Student Assistant Position

This procedure is for hiring a student assistant (can be undergrad or graduate student). These positions are paid hourly on a biweekly basis.

Procedure:

1. Submit the **Student Assistant Payroll Action Request (PAR form)** to the Front Office via email.
2. For a new hire, please include the personal information and emergency contact worksheet forms.
3. Forms:
   - Payroll action request (PAR) form
   - Personal information worksheet
   - Emergency contact worksheet

Departmental Policies:

➢ Paperwork must be submitted to the Front Office **a minimum of two weeks prior to the students' effective hire date**.
   - At the beginning of fall, spring and summer semesters, paperwork must be submitted a month in advance in order for the Business Office to process the high volume of requests.
➢ Incomplete forms will be returned and will need to be re-submitted when complete.
➢ Paperwork submitted late cannot guarantee that a student will be set up by the requested hire date. Students should not begin working until hiring process is complete.
➢ Students are required to submit biweekly timesheets through MyLeave. Timesheets need to be submitted and approved by Tuesday by 12 pm following each pay period.
   - Timesheets submitted late will be processed in the following pay period.
   - Timesheets submitted late for students with work-study awards will require additional paperwork from the supervisor to convert hourly pay to work-study. Please keep in mind work-study funds are not guaranteed.
   - Biweekly pay periods and timesheet deadlines
   - Departmental timesheet policy

University Policies:

➢ Students may not work more than 25 hours/week during the academic year.
   - May work 40 hours/week during the summer
➢ International students may not work more than 20 hours/week during the academic year.

Additional Information:

➢ Student Employment website:
   - http://www.colorado.edu/studentemployment/

➢ Student employer handbook (on-campus):
   - http://www.colorado.edu/studentemployment/policies