

- 1 **Employer Information Meeting**
On Campus Employers
- 2 **WHAT IS WORKSTUDY?**
(vs. non-work study/student hourly)
 - [A subsidized employment program](#) (subsidized by state and federal funding)--employer pays only a portion of student's wage (naturally work study students are in high demand due to the reduced cost of their employment--we have more employers/positions available than funded students!)
 - Contains a community service requirement.
- 3 **What is Work Study (continued)**
 - You pay 26% of wage up to the amount of the award (but receive 100% of wage benefit). (i.e. student works for \$2000 worth of labor for amount of \$520 billed or \$4000 for \$1040 billed to your department)!!
 - Must pay the same wages as non-work study employee (max. of \$18/hr).
 - Work is in the public interest and would otherwise not be provided.
 - *Not used to fill work positions that you would normally hire a regular employee.*
- 4 **What is Work Study? (continued)**
 - You pay 100% of wage after the award is exhausted (like non-work study/student hourly). Please check with the Student Employment Coord. before working a student beyond their award! (Sometimes student earnings are limited to certain amounts!)
 - Please note that the work-study award amount is subject to change at any time throughout the semester. Consequently, it behooves the employer to check the student's award amount every 2 weeks on the HRMS Work Study Panel to see the student's current/up-to-date award amount - as well as to check the total amount earned against that award; and/or use our [sign-in/sign-out sheets](#) and/or use the WS Panel on [PSHR](#). Navigation: "Workforce Admin→ Job Info→ Review Job Info→ Work study". Sort by Active "employee status".
- 5 **HOW DO STUDENTS RECEIVE A WORK STUDY AWARD?**
 - Apply for aid (timing is critical!!)--must re-apply every year!
 - Show financial need.
BUDGET minus FAMILY CONTRIBUTION (RESOURCES & ASSETS) = NEED
 - School has enough money to award student?
 - Meet (student) [satisfactory academic progress SAP](#) -- may cause ineligibility for current award.
 - [No Need Work Study](#) is a one time per year lottery selection--must fill out app on time!
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- 6 **HOURLY EARNINGS**
 - Most students enrolled on campus are eligible to work student hourly/non work study [see student employment qualifications](#) for details.
 - Also, most students may earn unlimited beyond their work-study award. Only students whose financial aid is based upon projected earnings have earnings limitations.
 - These students must fill out a form before we can determine the amount of their hourly earnings. A separate letter is also sent to employer discussing earning limit.
- 7 **STEPS TO HIRE STUDENT EMPLOYEES**
 - [WRITE JOB DESCRIPTIONS](#) FOR ALL STUDENT EMPLOYEE POSITIONS IN YOUR OFFICE.
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 - REVIEW YOUR OFFICE'S [COMPENSATION PLAN](#); WRITE AN OFFICE COMPENSATION PLAN IF YOUR DEPARTMENT HAS NOT DONE ONE YET. (A compensation plan states what job classes each job is in, what wages students are hired at, exceptions to starting wages (i.e. higher wage for more experience) and when students might expect to earn raises and under what conditions (i.e. after 1 semester and a satisfactory evaluation and every year after that).
[Job classifications](#) and [pay ranges](#) are available online. Note: pay ranges are updated each year per the salary survey increase.
- 8 **STEPS TO HIRE STUDENT EMPLOYEES (continued)**
 - POST A JOB (via the internet) with Office of Financial Aid/Student Employment via the "[Employer Job Posting Information](#)" area--we solicit job orders usually about 4-6 weeks before the term starts; jobs are available for student to look at about 3-4 weeks before the working term begins. We will send you a mailing/email at the proper time to list jobs with us. NEW POSITION VACANCIES MUST BE POSTED AT LEAST 3 DAYS ON SEAN'S PLACE.
 - WE LIST THE JOB(S) ON SEAN'S PLACE (Student Employment Assistance Network)--computer bulletin board. SEAN's Place is a self referral network now connected [here](#). You may sign onto SEAN's Place to view your postings (1-2 days after submitting the jobs to us) by using 999999999 as your "student number" and 090909 as your "date of birth".
 - STUDENT CONTACTS YOU FOR AN INTERVIEW. Have you prepared [interview questions?](#)
 - INTERVIEW: Also discuss job/schedule/qualifications/compensation, etc. *Please notify all the people who you interview whether or not they are being offered the job.

9  **UPON HIRING A STUDENT EMPLOYEE**

- Send student to SEO (Student Employment Office) to complete NEW HIRE paperwork and close your job on SEAN's Place at the "[Employer Job Posting Information](#)" area. If your student has worked on campus in your or another job during the past 12 mos., simply complete a [Job Data Worksheet \(JDW\)](#) for them and return it to our office.
 - The JDW is the CONTRACT BETWEEN EMPLOYER AND STUDENT --should be submitted to the SEO (Student Employment Office) before the student starts work! Available online in the forms area.

