

Handbook for Supervisors of Off-Campus Student Employees



**METROPOLITAN
STATE UNIVERSITYSM
OF DENVER**

**The Metropolitan State University of Denver
Office of Human Resources**

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TELEPHONE AND ADDRESS INFORMATION

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| <p>Office of Human Resources Campus Box 47, P.O. Box 173362 Denver, CO 80217-3362 890 Auraria Pkwy, SSB 310 303-556-3120 fax: 303-556-5151 http://www.msudenver.edu/hr/ Email: humanresources@msudenver.edu Hours: 8:00-5:00 Monday through Friday</p> | <ul style="list-style-type: none"> • Administration and processing of employment paperwork (<i>Student Employment Form</i>, I-9, W4, etc.) • Name and address changes for employment purposes • Maintains personnel files and records • Administers and monitors the off-campus work-study program • Posts available jobs on the student employment webpage |
| <p>Office of Financial Aid Campus Box 2, P.O. Box 173362 Denver, CO 80217-3362 Student Success Building, Area 6, Suite 130 303-556-8593 fax 303-556-4927 http://www.msudenver.edu/financialaid/</p> | <ul style="list-style-type: none"> • Processes financial aid and work-study forms related to award information (WKSUM, WK16, etc.) • Account reconciliation of awards (over and under situations) • Monitors Satisfactory Academic Progress and enrollment status for work-study employees • Requests for Financial Aid appeals |
| <p>Office of Accounting Services Work Study Program Campus Box 98, PO Box 173362 Denver, CO 80217-3362 303-556-3030 fax 303-556-5023</p> | <ul style="list-style-type: none"> • Answers billing questions • Sends out invoices to off-campus agencies • Please send monthly checks to this location |
| <p>Payroll Services 890 Auraria Pkwy, SSB 320 Campus Box 98, PO Box 173362 303-556-3030 fax 303-556-5010 Email: payroll@msudenver.edu</p> | <ul style="list-style-type: none"> • Questions regarding deductions, W4s, W2s (including tax exemptions) and timesheet discrepancies • Retains copies of off-campus time sheets for 5 years |
| <p>Career Services Tivoli Student Union, 215 Campus Box 68, PO Box 173362 303-556-3664 fax 303-556-4035 http://www.msudenver.edu/career/</p> | <ul style="list-style-type: none"> • Posts off-campus hourly jobs • Career fairs • Career assessment • Employment workshops |
| <p>Applied Learning Center - Internship Center Administration Building, Suite 325 Campus Box 7, PO Box 173362 303-556-3290 fax 303-556-2091 http://www.msudenver.edu/internship/</p> | <ul style="list-style-type: none"> • The Internship Program at MSU Denver • The Service Learning Program • The Center for Urban Connections • The Undergraduate Research Program |
| <p>Office of the Registrar Student Success Building, Area 3, Suite 160 Campus Box 84, PO Box 173362 303-556-3991 fax 303-556-3999 http://www.msudenver.edu/registrar/</p> | <ul style="list-style-type: none"> • Name and address changes for academic records • Ensures compliance with policies and procedures pertaining to registration, curriculum, grading, degree requirements, and dates & deadlines |
| <p>Student Engagement and Wellness (SEW) Tivoli Room 311 Campus Box 74, PO Box 173362 303-556-3559 fax 303-556-3896 http://www.msudenver.edu/studentengagementandwellness/</p> | <ul style="list-style-type: none"> • Student Conduct and Conflict Resolution Services • Administers the discipline system for MSU Denver • Ensures the rights and equitable treatment of the students of MSU Denver • MSU Denver Food Bank |

Metropolitan State University of Denver

“The mission of MSU Denver is to provide a high-quality, accessible, enriching education that prepares students for successful careers, post-graduate education, and lifelong learning in a multicultural, global, and technological society. To fulfill its mission, MSU Denver’s diverse university community engages the community at large in scholarly inquiry, creative activity, and the application of knowledge.”¹

Metropolitan State University of Denver is a comprehensive, baccalaureate-degree granting, urban university that offers arts and sciences, professional, and business courses and programs to a diverse student population in an atmosphere of mutual respect. Excellence in teaching and learning is MSU Denver’s primary objective.



Metropolitan State University of Denver is located at the Auraria Higher Education Center, a 127-acre campus in downtown Denver at Speer Boulevard and West Colfax Avenue. The Community College of Denver and the University of Colorado Denver share the facilities with MSU Denver.

The campus includes more than one million square feet of space for classrooms, laboratories and offices. Some administrative offices are located in restored Victorian homes in Denver’s historic Ninth Street Park located on the Auraria site. The campus also features a child care center; a comprehensive, 184,000 square-foot library designed by Helmut Jahn of CF Murphy, which won an award from the American Institute of Architects; and one of the most unusual student union facilities in the country in the historic Bavarian-style Tivoli Brewery Building. Excellent physical fitness facilities include a block-long physical education/events center with a weight room, game courts, dance studios, a climbing wall, and event seating for 3,000.

