http://www.cu.edu/risk/file-claim)).
3. Supervisors should make sure to note on the report any unsafe conditions that may have caused or contributed to the accident.
4. 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 his/her records.
5. Supervisor should send the student employee to Arbor Occupational Medicine, (or other approved medical provider) as soon as possible, if non-emergency medical attention is needed.
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.
7. Student employee should return to work and give the instructions outlined on the Employee Disposition Form to his/her supervisor.
8. If the student employee has questions, contact University Risk Management at 303-860-5682 for further information/instructions (fax 303-860-5680). 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 or other approved medical provider.
Over Payments

State Fiscal Rules ([www.colorado.gov/pacific/sites/default/files/Chapter%209%20Payroll.pdf](http://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](http://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](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 a given 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's known that **employee appreciation and recognition improves commitment, retention, and productivity.** See Student Employee of the Year below to nominate a student when the program is running.

Recognition programs don't 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 [www.colorado.edu/studentemployment/sites/default/files/attached-files/recognition.pdf](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 3 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 3 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 of 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 general 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 of the information you have about a student is protected by the Family Educational Rights and Privacy Act (FERPA). Volunteering information about students (positive or negative) with an employer is a violation of FERPA. By asking you to serve as a reference or write a recommendation, the student is giving you permission to discuss certain aspects of his or her educational record, but the sharing of that information must be at the request of the student, not another party.

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).

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.

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<th>CUBLD Master</th>
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<td>- A status, one thesis hours is full-time</td>
<td>- C status, one dissertation hour is full time</td>
<td>- D status, one hour of coursework 8200-8399 or TMUS 8029 is full time</td>
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<tr>
<td>- B status, one candidate for degree hours = 6940-6949 is full time</td>
<td>- E status, one dissertation hour is full time</td>
<td>- E status, one hour of coursework 8200-8399 or TMUS 8019 is full time</td>
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CUBLD Master and CUBLD PhD:
- Status A: Full-time (6 or more credits)
- Status B: One candidate for degree (degree hours between 6940-6949)
- Status C: Full-time (3 or more credit hours)
- Status D: One hour of coursework 8200-8399 or TMUS 8029
- Status E: One hour of coursework 8200-8399 or TMUS 8019
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.

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 and 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 hand book or you may create your own

2. Documentation: Keep a record of all attempts to talk to or contact the student, and specifically what you have asked the student to do to correct the unsatisfactory performance/behavior. After two weeks, evaluate the student again, and document the results. We have a “Disciplinary Action Form” in the forms section of this hand book 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 completely 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 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 the student a period of time to correct?

**Verification of Employment**

The University of Colorado offers instant online employment verifications through Employer’s Unity. All standard requests for employment verifications for any employee are directed to https://verify.employersunity.com/CU or 720-484-4896. A signed authorization form will be required for student employees.

**Online Verification (preferred method)**

- Verifier--Private Verifiers - Register to purchase Verification of Employment or Income reports
- Employees--Employees-Manage your data, run Verification of Employment or Income reports, or Immigration reports for DHS, USCIS and Foreign Government Agencies/Embassies.
- Government Verifier--Local, State or Federal agencies-Register to run Verification of Employment or Income reports

**Phone Verification**

If your needs are still not met through Employer’s Unity, please leave a message on 303-492-3835. You can visit their website at http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx.

**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 www.colorado.edu/ova. You can also view the Campus & Beyond section for other information.

**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 that would pay a student at a later date.

**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:

- **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 with regard to 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, 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: 1800/$10.00 an hour/38 weeks [fall/spring]=4.74 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.
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 2018–19 academic year will be given first priority, though due to the limited funding, awards are never guaranteed.

In order 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 of 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 of the 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 on MyCUInfo (https://mycuinfo.colorado.edu/).

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: $900  
Pay rate: $7.00  
Number of weeks in the fall semester: 20  
$900/$7.00 = 128.57 divided by 20 weeks = 6.43 hours/week

Therefore, the student can work approximately 6.25 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.

