Student Employee Hiring Checklist

1. Create a profile and job announcement online at <http://studentjobs.colorado.edu/>.
2. Interview student and if hired, discuss job expectations. If you are hiring a work-study student, be sure the student understands how many hours may be worked per week in order to earn the full work-study award. If needed, submit a [work-study increase request](http://www.colorado.edu/studentemployment/forms/work-study-increase-request) online as soon as possible. Please note, however, there is no guarantee an award may be increased.
3. Once your position is filled, log into your profile and remove the job posting at [studentjobs.colorado.edu/](http://studentjobs.colorado.edu/). Be sure to remove both an hourly and work-study position (or one or other depending on if you’re still hiring for the other type). To comply with the Equal Pay Act, you must keep a record of job descriptions and wage rate history for each employee for the duration of employment plus two years after the end of employment. [The studentjobs system does not maintain version history so you should capture the description upon hiring of each student.]
4. Send the student an offer letter (optional).Template is in the [handbook](https://www.colorado.edu/studentemployment/resources) or under the [On-Campus employer forms](https://www.colorado.edu/studentemployment/forms/employer-forms) on the Student Employment website.
5. Have new students complete all necessary paperwork (section 5 of [handbook](https://www.colorado.edu/studentemployment/policies)). Enter information into HCM following the appropriate set-up procedures as outlined in the [handbook](https://www.colorado.edu/studentemployment/policies); if the student has work-study, be sure the student is set up correctly in HCM or it will result in a 100% charge to your departmental account.
6. If the student has never worked for the University, the student will need to set up their W-4 Withholding, the [TIAA-CREF Application form](https://www.cusys.edu/pbs/forms/#s) and Direct Deposit Form in MyCUInfo as soon as they have the CUResources tab. Student will need to complete an [I-9 form](http://hr.colorado.edu/Pages/Forms.aspx), [State of Colorado Affirmation form](http://hr.colorado.edu/Pages/Forms.aspx) and the [SSA-1945 form](http://hr.colorado.edu/Pages/Forms.aspx) (if applicable) with the Human Resources Office unless your department is authorized to approve I-9’s. Please send them with **ORIGINAL** documents-no copies will be accepted.
7. Students newly hired to the University must complete an I-9 Form. Undergraduate and graduates must set up an appointment with Human Resources Office at <https://www.signupgenius.com/go/9040845aaaf2aaaf49-section1>. If your department is authorized to sign I-9s your student may complete the form in your office. Please send them with original documents, ***copies of any documents will not be accepted***.
8. Foreign Students must see the International Student and Scholar Services Office first to see if they are eligible to work and must schedule an appointment online with a Foreign International Tax Specialist at <https://booknow.appointment-plus.com/43rspqeq/>. The student must also schedule an appointment online to complete the I-9 (see above). **Do not give them a W-4.**
9. Review and provide a link to the University of Colorado's "Policy on Drugs and Alcohol" to the student. Student must take on-line the [Discrimination and Sexual Misconduct](https://www.colorado.edu/oiec/education/mandatory-training/employees-faculty-staff-student-staff-affiliates) training within 30 days of hire. Review and give any internal, office training sessions.
10. Keep track of the hours worked on a time record. The employer is charged 100% of any earnings which exceed the student's work-study limit. **The employer and the student are responsible for keeping track of the work-study eligibility, so the student's work-study limit is not exceeded**.
11. Have the student complete a time record on a bi-weekly basis (see records retention or time record section for how long-time sheets must be kept on file). Hours reported on the time record must be reported on the HCM time collection pages according to the deadline dates on the payroll reports.
12. Remember that work-study hours submitted after the last time collection due date for the term will result in a charge of 100% to the employer.
13. Work-study students cannot be paid overtime (over 40 hours per week) or for accrued sick leave with work-study funds. Employers will be charged 150% for any overtime and 100% for any sick leave.
14. Work-study students must be paid on a bi-weekly basis, otherwise, there is no guarantee we can transfer any late pay earnings to work-study.