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 www.ses.colostate.edu, or call us at 491-5714.

2. 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 JTX during the hiring procedures.

3. A hire request must be submitted for all new and returning employees. Hiring or re-hiring student employees is done through JTX. Refer to the Off-Campus Employer User Guide for directions on how to complete the hiring request, found at: http://ses.colostate.edu/Data/Sites/2/media/jobx-off-campus-ws-employer-guide.pdf.

4. 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 them contact our office to discuss the situation. We will increase the work-study award if possible to allow them to continue working. If you need help figuring maximum workable hours, please contact Student Employment Services or check the allocation table.

5. For most positions (Literacy/Math Tutors excluded), any type of work-study is acceptable as proof of a work-study award.

6. A student may NOT begin work until the mandatory background check has been completed and all necessary paperwork is on file with Student Employment Services.

7. A hiring approval email notification will be sent to both the student and supervisor when approved by Student Employment. 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.**

8. Remind all newly hired students they must contact our office to set up an appointment. The Hire Request must have been received by Student Employment before an appointment will be scheduled.

9. 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 OEO's web site.

10. Notify returning students when you sent the hire request to Student Employment Services. 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 JTX hire request.

11. CSU has a new drug and alcohol policy. Please be aware of this updated policy and how it applies to off-campus employers and work-study students.

POLICIES & REGULATIONS

12. 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 JTX.
    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.

13. Work-study students may have only one work-study job at a time.

14. If a student ends their job with your agency, please contact Student Employment Services and let us know the last day the student worked.

15. 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.

16. Employers are expected to provide adequate supervision of work-study employees.

17. 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 new 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 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.

18. Students are able to access and submit bi-weekly time sheets electronically through RAMweb once they receive the Eligible to Work email.

19. Students must enter and submit their hours for approval by 12 noon on the Monday following the end of the Pay Period.

20. 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.

21. Supervisors and/or Employment must approve timesheets by 4 pm on the Monday following the end of the Pay Period. Student will not be paid if their timesheet is not approved.

22. If you need assistance, an Off-Campus Employers User's Guide is on our website at http://www.ses.colostate.edu/job-posting-service. If additional help is needed, please contact Student Employment Services.