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 MyCUInfo (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 1% for benefits (subject to change yearly) and a 10% administrative charge, for a total of 51%. **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:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>40.00%</td>
<td>Wages</td>
</tr>
<tr>
<td>10.00%</td>
<td>Administrative Fee</td>
</tr>
<tr>
<td>1%</td>
<td>Benefits (this rate will change every year)</td>
</tr>
<tr>
<td><strong>51%</strong></td>
<td><strong>TOTAL</strong></td>
</tr>
</tbody>
</table>

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.

If waiting until the next regular payroll cycle would cause undue hardship on the employee, issuance of a hand drawn warrant may be appropriate. 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.

a) An agency payroll processing error has occurred.
b) Employee Services payroll processing error has occurred. Note: No dean or director approval is required in this circumstance.

**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 $10.20) and the maximum student wage (currently $28.10).
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 Community Service form which lists 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. 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).
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 will not be paid if the paperwork is not complete. Bring your driver's license, social security card, and personal check NO COPIES WILL BE ACCEPTED! If the student does not have a checking account he can deposit into a savings account, however we will need on letter head from the bank, student's account number and the bank routing number-cannot use savings deposit slip given when account is opened because the routing number is not correct.
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. 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.


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.

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. Go to 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 MyCUInfo (https://mycuinfo.colorado.edu - 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, W-4, and Direct Deposit form) 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. Students must be paid at least minimum wage (currently $10.20) and cannot be paid more than the maximum student wage rate (currently $28.55). 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 on a daily basis (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.

<table>
<thead>
<tr>
<th>Earnings Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>STH</td>
<td>Student Hourly or Work-study</td>
</tr>
<tr>
<td>SOT</td>
<td>Student Overtime</td>
</tr>
<tr>
<td>LTS</td>
<td>Late Pay</td>
</tr>
<tr>
<td>SJD</td>
<td>Student Jury Duty</td>
</tr>
</tbody>
</table>

Earnings type to use to submit regular time worked.
Earnings type when reporting overtime.
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.
Earnings type to use to pay student for jury duty. 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**.

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

   ![Microsoft Excel Warning Window](image)

4. When you attempt to close the file you will get the following message.

   ![Microsoft Excel Warning Window](image)

   **Click Don't Save.** (Clicking **Save** will change the format of your already saved file.)

**VPN**

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

1. If you’ve 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](https://oit.colorado.edu/services/network-internet-services/vpn/help/cisco-vpn)

2. Open the Cisco AnyConnect Security Mobility Client Application
   Note: if opening from Program Files, double-click **vpnui**, located in the **Cisco>Cisco AnyConnect Security mobility Client** folder to launch the application.

   ![Cisco AnyConnect Secure Mobility Client](image)

3. Type vpn.colorado.edu into the VPN: textfield, then click Connect
Note: Advanced users and system administrators should enter vpn.colorado.edu/limited in this field.

4. When prompted to login, enter your 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.

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

2. You will now see the HCM Community Users dashboard. 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.

![File Attachment](image)

8. Select the **Upload** button and this returns you to the CU Regular Earning Load screen. Wait for the filename to appear in the Attached File space.

9. Click the **Run** button. **Be sure to only select this once or you will have multiple batches.**
   1. A new window called Process Scheduler Request will pop up. Make sure the Server Name says “PSUNX”
   2. Select OK

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

    ![Process Monitor](image)

1. Click on the **Details link**
2. Click on the **View Log/Trace link**
   You will see 5 items:
   - **AE_CU_REGEARNLD_NUMBERS.log** (ignore)
   - The file you submitted will look like: DURA0000012015127103852NOAA_12-5-12.csv (this is your CU-SIS login (behind the scenes), date you submitted the file, file name and a number the system creates. You can ignore this unless you want to look at it but it should be your csv file).
   - **RegEarnsPay_Errors_Number.csv** (you will review for errors)
   - **RegEarnsPay_Loaded_number.csv** (you can review to make sure everyone on list)
   - **RegEarnsPay_Log_Number.txt** (you will view this to see what loaded, errors, etc. log)
A. Click the `RegEarningsPay_Errors` file name. An Excel link to the downloaded error file will appear at the bottom of your screen. Click on the link to open the file.