The Auraria Higher Education Center’s proximity to downtown Denver enables students and faculty to use the community as a learning laboratory and to connect classroom theory to the cultural, economic, social and political practices of the city.

The University also has two satellite campus sites operated by the Extended Campus Program. Metro South, located at 5660 Greenwood Plaza Boulevard in Arapahoe County, serves the south, southeast, and southwest metropolitan areas. Metro North, located at 11990 Grant Street in Adams County, serves the north, northeast, and northwest areas. Each site is located 14 miles from the Auraria campus along the I-25 corridor.

¹ Metropolitan State University of Denver Catalog

PROGRAM SUMMARY

Organizations who become partners with MSU Denver through the Off-Campus Agency Program should promote the same excellence and training that the university is committed to. If possible, students who work off-campus through the work-study program should perform a community service, while furthering their own knowledge. Education is the first priority for MSU Denver student employees; organizations should respect students' class loads and schedules. During midterms and finals students may want to cut back their hours, please respect their wishes to do so.

Non-profit organizations, that are not politically affiliated, may hire MSU Denver federal work-study students to work part-time in their offices. Off-Campus agencies agree to pay 25% of a student's wage, while the other 75% derives from the student's federal work-study award. Work-study is allocated based on the financial aid package a student receives. A student must indicate on their FAFSA (Free Application for Federal Student Aid) they are interested in work-study. They may also contact a Financial Aid Counselor and indicate their interest in work-study. The counselor determines, based on their FAFSA, whether the student qualifies for Federal Work Study Funding. *(If the student is awarded No-Need Work Study they are not eligible to work off-campus.)* Once a student is offered Federal Work Study, they may work at one of the off-campus agencies MSU Denver has a contract with.

The Student Employment Program at Metropolitan State University of Denver is intended to provide students paid jobs to offset their educational expenses; while garnering professional experience to enhance their leadership skills.

HOW ORGANIZATIONS CAN PARTICIPATE IN THE MSU DENVER WORK-STUDY PROGRAM

- Please fill out an '**Eligibility and Need Assessment for Participation in the Federal Work-Study Program**' form and either mail, fax, or email it to the Office of Human Resources at MSU Denver.

- This form may be found on-line under 'Policies-Students'

<http://www.msudenver.edu/hr/policies/#stu>

- ✧ Office of Human Resources
Student Employment Program
Campus Box 47, PO Box 173362
Denver, CO 80217-3362

- ✧ Fax Number – 303-556-5151

- ✧ Email contact information:

Ramona Morris – morriram@msudenver.edu

- Once the Office of Human Resources receives your *Eligibility and Need Assessment Agreement* and determines your eligibility to participate in the Student Employment Program, the Student Employment Manager will contact your agency as soon as possible and email/fax/or mail the '**MSU Denver Work Study- Terms of Agreement**'. This is a non-negotiable agreement with Metropolitan State University of Denver to officially participate in the Work-Study Program.

- The original agreement must be sent back to the Office of Human Resources. Once HR has the signed original agreement, your agency will be assigned an account number.

- The Student Employment Manager will then schedule a visit to the agency. At the meeting, the Student Employment Manager will go over the **Work-Study Handbook for Off-Campus Supervisors** and answer any questions the supervisor may have. (After the initial meeting, the Student Employment Manager will visit the off-campus site at least once a year.)

- Once a number is assigned, the Off-Campus Agency can post a job request on the Student Employment Job Posting Site. <http://www.msudenver.edu/hr/careers/requestforstudentjobposting/>
- The Off-Campus supervisor may then hire an eligible work-study student.
- A new '**MSU Denver Work Study - Terms of Agreement**' must be signed every fiscal year (By June 30) in order to remain part of the program.

STUDENT ELIGIBILITY TO PARTICIPATE IN THE OFF-CAMPUS PROGRAM

A student employee is defined as: A part-time employee who is enrolled in classes with the primary goal of achieving a degree. The work-study employment program provides paid jobs for students who need to earn a portion of their education expenses. Work-study funds come from the state or federal government depending on which award the student receives. Students earning money through work-study are subject to Financial Aid stipulations pertaining to credit hours and Satisfactory Academic Progress. There are three types of work study awards: Colorado Work Study, Federal Work Study, and No- Need Work Study. (Students who have CWS or NNWS are not eligible to participate in the Off-Campus work-study program.)