Have student see the SEO for new hire processing as soon as they are hired (i.e. This could be a few days/weeks before they start working). Please have the student employee do all paperwork at the dept. level and bring completed forms to Student Employment. SEO will then give the student their new hire orientation and complete additional processing. The student should have all forms listed on the [New Hire Check In List](#).

Please keep a copy of JDW for your records. (For rehire of a student employee from a prior year, the employer may download and complete the JDW directly from the link above and submit it to the SEO).

10  **UPON HIRING A STUDENT EMPLOYEE (continued)**

- Contract is for 1 semester!
- Do [Job Description](#) with Employee-immediately! List the essential job duties and tasks; be specific-in physical requirements of job, too (i.e. "ability to lift 70 lbs.")
- [Employee expectation/policy](#) forms are optional
- Give copy of your compensation plan to employee
- Begin a personnel file for the student employee:
(See [Audit Checklist](#))
- Begin employee [orientation/training/scheduling](#) and start work!
- Get copy of Class Schedule from employee (for each term they work-so as not to schedule/work them during their classes!)
- Sign employee up for [Partners!](#). (student employee training-service excellence/customer service topics-paid work training time-certificate issued upon completion).

11  **WORKING STUDENT EMPLOYEES**

- Set up work schedule. Fall=20 weeks; Spring=20 weeks; Summer=12 weeks. Work Study students can NOT work during scheduled classes. Get copy of class schedule & keep in personnel file.
- [RESPONSIBILITIES \(Employer and Employee\)](#)
- [SIGN IN/SIGN OUT SHEETS](#): keep in file/exact times worked. Must be used by all students. Must be signed by the student and the employer. Pay periods are 2 weeks in length.
SUPERVISION: if not direct, validate that work has been performed, i.e. grading papers.

12  **WORKING STUDENT EMPLOYEES (continued)**

- [TRAINING](#): Continue training as necessary-both for up front job learning as well as ongoing learning
- EVALUATION: Formal evaluation is required with all raises, at least 1x per year, and with a termination for cause situation.
- RAISES: Do in concert with your department's compensation plan; submit [JDW](#), [Evaluation Form](#) and [Job Description](#) to the Student Employment Office
- [OVERTIME](#): Must be pre-authorized
- VOLUNTARISM-Fair Labor Standards Act of 1938 prohibits volunteering for employer!

13  **PAYROLL PROCESSING**

- [Time Report Rosters \(TRR\)](#) are faxed to employer by Personnel after JDW is processed. If the TRR hasn't arrived by the end of the pay period, call personnel (255-3372)
- SEE [DUE DATES PAGE](#).
- Also, you may fill out a [blank TRR](#) if a pre-printed one will not be available. Code hours onto PSHR time collection system by due dates and send original TRR to Personnel Office for approval.

14  **PAYROLL REPORTS
(via PeopleSoft HR System/HRMS)**

- PERSONNEL ROSTER: Position #, employee ID, name, status, job code, compensation frequency, etc. (

"Admin. Workforce -> Admin. Workforce ->
Report 2 -> Personnel Roster")

- PAYROLL REGISTER: earnings for each bi-weekly pay period. (See [#3 on HRMS Tips](#))
- "Student Work Study Balance" Report on CIW (https://www.cu.edu/operations/ati/01_ppl.html)
(See [Information Resource Management Homepage](#) for info on CIW Access)

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15 **RECORDS TO KEEP:**

- (Reviewed in Yearly Audit: individual appointments ¾ hr. to 1 hour in length. To make sure we are in compliance with state and federal regulations. You must have a personnel file for all employees (keep for 5 years after student employee leaves--after five years, submit file to SEO).
- Use the [Audit Checklist](#) for each file for a "perfect" audit (also see [Records in Handbook](#)).
- Keep latest copy of JDW in employee file. Confirm correct data for this student (i.e. wage-as input from the JDW) on the PSHR system (see [HRMS Tips #1](#)).
- See [Audit Checklist](#) for the remainder of forms/records required*

16 **CAMPUS BILLING**

- Billing shows on financial statements from Peoplesoft Financial/Citrix System in the 407500-409999 range;
- 407500=Hourly General Budget Pool-use on Budget Journals Only
407700=Hourly-workstudy On-campus; (26% charges)
407600=Hourly Wages; (100% charges)
407900=Hourly-Overtime (time and 1/2)

17 **Volunteer**

- V.I.N.C.E. – Volunteer Information Network and Community Exchange!
- AmeriCorps

18 **Things to Remember**

- Handbook available on line as well. (i.e.. [Termination](#) and [Grievance](#) policies in handbook.)
- Time entry onto HRMS (PSHR) every two weeks! Does your dept. have a back-up time entry person? Schedule for entry: see [Calendar](#).
- UCCS WEB SITE HAS MORE INFO!! <http://www.uccs.edu>. Go to Current Student→Paying for College→Student [Employment](#). Please note the pay advises for student are now on-line—in the same place as yours!
- UCCS JOB LOCATOR DESK TELEPHONE=
255-3454 (Use this number for information on listing jobs and removing them once you've hired)!