Any file errors will be listed. Take steps to correct as needed.  
Note: Errors do not load to HCM transactions. You will need to reload the corrected lines or enter them directly to HCM transactions. **RELOAD ONLY THE CORRECTED ERRORED LINES.** Making corrections to your original file and uploading it again will duplicate all of the rows that loaded successfully, which will cause a fatal error during payroll processing.

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B. Click on the `Reg_EarningsPay_Loaded` file name. An Excel link to the file will appear. Click the link to open the file. You should see all rows that loaded from the file.
C. 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.)

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

3. 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.

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

Right now there is no report to proof that you submitted your batch so you can download an excel report showing this tab and the summary page by selecting the excel download box and saving to your desktop or take a screenshot with your software to save this.

ADD EMPLOYEES MANUALLY IN HCM

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

Payroll Register Report: select 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%.

Accessing the Work-Study Panel

You may access “real time” 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 weeks behind):

HCM Community Users dashboard> Select the Non-Pay Actions tile
Select CU Student Info & Processes
Select CU Work Study Awards
Enter empid (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.
How to Read the CU Work Study Awards Page

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.**

**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
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:

08/16/14  
Date  

XXXXXX  
Student Peoplesoft ID  

**Student, Joe**  
Student Name  

*** Employee Record # 0  

Retirement:  
Yes  
No  

**Mickey Fun Club**  
Agency Name  

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

<table>
<thead>
<tr>
<th>Fall Limit</th>
<th>900</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/17/14-12/20/14</td>
<td></td>
</tr>
<tr>
<td>Spring Limit</td>
<td>900</td>
</tr>
<tr>
<td>(12/21/15-05/09/15)</td>
<td></td>
</tr>
<tr>
<td>Total Work-study Award</td>
<td>1900</td>
</tr>
</tbody>
</table>

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 08/17/14-12/20/14. 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.
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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Student Peoplesoft ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/04/18</td>
<td>XXXXXXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee Record #</th>
<th>Retirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>x Yes</td>
</tr>
</tbody>
</table>

Student, Joe

Student Name

Mickey Fun Club

Agency Name

Supervisor, Sandy/XXX-XXX-XXXX xXXX

Agency Name/Phone

1729.90

Summer Award

(05/10/15-08/15/15)

Student who will graduate in the summer 2015 must stop working on 08/08/15.

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

This summer, the student is eligible to earn the summer award anytime during the period from 05/10/15-08/15/15. 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 10, 2015. They must demonstrate need in 2015-16 and the Financial Aid Office must have on file the 2015-16 FAFSA by May 10, 2015.

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 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.
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 (08/12/18 – 05/18/19). 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.
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.

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.

Due date, please contact Student Employment.

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 a student is awarded academic work-study, they must begin earning their work-study award October 1, 2018 for fall and by January 26, 2019 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.

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### IMPORTANT DATES TO REMEMBER

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11, 2018</td>
<td>Last working day of the summer for students. Any unearned summer work-study is automatically cancelled after this date.</td>
</tr>
<tr>
<td>August 12, 2018</td>
<td>First day students enrolled in fall semester can begin working for the fall semester</td>
</tr>
<tr>
<td>August 16, 2018</td>
<td>Last due date for Time Entry for the final pay period of summer.</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>“Use It or Lose It” date for fall work-study to reflect earnings against award.</td>
</tr>
<tr>
<td>December 20, 2018</td>
<td>Last working day for student’s graduating/leaving in the fall semester.</td>
</tr>
<tr>
<td>December 30, 2018</td>
<td>First day students enrolled for spring semester can begin working for the spring semester.</td>
</tr>
<tr>
<td>February 1, 2019</td>
<td>“Use It or Lose It” date for spring work-study to reflect earnings against award.</td>
</tr>
<tr>
<td>May 18, 2019</td>
<td>Last working day of the academic year for work-study students. Any unearned work-study is automatically cancelled after this date.</td>
</tr>
<tr>
<td>May 9, 2019</td>
<td>Last working day for student’s graduating/leaving in the spring semester.</td>
</tr>
</tbody>
</table>