In hiring a student, your first questions should be: Have you received a work-study award? Is it Federal or State Work-Study? Again, if they say it is Colorado or No-Need Work-Study, they are not allowed to work off-campus. Many non-awarded students apply for jobs off-campus, but they have not received a work-study award. You may hire those students as your employees; however, your agency will pay 100% of their wages and their employment will go through your HR department, they will not have any employment affiliation with MSU Denver. If your agency wants to recruit MSU Denver students to work as their employees,

“Students must be enrolled in at least 6 credit hours throughout the semester and be eligible for Federal Work Study through the Office of Financial Aid”

they may contact Career Services at 303-556-3664. Students must also be enrolled in at least 6 credit hours to keep their award. If a student drops below 6 credits during the semester, they lose their work-study award through Financial Aid. Therefore, any hours worked after the loss of their award will be billed 100% to your agency. It is important for you to communicate with your work-study employees throughout the semester to ensure that you will not be surprised by a bill stating that you owe 100% of the hours they worked. The Office of Financial Aid sends out emails to supervisors to inform them if a student's award has been canceled.

SUPERVISOR RESPONSIBILITIES

As an Off-Campus Supervisor of Student Employees, it is your responsibility to act as both a mentor and manager. You can have an impact on your student employees by teaching professional etiquette and observing that they conduct themselves in a professional manner. This will benefit the students who wish to transition into the work force after graduation.

1. Complete a '*Student Position Description Form*' for the position. Post the position by completing the **Request for Job Posting** form on MSU Denver's student employment website. Off-campus agencies must have a current *MSU Denver Work Study Terms of Agreement Contract* on file to post a work-study position.
2. Conduct interviews and hire eligible student employees. Discuss employment policy/procedures, job expectations, and work schedules. Provide training for your student employees. Oversee work assigned and evaluate job performance regularly.

3. Submit completed financial aid forms to the Office of Financial Aid and student employment payroll forms to Human Resources **before** students begin working. (Students may bring all form to campus, instead of sending them through the mail.)
4. A semi-monthly record of dates and hours worked by the student employees must be maintained and made available upon request. Due to Colorado State Retention Laws, timesheets must be retained and made available for five (5) years.
5. Fax completed timesheets to Payroll Services (303-556-5010) before 5:00 p.m. of the first day during time entry periods. Request fax confirmation on you own machines or call Payroll to ensure that the timesheets were received. (Manual checks will not be cut for late timesheets, please pay attention to timesheet due dates.)
6. All student employees will only be paid for hours worked. Student employees are not entitled to any benefits or paid leave of any kind.
7. Ensure students do not work over 30 hours per week while classes are in session.
8. Overtime (above 40 hours per week) is not allowed for work-study student employees.
9. Breaks are allowed when student employees work a 4-hour block of time. Lunch breaks are unpaid. When a student works 5.5 hours, you must give them a lunch break of at least 30 minutes without pay. Breaks are not to be used to report late or to leave early. However, you must pay employees for hours worked, do not extract break time from their timesheets if they worked it. You can remind students who refuse to take their breaks, that they can be terminated from the program if they do not abide by these rules.
10. Student employees are covered by Worker's Compensation. All work-related injuries must be reported to the Benefits Manager (303-556-3120) as soon as possible.
11. A conscientious supervisor should demand, expect, and receive the same quality of performance that is required of employees of their organization.
12. Resolve work-related problems and difficulties by communicating regularly with student employees. If the problem cannot be resolved with the immediate supervisor, the problem should be presented to the Student Employment Manager.
13. It is the supervisor's responsibility to monitor the student's work-study award and earnings, academic progress, and university registration throughout the student's employment. Any over-earnings will be charged 100% to the Off-Campus Agency. Please contact HR for this information.
14. Pay monthly balance in a timely manner. Balances must be paid monthly and failure to comply with this rule can lead to termination from the MSU Denver work-study program. Students can find other employment off-campus or on-campus.
15. Information regarding the termination of a student should be emailed to Ramona Morris (morriram@msudenver.edu) immediately. Please fill out a Separation Form and the final timesheet and fax them to 303-556-5151. If a student is terminated from your agency, a final check must be cut within 24 hours. Please contact the Student Employment Manager immediately if this occurs.

WHO DOES WHAT IN THE STUDENT EMPLOYMENT PROCESS

Financial Aid Office

- Handles all work-study awards and forms
- Tracks student(s) Financial Aid funding
- Tracks enrollment and grades for work-study students
- Handles Financial Aid suspensions if a student does not meet grade and/ or completion rate requirements
- Informs HR when a student has over earned their award



Office of Human Resources

- Processes employment paperwork (ex. New hire paperwork, continuing paperwork, training certificates, change of address/name forms, etc.)
- Processes Off-Campus agency agreements
- Trains supervisors on student employment policies
- Processes any agency terminations due to non-payment of balance
- Changes labor distribution in the system when a student over earns their award



Payroll Services

- Handles questions regarding deductions, W-4s, W-2s (including tax exemptions) and timesheet discrepancies
- Processes off-campus work-study timesheets
- Processes manual checks. (If a manual check must be cut, the student employee may pick it up in the Cashiers Office, Central Classroom 107, unless otherwise notified.)



