



## OFF-CAMPUS WORK-STUDY REMINDERS

### Hiring, Policies, and Procedures

#### GENERAL REMINDERS

1. To post a job, obtain forms, or to view hiring procedures, please visit our website at <https://career.colostate.edu/employers-2/>, or call us at 491-5714. Please note, this is a new website as of Fall 2019. Any links from the previous Student Employment Website will not work.
2. All job opening must be posted on Handshake for a minimum of three days. Directions on how to submit a user account, set up employers, and create divisions, as well as an off-campus work-study Job Posting Template can be found in the [Employer Resources section](#) of the Career Center's website.
3. Before hiring, please verify that the student has a work-study award. The student can print out a confirmation of their work-study award, or have an email sent directly to you from their Financial Aid Award screen on RAMweb. You will also be able to verify the work-study award in TimesheetX during the hiring procedures.
4. A hire request must be submitted for all new and returning employees. Hiring or re-hiring student employees is done through [TimesheetX](#).
5. Please remember any hours worked in excess of the allotted work-study award will be billed to the employer at a rate of 100%, but the timesheet software will not allow the student to enter hours over their work-study allotment. If a student reaches their limit and would like a work-study increase, have the student contact our office to discuss the situation. The work-study award will be increased if possible to allow to continued employment. If you need help figuring maximum workable hours, please contact Student Employment Services or check the [allocation table](#).
6. For most positions (Literacy/Math Tutors excluded), any type of work-study is acceptable as proof of a work-study award. The Literacy/Math tutor program is a federally mandated program. Students must be eligible for a need-based work-study qualify.
7. A student may NOT begin work until the mandatory background check has been completed and all necessary paperwork is on file the Career Center. CSU's background check policy has changed. This list of duties performed by a student who needs a background check is listed on the hire request.
8. A hiring approval email notification will be sent to both the student and supervisor when approved by the Career Center. The student cannot begin working until this email is received. **Any hours worked by students before this email is received must be paid by the employer.**
9. Remind all [newly hired students](#) they must contact our office to set up an onboarding appointment. The Hire Request must have been received by the Career Center before an appointment will be scheduled. This appointment will be done virtually when possible, but may also include online training.
10. CSU requires Sexual Harassment Awareness Training for all newly hired employees. Shortly after a new hire is entered into our payroll system, an email is sent from Workplace Answers with a unique link to the training. Have the employee complete this training while clocked in and forward the Certificate of Completion given at the end of the training to Student Employment Service. More information about this training can be found on [QEO's web site](#). Starting Fall 2019, CSU will also require student employees to complete a diversity and inclusion training. More information on this will be sent later in the semester.
11. Notify [returning students](#) when you sent the hire request to the Career Center. Remind them to contact our office if they need to update any information in their personnel/payroll file. Both the student and supervisor will be notified by email when they are eligible to begin work. This usually occurs within 3-5 business days after we receive of the TimesheetX hire request.

12. CSU has a [drug and alcohol policy](#) for employees. Please be aware of this policy and how it applies to off-campus employers and work-study students.

## **POLICIES & REGULATIONS**

13. Financial Aid regulations prohibit a student from working more than 40 hours per week or during regularly scheduled class times. On average, students should not work more than 20 hours per week as a full-time student. Students can work 40 hours during breaks or when they are not taking courses.
  - a. Class schedules and work-study awards are visible to supervisors through TimesheetX.
  - b. Students will not be able to record hours during scheduled class time.
  - c. Students will not be able to record more than 40 hours per week at their work-study position, but are allowed to work more than one job on campus. If a student works more than 40 hours/week on campus, all assignments combined, the employer who puts them over 40 hours will be billed overtime. It will not be covered by work-study.
14. Work-study students may have only one work-study job at a time.
15. If a student ends their job with your agency, please contact the Career Center with the last day the student worked.
16. Usually, work-study students can only change jobs between semesters. Declined work-study awards will not be automatically reinstated; reinstatements will be contingent upon availability of funds.
17. Employers are expected to provide adequate supervision of work-study employees.
18. Specific to Literacy/Math Tutors:
  - Federal requirements specify that the intent of the literacy/math tutor program is to have the work-study students interacting with and tutoring children directly in literacy/math related activities and not for other administrative activities (grading papers, making copies, etc.). Activities such as monitoring playgrounds or lunchroom duty are also not allowed.
  - Also, if a literacy/math tutor is employed to train other tutors, or is performing administrative tasks related to supporting other people who are actually providing the literacy or math tutoring, they do not qualify to be employed as literacy/math tutors; rather, a position title of “Staff Assistant” or “Administrative Assistant” is more appropriate and the school must pay 30% of the wages for these job titles.
  - It is the literacy/math tutor job, not the student working in the job, which qualifies for the wages to be covered 100% by the federal work-study fund. Thus, a tutor’s wages can be paid 100% by the federal work-study fund only for the time he or she is working as a tutor, not for time spent on any other administrative tasks.

## **TIME ENTRY**

**Please Note:** CSU has switched, campus-wide, to a timeclock software. For now, off-campus work-study employees are not required to use the software. But this software will not process late time sheets. All late timesheets will be emailed to Payroll and manually entered. This is a very labor-intensive process, and must be minimized as whenever possible. Please ensure that all employees submit timesheets on time.

19. Students are able to access and submit bi-weekly time sheets electronically through RAMweb once they receive the Eligible to Work email.
20. Students must submit their hours by 12:00 noon on the Monday following the end of the Pay Period.
21. Supervisors and/or Employment Coordinators, as well as anyone else listed as a secondary supervisor on the hiring document, will be able to view and approve timesheets. Access will be available once the “Eligible to Work” email is received.
22. Supervisors and/or Employment Coordinator must approve timesheets by 4:00 pm on the Monday following the end of the Pay Period. Student will not be paid if their timesheet is not approved.
  - a. Employers will be billed \$25 for each out of cycle pay processed due to timesheets not being approved on time.
22. If you need assistance, please contact the Career Center.