---

### IMPORTANT UNIVERSITY DATES

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 27, 2018</td>
<td>First Day of Fall Classes</td>
</tr>
<tr>
<td>Sep. 3, 2018</td>
<td>Labor Day Holiday (campus closed)***</td>
</tr>
<tr>
<td>Nov. 19-21, 2018</td>
<td>Fall Break</td>
</tr>
<tr>
<td>Nov. 22-23, 2018</td>
<td>Thanksgiving (campus closed)</td>
</tr>
<tr>
<td>Dec. 13, 2018</td>
<td>Last Day of Fall Classes</td>
</tr>
<tr>
<td>Dec. 15-19, 2018</td>
<td>Fall Finals Week</td>
</tr>
<tr>
<td>Dec. 20, 2018</td>
<td>Last day graduating students can work for fall.</td>
</tr>
<tr>
<td>Dec. 24 &amp; 25, 2018</td>
<td>University Holiday (campus closed)***</td>
</tr>
<tr>
<td>Jan. 1, 2019</td>
<td>New Year's Day (campus closed) ***</td>
</tr>
<tr>
<td>Jan. 21, 2019</td>
<td>Martin Luther King Holiday (campus closed) ***</td>
</tr>
<tr>
<td>Jan. 14, 2019</td>
<td>First Day of Spring Classes</td>
</tr>
<tr>
<td>Mar. 25 - 29, 2019</td>
<td>Spring Break (campus closed Fri. Mar. 31) ***</td>
</tr>
<tr>
<td>May 2, 2019</td>
<td>Last Day of Spring Classes</td>
</tr>
<tr>
<td>May 4-8, 2019</td>
<td>Spring Finals Week</td>
</tr>
<tr>
<td>May 9, 2019</td>
<td>Last day graduating students can work for spring term.</td>
</tr>
</tbody>
</table>

*** 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.
APPENDIX E

Pay Periods | Time Collection Due | Pay Day
--- | --- | ---
May 19 – June 01 | June 4 | June 14
June 02 – June 15 | June 18 | June 28
June 16 – June 29 | July 2 | July 12
June 30 – July 13 | July 16 | July 26
July 14 – July 27 | July 30 | August 09
July 28 – August 10** | August 13 | August 23
May 19 – June 01 | June 4 | June 14

- No transfers will be processed for these pay periods from hourly to work-study if they were set up in the HRM system with the wrong emplclass.
- This pay period will post in the 2018-19 fiscal year. After this date, the remaining summer pay periods will post in 2017-18 fiscal year.

**Student who will graduate in the summer 2019 must stop working on 08/09/19. They can work until the University Commencement in the term in which they graduate.

- A 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 HRMS 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 18, 2019</td>
<td>Last working day of the academic year for work-study student employees.</td>
</tr>
<tr>
<td>May 19, 2019</td>
<td>First day students enrolled for summer semester can begin working for the summer semester. Must be enrolled in summer or bookending terms (spring 2019/fall 2019) and the Financial Aid Office must have the FAFSA on file and Demonstrate need for 2019-20 by start of summer term. FAFSA may take a week to process before it is received by our office.</td>
</tr>
<tr>
<td>June 01, 2019</td>
<td>“Use It or Lose It” date for summer work-study to reflect earnings against award.</td>
</tr>
<tr>
<td>August 10, 2019</td>
<td>Last working day of the summer for students who will graduate in the summer.</td>
</tr>
<tr>
<td>August 10, 2019</td>
<td>Last working day of the summer for work-study student employees</td>
</tr>
<tr>
<td>August 11, 2019</td>
<td>First day students can begin working for the academic year.</td>
</tr>
<tr>
<td>August 13, 2019</td>
<td>Last due date for Time Entry for the final pay period of summer.</td>
</tr>
</tbody>
</table>