Accounting Services

- Reconciles budgetary discrepancies and answers off-campus agency questions concerning their bill
- Sends out monthly invoices to off-campus agencies.

EXPLANATION OF THE PROCESS

1. In order for a student to be eligible for work-study they must mark “YES” that they are interested in work-study on the Free Application for Federal Student Aid, better known as the FAFSA. If the student is not awarded work-study for the academic year, they should contact the Office of Financial Aid about the process for receiving a work-study award.
2. Students must have a non-profit off-campus employer who can sign off on the Financial Aid form to confirm their work-study award.
3. Students must turn in a work-study form (i.e. WK14, WK15) to Financial Aid to confirm their employment for the Fall/Spring and also a Financial Aid Form (WKSUM) for summer employment; this must be signed by their supervisor.

However, this is not the last step in the process.

4. Students must submit the appropriate employment paperwork in the Office of Human Resources **before** they start working in order to be placed in the system as an employee. If supervisors are uncomfortable about processing federal forms, they can have students come to the Office of Human Resources for completion. (Supervisors must sign off on the *Student Employment Form and the Position Description Form*)
5. If a student fails to earn a part of their award before the third payroll period of the semester, they will lose their award and the money will be given to a student who is on the wait list.



POLICIES AND PROCEDURES

Please read the following policies and procedures, before you hire student employees.

A. ELIGIBILITY

Students must be at least 18 years of age to participate in the Student Employment program at MSU Denver. All work-study employees of the university must maintain a cumulative 2.0 GPA and be enrolled in at least 6 credit hours; including summers.

B. WORK HOURS

Student employees may work a maximum of 30 hours per week when classes are in session and 40 hours per week when classes are not in session. When setting work hours, consideration must be given to the student's course load and academic progress. Academic success should be the first priority of student employees. If more than 30 hours a week are required, the Vice President of Academic & Student Affairs must sign off on a *Student Employment Exception Form*. Supervisors are allowed to reduce work hours if there are budgetary concerns or if the work load does not constitute as many hours as were previously needed. Supervisors should keep in mind that they should not cut hours for a few employees and keep a regular schedule for others. **Work week includes hours worked from 12:01 a.m. Saturday and ending at 12:00 midnight Friday.** (The timesheets are not set up with this workweek, so please be aware that students overtime is based on the actual work week, Saturday through Friday.)

C. BREAKS

Paid fifteen minute breaks are allowed when student employees work a 4-hour block of time. When a student works at least 5.5 hours, you **must** give them a lunch break of **at least** 30 minutes without pay. However, supervisors are not allowed to adjust on timesheets for breaks not taken. Students must take their lunch break, but they also must be paid for hours worked. If a student continuously violates the break policy, they may be terminated for the student employment program. Breaks are not to be used to report late or to leave early.

D. OVERTIME AND BENEFITS

Overtime (over 40 hours per week) is not allowed for student employees without prior approval. If a student inadvertently works over 40 hours in a week they are eligible for overtime; which is time and a half. For work-study students, those hours will be billed 100% to the off-campus agency. Financial Aid funding will not cover time and a half. Please contact HR or payroll immediately if a student employee intends to work or did work over 40 hours a week. Student employees are part-time employees and should abide by the no overtime rule. *Work week includes hours worked from 12:01 a.m. Saturday and ending at 12:00 midnight Friday.* Student employees are not eligible for paid benefits of any kind, including holidays, vacation time, sick leave, or unemployment compensation.

E. TIME SHEETS

Student employees are paid on a semi-monthly basis. Timesheets are legal documents and must be retained at each agency for five years. Hours recorded on the timesheets must reflect actual hours worked within a specific pay period. Student employees, who falsify their timesheets, will be subject to student judiciary processes related to fraud and immediate removal from the student employment program. Supervisors should contact the Student Employment Manager immediately if a student falsifies their timesheet. Reparations will be sought for the falsely recorded time. All completed timesheets are due to supervisors before time entry. Any timesheets turned in after time entry will be posted on the following pay period.

Please remember:

- a) As a supervisor, your signature attests to your knowledge that the information reported is a true reflection of your employee's attendance.

b) MSU Denver takes timesheet fraud very seriously. Please emphasize to your employees that changing, altering, or revising a timesheet without a manager's knowledge is a violation of not only MSU Denver policies, but State policies as well. Also, reporting hours worked when they were not actually conducting University or State business is also a violation. These situations are all subject to disciplinary action up to and including, dismissal from MSU Denver. Employees may also be subject to felony charges such as larceny and forgery, one count for each timesheet.

c) Supervisors who know, or have reason to know that an employee is committing fraud, may also be subject to arrest and/or disciplinary action. Your signature means you are verifying the accuracy of hours listed.

F. TAX INFORMATION

Money earned both through the work-study program is subject to both state and federal taxation.

If a student is claiming "Exempt" on their W-4, they must renew their status every year. Failure to do so will cause the student to have taxes withheld at the rate of "0 Single", which is the highest withholding rate. Deadlines for renewing exemptions are located on the top of the W-4 form. The Office of Human Resources is not authorized to give tax information out to students; therefore students should contact payroll or the [Internal Revenue Service](#) if they have any questions.

G. WORKER'S COMPENSATION

Student employees are covered by Worker's Compensation. All work-related injuries must be reported to the Benefit's Administrator in the Office of Human Resources within 48 hours after injury. A *First Report of Injury Form* must be filled out and faxed to HR, 303-556-5151. This form can be found on the HR Forms website. Student employees sign the *Employee Notification of Worker's Compensation Procedures* page when they are new employees. Within the packet that they receive, there is a page listing the clinics where they can go to treat their injury.

H. JURY DUTY

Student employees summoned to jury duty service must be paid for normally scheduled work hours while serving. If the student is scheduled to work the day they are summoned to jury duty, attach a copy of the jury duty documentation to the timesheet. Students not scheduled to work will be reimbursed by the courts.

I. NEPOTISM

Relatives may work together in a department. However, neither individual may initiate or involve themselves in the personnel decisions involving employment, retention, promotion, wage rate, timesheet management or termination. Please make other arrangements within your agency for cases like these, or contact Human Resources if you have any questions.

J. MANDATORY TRAINING

All student employees must take both the Preventing Sexual Harassment Training and Americans with Disability Act Awareness Training modules within 30 days of hire, if they have not previously completed them as part of their student orientation. Students should print off the certificates for both tests, print their name on the certificates, sign them, and fax them to Human Resources at 303-556-5151. The certificates are placed in their employment files. Agencies should make time for students to take these tests.

Students can find links to take these tests either on the Human Resources website under the Training section at <http://www.msudenver.edu/hr/training/>.

K. SUPERVISION

Student employees may not be a substitute for supervisors at any time. They may be assigned the responsibility of lead worker, but have no authority to hire, fire, or evaluate student performance. If a designated supervisor is absent, an alternate supervisor must be assigned.

L. BUDGET CONCERNS

Once students have earned their allowable work-study award, any additional work will be charged 100% to the off-campus agency. This policy does not guarantee the availability of work-study awards or departmental funds for student employees. It is the supervisor's responsibility to track the earnings of their student employees. If you have any questions regarding your budget, please contact Accounting Services. The Office of Human Resources is not responsible for rectifying agency budgets.

M. SUMMER EMPLOYMENT GUIDELINES

Summer employment is considered separate from the regular academic year. Due to the amount of students who are enrolled in less than 6 credit hours and due to federal work-study regulations, the Office of Human Resources and the Office of Financial must verify the eligibility of each student employee. If students have not graduated, they must be enrolled for the fall semester in order to participate in the Summer Student Employment program; otherwise they are not regarded as a student with the primary goal of achieving a degree and are not eligible to participate in the Student Employment Program.

- Summer work-study awards are processed through the Office of Financial Aid. Summer work-study is awarded in April on a first come, first served basis. The summer application process usually begins in March.
- As a condition of their work-study award, students must be enrolled in at least 6 credit hours during the summer to retain their award. If a student's enrollment falls below 6 credits, the department will be billed at 100% for hours worked after the drop date.
- It is the student employee's responsibility to ensure that the appropriate employment and financial aid forms are submitted by the required deadlines. The appropriate financial aid forms can be found on the [Office of Financial Aid](#) website and employment forms can be found on the [Office of Human Resources](#) forms webpage. Unused spring work-study funds are not added to summer work-study awards and funds not used by the end of summer do not roll over to the fall semester.

N. PERSONAL ERRANDS

While a student is on the clock they are not allowed to perform personal errands for their supervisors. This includes picking up dry cleaning, children from day care, or gifts for co-workers on behalf of the supervisor. However, if for example, a student employee does pick-up lunch for an agency related business meeting, they must be reimbursed for travel from agency budgets. If a student is expected to run agency related errands, it must be written in their position descriptions.

O. EVALUATIONS

Supervisors are encouraged to evaluate their employees each semester or at least once a year. They are also encouraged to go over their evaluations with their employees. Most pay increases are based on these evaluations.

P. VERIFICATIONS AND REFERENCES

Companies may contact you regarding verification of employment for your student employee. If you do receive any requests via mail, fax, or phone, please direct them to the MSU Denver's Office of Human Resources. Many students indicate their supervisors as references on employment applications and education applications. You may answer those personal questions regarding quality of work.