If a student is awarded summer work-study, they must begin earning their work-study award by June 16, 2019. If they cannot begin working by this date, the student or the employer must notify the Student Employment Office by 6/16/2019 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 02, 2019</td>
<td>Last day of Spring 2019 Classes</td>
</tr>
<tr>
<td>May 04-08, 2019</td>
<td>Spring 2019 Finals Week</td>
</tr>
<tr>
<td>May 10, 2019</td>
<td>Spring 2019 Commencement</td>
</tr>
<tr>
<td>May 13, 2019</td>
<td>First day of Session M classes</td>
</tr>
<tr>
<td>May 31, 2019</td>
<td>Last day of classes and finals for Session M</td>
</tr>
<tr>
<td>May 27, 2019</td>
<td>Memorial Day - University Holiday (Campus Closed)**</td>
</tr>
<tr>
<td>June 03, 2019</td>
<td>First day of Sessions A, C &amp; D classes</td>
</tr>
<tr>
<td>July 05, 2019</td>
<td>Last day of classes and finals for Session A</td>
</tr>
<tr>
<td>July 04, 2019</td>
<td>Independence Day Observed - University Holiday (Campus Closed)**</td>
</tr>
<tr>
<td>July 09, 2019</td>
<td>First day of Session B classes</td>
</tr>
<tr>
<td>July 26, 2019</td>
<td>Last day of classes and finals for C</td>
</tr>
<tr>
<td>Aug. 05, 2019</td>
<td>First day of Augmester</td>
</tr>
<tr>
<td>Aug. 09, 2019</td>
<td>Last day of classes and finals for B &amp; D</td>
</tr>
<tr>
<td>Aug. 22, 2019</td>
<td>Last day of classes and finals for Augmester</td>
</tr>
</tbody>
</table>
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

Student applies for work-study

Was student awarded work-study?

Yes

Student locates off-campus job through SE and contacts agency.

Off-campus agency verifies that student has been granted a ws award (by calling SE or by an award letter)

Off-campus agency interviews student

Was student hired?

Yes

Agency sends student to OSE to complete payroll paperwork. Must bring driver license, social security card, voided check and the community service agency form that lists pay rate.

Paperwork is completed and some documents are sent to Payroll and HR, rest are kept in SE. Employer is emailed the ws eligibility form.

The agency must receive the ws eligibility form before student starts working. Once the ws eligibility form is received, student is able to start working.

No

Student is not eligible to fill a work-study position unless they have unmet need available and can be granted a work-study award if an employer letter is submitted and granted

Student applies for work-study

No

SE is notified by agency via phone, email, fax, or by student that will be hired by agency.

SE will see if student must complete paperwork or already in CU system.

Once student comes into the SE office to complete the paperwork SE will hire/update student information in HRMS

SE create/update a position number to hire student into

SE will hire student into the position number they created/updated. Will use the paperwork the student completed if new hire.

Complete all spreadsheets for off-campus to list student

Create work-study eligibility form for off-campus agency and send it via email.

No

Was student hired?

Student must look for another employer.

APPENDIX F
Off-Campus Payroll/Billing Process

1. Agency gives student timesheet, which is completed on a daily basis.

2. Each biweekly payperiod, student and supervisor sign timesheet and give to designated payroll liaison in agency.

3. Payroll liaison submits the time through the CU Payroll System according to the Bi-weekly Time Collection Calendar.

4. Print a copy of the payroll register and hook to the timesheet(s). Must keep timesheets for 3 years (recommend 5).

5. Student can print their pay advice on myCUinfo on a biweekly basis.

6. Agency is billed monthly (bills sent by the 15th day of the following month).

7. Agency checks billing for discrepancies.

8. Any discrepancies contact Student Employment at 303-492-3548.

9. Agency pays university within 45 days of bill receipt.
Please fill out this form completely (student info., dates, time in/out and signatures, etc.)

**Employee Name:** Student, Joe  
**Employee Peoplesoft ID:** 123456  
**Supervisor:** Sandy Supervisor  
**Name of Off-Campus Agency:** Sun Shine School  
**Pay rate:** $12.00  
**Pay Period Ending:** 08/26/06

<table>
<thead>
<tr>
<th>DATES</th>
<th>8/13</th>
<th>8/14</th>
<th>8/15</th>
<th>8/16</th>
<th>8/17</th>
<th>8/18</th>
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<td>Thursday</td>
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<td>Saturday</td>
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<tr>
<td>AM Time In</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
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<td>10</td>
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<tr>
<td>AM Time Out</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>PM Time In</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>PM Time Out</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