Q. DISCIPLINARY ACTIONS AND TERMINATIONS

There may be occasions when supervisors must engage in disciplinary actions regarding their student employees. The first step in the process is to speak with the student personally and try rectifying the situation. You may send a *Warning Letter* as a way to document an action. If the student employee's actions do not show improvement, the supervisor may send a second *Warning Letter*. It is up to the supervisor to determine how many warnings will be issued prior to terminating a student employee. Student employees are deemed 'at will' and may be terminated at any time.

Terminations: The supervisor reserves the right to terminate an employee immediately if there has been a flagrant violation of the Student Employment Policy or other misconduct that violates MSU Denver policy. Such circumstances would include but are not limited to the following: harassment, fraudulent reporting of hours, and destruction of property, theft, or misuse of MSU Denver computing facilities. Students also hold the right to end their employment at any time. It is recommended that they give two weeks' notice.

If a supervisor decides to terminate an employee:

1. Submit a *Separation Form* and the student's final timesheet to the Office of Human Resources and contact the Student Employment Manager. The supervisor should fax both to 303-556-5151.
2. If an employee is terminated, a final check must be requested within 24 hours. Please make sure that all hours are accounted for on the final time sheet.
3. File a copy of the *Separation Form* and timesheet in your student's file. (Records must be retained for 5 years.)
4. Make sure to collect all university property, keys/FOB's and notify AHEC to turn off any swipe card access.
5. Contact IT and request that Admin or Banner access to be terminated.

Final check: Students may pick up their final check in the payroll office in the Cashiers Office, Student Success Building Room 140. If a student did not sign their final timesheet, their check will be held in Payroll Services and they will need to sign it when they pick up their check.

Working after a termination: Students may continue to work at another job on-campus if reasons for termination are other than the violation of MSU Denver policies. They can access the Student Employment job postings via the Office of Human Resources webpage at: <http://www.msudenver.edu/hr/careers/>

Other reasons for termination or reducing hours: Supervisors reserve the right to reduce hours or eliminate positions if there is not enough work or departmental funding to justify a position. If a supervisor reduces hours, students are free to access the Student Job Posting site or to seek employment in another department.

HIRING A STUDENT EMPLOYEE

Note: It is a violation of federal and state laws to allow employees to begin work without completing employment paperwork (I-9, W-4, Worker's Compensation Notification, etc.). Student employees fall under the same hiring practices as any new employees. To allow students to start working without completing this paperwork is not only a violation of legal hiring practices, but unfair to students because their pay may be delayed.

A. JOB LEVELS AND STEP INCREASES

OFF-CAMPUS EMPLOYERS MUST PAY WORK-STUDY STUDENTS ACCORDING TO THE MSU DENVER STUDENT EMPLOYMENT PAY MATRIX; REGARDLESS OF THEIR INTERNAL PAY STRUCTURE.

*"Employment must be governed by employment conditions, including pay, which is appropriate and reasonable according to the type of work performed, geographic region and employee proficiency."** Therefore, job levels are defined in order to provide the supervisor with a systematic way to determine the relative worth of each job. Jobs are paid at different levels based on the duties and responsibilities assigned to the job and thus preventing arbitrary pay rates. There are steps within each level that should be used for merit increases. Supervisors may give a merit increase any time during the year based on job performance and length of employment. (Limit one merit increase per semester.) When filling out *Student Position Description Forms*, use the following factors in determining the level of the position.

***2004-2005 Federal Student Aid Handbook- Volume 6 -Campus Based Programs**

JOB LEVELS

| LEVELS | FACTORS | DESCRIPTIONS |
|------------------------------------|--------------------------------|---|
| LEVEL I (Basic) | Complexity of the Job | Non-complex, standard work |
| | Responsibility / Duties | Repetitive |
| | Supervision Received | Closely supervised and work progress reviewed |
| | Judgment Required | Little or no independent decision making involved. |
| | Skills and Knowledge | No specific skills required |
| | Training Needed | Will be trained to perform duties of the position. |
| | Experience | None or very little. |
| LEVEL II (Intermediate) | Complexity of the Job | Moderately complex. |
| | Responsibility /Duties | Less routine and more varied. |
| | Supervision Received | Minimal supervision with more independence. |
| | Judgment Required | Limited independent decision making. |
| | Skills and Knowledge | Semi-skilled position with some knowledge of base of the position. |
| | Training Needed | Employee should already know the basics of the job, but some training may be required. |
| | Experience | Prior experience necessary. (Experience may be substituted for some educational experiences.) |
| LEVEL III (Advanced) | Complexity of the Job | Multifaceted, involved, & difficult. |
| | Responsibility / Duties | Work is almost never routine. |
| | Supervision Received | Receives little supervision and expected to work independently. |

| | | |
|--|--|--|
| | Judgment Required | Can handle non-routine and unusual circumstances. Experience with making sound decisions. |
| | Skills and Knowledge | High level of knowledge and skills. |
| | Training Needed | Very little training needed and have the ability to train other student employees. |
| | Experience | Must have at least 1 year of related experience. (Related University course work may be substituted for 6 months of experience.) |
| LEVEL IV (Highly Specialized) | Complexity of the Job | Difficult and requires a high degree of independence |
| | Responsibility / Duties | Must have the experience and ability to establish and maintain effective working relationships with University personnel and the public that the University serves. Must have a high level of knowledge of the principles, practices, theories and concepts of the professional field. |
| | Supervision Received | Positions at this level must be supervised, or reporting to a Director or Assistant Director (or the equivalents within a department or unit) |
| | Judgment Required | High degree of independent thinking and decision making. |
| | Skills and Knowledge | Exceptionally skilled professional leveled positions. |
| | Training Needed | Minimal training needed for this position level. Student employees should know how to perform the duties asked, when they are hired at this level. |
| | Experience | Must possess at least 2 years of documented professional, technical or exceptionally skilled related employment. Related educational coursework may be combined with related experience on a year-for-year basis to meet the 3-year requirement. |
| LEVEL V Must have HR approval. | This level is for highly specialized and certified trained individuals who are attending the University. Their specialty and certification must be used in the position in which they intend to work as a student employee. This position must have Vice Presidential Signatures and be approved by the Office of Human Resources. A letter providing supporting rationale for this level must accompany the Student Position Description. | |

Examples

| | |
|------------------|---|
| LEVEL I | Office Assistant: Filing, answering phones, copying. No previous experience necessary. |
| LEVEL II | Basic word processing, reviewing documents, cashiering, data entry and significant customer relations duties. Some previous experience necessary. |
| LEVEL III | Certain kinds of tutors, America Reads and America Counts work-studies, research assistants, editing skills, interpretation of data, laboratory work. Experience necessary. |
| LEVEL IV | Specialized recreation instructors and sports officials, specialized IT jobs, and other jobs that require special training. |
| LEVEL V | This level is reserved for jobs that are equivalent to other state positions and therefore, must be compensated accordingly. |

COMPENSATION MATRIX

| | | | | | | | |
|-------------|------------------|--|-----------------|----------------|---------------|----------------|----------|
| 2015 | Step I | Step II | Step III | Step IV | Step V | Step VI | |
| | Level I | Minimum Wage Limit | | | \$8.23 | | |
| | Level II | \$ 8.25 | \$ 8.50 | \$ 8.75 | \$ 9.00 | \$ 9.25 | \$ 9.50 |
| | Level III | \$ 9.25 | \$ 9.50 | \$ 9.75 | \$ 10.00 | \$ 10.25 | \$ 10.50 |
| | Level IV | \$ 10.75 | \$ 11.00 | \$ 11.25 | \$ 11.50 | \$ 11.75 | \$ 12.00 |
| | Level V | Highly specialized level, Please contact HR for the appropriate rate of pay. | | | | | |

Tutors: Those employees who provide individualized instruction for students having difficulty with their classes. Employees working under this category are paid an hourly rate, appointed on a semester basis, and cannot work more than 19 hours in a week.

| REQUIREMENTS: | START: | 3-5 YEARS EXPERIENCE | 6-7 YEARS EXPERIENCE | 8+ YEARS EXPERIENCE |
|---|--------------|----------------------|----------------------|---------------------|
| No Degree (education must be related to the area in which tutoring) | \$9/hour | \$9.50/hour | \$10/hour | \$10.50/hour |
| Certificate, AA/AS Degree, or Equivalent | \$10.50/hour | \$11/hour | \$11.50/hour | \$12/hour |
| BA/BS Degree or Equivalent | \$12.50/hour | \$13/hour | \$13.50/hour | \$14/hour |
| MA/MS Degree or Above | \$14.50/hour | \$15/hour | \$15.50/hour | \$16/hour |

EARNINGS CHART

The earnings chart is intended to assist supervisors in developing a reasonable schedule to manage work-study awards wisely. If a student employee has received a different award other than the \$2,500.00 indicated, a supervisor can develop their own chart based upon this formula:

Total amount awarded ÷ number of weeks the student intends to work ÷ the hourly rate of pay ÷ .75 = Maximum hours per week your student can work without exhausting their award. (The summer payroll schedule is usually a 12 week period.)