**TWO WEEK TOTAL HOURS:**  20

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

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

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

**Employee’s Signature** signed by Joe Student  
**Supervisor’s Signature** signed by Sandy Supervisor  
**Date**  
**Date signed**

**Time sheet must be retained by off-campus employing agency for a minimum of 3 years (5 years recommended) from the end of the award year.**
<table>
<thead>
<tr>
<th>DeptID &amp; Name</th>
<th>Employee ID</th>
<th>Begin Date</th>
<th>End Date</th>
<th>Form ID</th>
<th>Check Date</th>
<th>Check No.</th>
<th>Hours</th>
<th>Earnings</th>
<th>Hours</th>
<th>Earnings</th>
<th>Type</th>
<th>Hours</th>
<th>Earnings</th>
<th>Gross Pay</th>
<th>EE Total Gross Pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Joe</td>
<td>100000</td>
<td>08/10/2008</td>
<td>08/23/2008</td>
<td>ADVICE</td>
<td>09/05/2008</td>
<td>2651634</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>ows</td>
<td>6.30</td>
<td>50.40</td>
<td>84.00</td>
<td></td>
</tr>
<tr>
<td>Duck, Donald</td>
<td></td>
<td>08/10/2008</td>
<td>08/23/2008</td>
<td>ADVICE</td>
<td>09/05/2008</td>
<td>2652059</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>ows</td>
<td>12.15</td>
<td>97.20</td>
<td>162.00</td>
<td></td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Name</th>
<th>Emplid</th>
<th>PayEnd</th>
<th>Limit</th>
<th>Cum Earns</th>
<th>Gross Wages</th>
<th>100% Chrg</th>
<th>Agency Chrg</th>
<th>Benefit Chrg</th>
<th>Admin Chrg</th>
<th>Total charge</th>
<th>Adjust</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student, Joe</td>
<td>xxxxxx</td>
<td>27-Apr-02</td>
<td>2100.00</td>
<td>1739.48</td>
<td>163.28</td>
<td>0.00</td>
<td>65.31</td>
<td>3.59</td>
<td>16.33</td>
<td>85.23</td>
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</tr>
<tr>
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<td>xxxxxx</td>
<td>11-May-02</td>
<td>2100.00</td>
<td>1739.48</td>
<td>158.30</td>
<td>79.00</td>
<td>31.72</td>
<td>3.48</td>
<td>15.83</td>
<td>130.03</td>
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</tr>
<tr>
<td>Student, Max</td>
<td>xxxxxx</td>
<td>27-Apr-02</td>
<td>1600.00</td>
<td>1358.50</td>
<td>204.25</td>
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<td>81.70</td>
<td>4.49</td>
<td>20.43</td>
<td>106.62</td>
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<tr>
<td>Student, Max</td>
<td>xxxxxx</td>
<td>11-May-02</td>
<td>1600.00</td>
<td>1358.50</td>
<td>218.50</td>
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<td>87.40</td>
<td>4.81</td>
<td>21.85</td>
<td>114.06</td>
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</tr>
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</table>

Total number employees 2

<p>| | | | | | | | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
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<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>744.33</td>
<td>79.00</td>
<td>266.13</td>
<td>16.38</td>
<td>74.43</td>
<td>435.94</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**STATEMENT/INVOICE #12-13-04**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Charge</th>
<th>Payments</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/31/12</td>
<td>PAST DUE BALANCE FORWARD FROM INVOICE # 12-13-03</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/12</td>
<td>CHARGES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/12</td>
<td>ROUNING ERRORS**</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/31/12</td>
<td>PAYMENT*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DUE DATE:** 12/15/12

**BALANCE DUE:**

$0

*STATEMENT REFLECTS PAYMENTS RECEIVED THROUGH 10/31/12*
OFFICE OF FINANCIAL AID

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 2016 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>EmplID</th>
<th>Old Pay Rate</th>
<th>New Pay Rate</th>
<th>Rehire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
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<td>No</td>
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<td>No</td>
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<td>Yes</td>
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<td>Yes</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**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 mail it to University of Colorado Boulder, Student Employment, 77 UCB, Boulder, CO 80309-0077 or you may fax it to (303) 492-4544. If you have any questions, please feel free to call us at (303) 492-7349.
Thank you!
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 2015-2016. *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:

<table>
<thead>
<tr>
<th>Name</th>
<th>EmplID</th>
<th>Old Pay Rate</th>
<th>New Pay Rate</th>
<th>Rehire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
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<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

The following student(s) have not applied for summer work-study appointment. **Example: This must apply before they can continue working a summer work-study appointment.** Employees employed without a summer work-study eligibility form for 100% of student’s earnings who continue to be employed without a summer work-study appointment for the academic year work-study will end May 09, 2015.

<table>
<thead>
<tr>
<th>Name</th>
<th>Old Pay Rate</th>
<th>New Pay Rate</th>
<th>Rehire</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No</td>
</tr>
</tbody>
</table>

**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 mail it to University of Colorado at Boulder, Student Employment, 77 UCB, Boulder, CO 80309-0077 or you may fax it to (303) 492-4544. If you have any questions, please feel free to call us at (303) 492-7349.

Thank you!
FORMS SECTION
Submit the following forms online on the Student Employment Website:

**Employer Request for Student Work-Study Form**
If you interview a student who currently does not have a work-study award you can submit an “Employer Request for Student Work-Study” form. We CANNOT guarantee a work-study award if we have fully committed our annual work-study allocation. However, we monitor our commitments on a bi-weekly basis, and if there is any change to our projections resulting in available funds, we will reevaluate your request in the order it was received (on a first-come-first-served basis). We cannot guarantee that we will be able to grant a work-study award to the student.

**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 to Work-Study Transfer (LTS)**
  Timesheet was submitted on the next time collection. Employer charged 100% automatically since we do not know what pay period the late timesheet applies.

- **Hourly to Work-Study Transfer (STH)**
  If a student has a current work-study award, but their earnings are charged 100% to the departmental account, you may request that the student's hourly earnings be transferred to work-study.

- **Suspense/Employer Charges to Work-Study Transfer (WSR & WSC)**
  If your department needs to move earnings from one FOPPS to another FOPPS and it involves work-study earnings, our office will need to process the transfer request.

**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**
<table>
<thead>
<tr>
<th>WEB LINKS REFERENCE in this HANDBOOK</th>
<th>F-3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background Check Policy</td>
<td><a href="http://www.colorado.edu/policies/backgroundcheck.html">http://www.colorado.edu/policies/backgroundcheck.html</a></td>
</tr>
<tr>
<td>Campus Alerts</td>
<td><a href="http://www.colorado.edu/alerts/">http://www.colorado.edu/alerts/</a></td>
</tr>
<tr>
<td>Conflict of Interest and Nepotism</td>
<td><a href="https://www.cu.edu/policies/aps-az.html">https://www.cu.edu/policies/aps-az.html</a></td>
</tr>
<tr>
<td>CU Policy on Drugs &amp; Alcohol</td>
<td><a href="https://www.cu.edu/policies/aps-az.html">https://www.cu.edu/policies/aps-az.html</a></td>
</tr>
<tr>
<td>Student Employment Disclaimer</td>
<td><a href="http://www.colorado.edu/studentemployment/disclaimer">http://www.colorado.edu/studentemployment/disclaimer</a></td>
</tr>
<tr>
<td>Discrimination and Harassment Training</td>
<td><a href="http://hr.colorado.edu/dh/Pages/Training.aspx">http://hr.colorado.edu/dh/Pages/Training.aspx</a></td>
</tr>
<tr>
<td>Environmental Health and Safety</td>
<td><a href="http://ehs.colorado.edu/about/ehs/about">http://ehs.colorado.edu/about/ehs/about</a></td>
</tr>
<tr>
<td>Figure Work-study – Individual or Group – AY/Summer</td>
<td><a href="http://www.colorado.edu/studentemployment/forms/employer-forms">http://www.colorado.edu/studentemployment/forms/employer-forms</a></td>
</tr>
<tr>
<td>General Health &amp; Safety Information</td>
<td><a href="http://ehs.colorado.edu/about">http://ehs.colorado.edu/about</a></td>
</tr>
<tr>
<td>Hazardous Materials &amp; Waste Management</td>
<td><a href="http://ehs.colorado.edu/about">http://ehs.colorado.edu/about</a></td>
</tr>
<tr>
<td>How to Perform a Production Interview</td>
<td><a href="http://www.colorado.edu/studentemployment/sites/default/files/attached-files/how_to_perform_a_productive_interview.pdf">http://www.colorado.edu/studentemployment/sites/default/files/attached-files/how_to_perform_a_productive_interview.pdf</a></td>
</tr>
<tr>
<td>Injuries on the Job</td>
<td><a href="https://www.cu.edu/content/workerscompensation">https://www.cu.edu/content/workerscompensation</a></td>
</tr>
<tr>
<td>Risk Management</td>
<td><a href="https://www.cu.edu/content/workerscompensation">https://www.cu.edu/content/workerscompensation</a></td>
</tr>
<tr>
<td>Job Announcement Remove Posting</td>
<td><a href="http://www.colorado.edu/studentemployment/post-job">http://www.colorado.edu/studentemployment/post-job</a></td>
</tr>
<tr>
<td>Job Announcement-Post On-line</td>
<td><a href="http://www.colorado.edu/studentemployment/post-job">http://www.colorado.edu/studentemployment/post-job</a></td>
</tr>
<tr>
<td>Job Posting Portal</td>
<td><a href="http://studentjobs.colorado.edu/Account/Login.aspx">http://studentjobs.colorado.edu/Account/Login.aspx</a></td>
</tr>
<tr>
<td>Over Payments</td>
<td><a href="http://www.cu.edu/employee-services/policies/overpayment-notice">http://www.cu.edu/employee-services/policies/overpayment-notice</a></td>
</tr>
<tr>
<td>Employee Forms</td>
<td><a href="http://www.cu.edu/employee-services/forms">http://www.cu.edu/employee-services/forms</a></td>
</tr>
<tr>
<td>Payroll Calendars</td>
<td><a href="http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates">http://www.colorado.edu/studentemployment/resources/important-dates/payroll-dates</a></td>
</tr>
<tr>
<td>Satisfactory Academic Progress (SAP)</td>
<td><a href="http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy">http://www.colorado.edu/financialaid/policies/satisfactory-academic-progress-sap-policy</a></td>
</tr>
<tr>
<td>Secured SSL VPN</td>
<td><a href="https://cuvpn.colorado.edu/dana-na/auth/url_default/welcome.cgi">https://cuvpn.colorado.edu/dana-na/auth/url_default/welcome.cgi</a></td>
</tr>
<tr>
<td>Social Security Administration</td>
<td><a href="http://www.ssa.gov/replace_sscard.html">http://www.ssa.gov/replace_sscard.html</a></td>
</tr>
<tr>
<td>Summer Financial Aid</td>
<td><a href="http://www.colorado.edu/financialaid/apply-aid/summer-school">http://www.colorado.edu/financialaid/apply-aid/summer-school</a></td>
</tr>
<tr>
<td>Supervisor Resources</td>
<td><a href="http://www.colorado.edu/studentemployment/offcampus-work-study-employer">http://www.colorado.edu/studentemployment/offcampus-work-study-employer</a></td>
</tr>
<tr>
<td>Time Collection URL</td>
<td><a href="http://mycuinfo.colorado.edu">http://mycuinfo.colorado.edu</a></td>
</tr>
<tr>
<td>Verification of Employment</td>
<td><a href="http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx">http://hr.colorado.edu/Director/Pages/Verification-of-Employment.aspx</a></td>
</tr>
<tr>
<td>Work-study Increase Request</td>
<td><a href="http://www.colorado.edu/studentemployment/forms/employer-forms">http://www.colorado.edu/studentemployment/forms/employer-forms</a></td>
</tr>
<tr>
<td>Work-study Employer Request</td>
<td><a href="http://www.colorado.edu/studentemployment/forms/employer-forms">http://www.colorado.edu/studentemployment/forms/employer-forms</a></td>
</tr>
</tbody>
</table>