OFF-CAMPUS EARNINGS CHART FOR ONE SEMESTER

Fall Semester (19 Weeks in the semester) Based upon a \$2,500.00 fall disbursement.

| | | | | | | | | |
|---------------------|--------------|----------|----------|----------|----------|----------|----------|----------|
| Rate of Pay | \$ 8.23 M.W. | \$ 8.25 | \$ 8.50 | \$ 8.75 | \$ 9.00 | \$ 9.25 | \$ 9.50 | \$ 9.75 |
| Max. hours per week | 15.99 | 15.95 | 15.48 | 15.03 | 14.61 | 14.22 | 13.85 | 13.49 |
| Rate of Pay | \$ 10.00 | \$ 10.25 | \$ 10.50 | \$ 10.75 | \$ 11.00 | \$ 11.25 | \$ 11.50 | \$ 11.75 |
| Max. hours per week | 13.16 | 12.83 | 12.53 | 12.23 | 11.96 | 11.69 | 11.44 | 11.19 |

B. STUDENT EMPLOYMENT JOB POSTING PROCESS

You may recruit work-study employees via the MSU Denver job posting system. However, before you post a job, it is important that you develop an internal job description for your office and decide what the appropriate pay rate should be for the description you have developed. The Federal Work-Study Guidelines state that students should be paid equivalently for work performed. It is a good idea to start employees at a Step 1 within the appropriate Level; because Step increases are considered merit increases. Therefore, if you would like to give a student a raise based on performance and longevity, you have other steps in which you can give a student a raise. If you decided to increase a student's level, their job description must increase in complexity and duties to justify a level change.

After you have a set job description you can post a job on the Student Employment website. (Please remember that when students apply for a job that was posted on the website you cannot decrease the rate of pay after they apply for the position. Please contact HR immediately if you have an incorrect job posting.)

Job Posting Instructions

(Through the MSU Denver Human Resources website: <http://www.msudenver.edu/hr/>)

- Click on the Supervisors link
- Click on Request for Student Job Posting.

- Supervisors can:
 - Add a new job posting
 - Delete and existing job posting
 - Edit existing job posting
- Postings can be viewed by clicking on Careers and then the red box for Student Opportunities.



HINT: Please remember that all fields must be filled in. If a supervisor is editing a job posting please enter N/A, or SAME, into a field that should not be changed. Those fields will remain unchanged. If supervisors have problems posting a job, please contact the Student Employment Manager at 303-556-2482.

C. INTERVIEWING AND SCREENING PROCESS

After a student applies for a posted position; you must interview them and explain the job duties of the particular job they are applying for. It is advisable that you go over the Student Job Description Form with your prospective employee during the interview; therefore the employee will know exactly what the job entails, what your expectations are and any special requirements that you may need. This may eliminate any problems in the future. Student employees who know what is expected of them tend to stay in the same agency year after year. It is also helpful to the students if they are hired into positions related to their career goals and/ interests.

Also, when interviewing students, you must ask the same set of questions to each potential employee. The following are some sample interview questions that you may ask potential employees:

- What interests you about working in this office?
- What hours are you available to work?
- What are your strengths/ weaknesses?
- What qualifications do you possess for this job?
- What do you hope to gain from working in this position?
- Tell me about your last job. What skills did you learn that will benefit you in this position?
- What did you like least/ most about your former job?
- What do you know about this department?
- What software programs are you acquainted with? (i.e. Excel, Word, Access, etc.)

You cannot ask personal questions that do not pertain to the job in question. You cannot ask questions about age, religion, marital status, if they have children, and any other subjects that may be deemed as discriminatory. If you have questions concerning what you can and cannot ask, please call 303-556-3120.

Here is a helpful table concerning questions that you can ask and questions that you cannot ask:

| Legal Questions | Illegal Questions |
|---|--|
| 1. Are you over the age of 18? (or the minimum age requirement for the job) | 1. How old are you? What is your birth date? Where were you born? |
| 2. Have you ever worked under a different name? | 2. What kind of name is _____? How many times have you've been married? What is you maiden name? |
| 3. Are you authorized to work in the U.S.? | 3. Are you a U.S. citizen? |
| 4. Have you ever been convicted of a crime? If yes, it is permissible to ask for details. Do you have any felony charges pending? | 4. Have you ever been arrested? |
| 5. Did you serve in the military? What branch? What type of training did you receive? | 5. What type of discharge did you receive from the military? Were you dishonorable discharged from the military? |
| 6. Name and address of a person to be notified in case of an emergency. | 6. Name and addresses of nearest relative to be notified in case of an emergency? |

PAPERWORK

Please remember that paperwork must be completed and turned into the appropriate office before a student may commence working. Incomplete paperwork will delay the start date. For work-study students, please make sure that all the appropriate paperwork is turned in to the Office of Financial Aid to finalize their work-study award. Although they've turned in work-study paperwork to the Office of Financial Aid, you must also submit the appropriate paperwork to the Office of Human Resources.

- All NEW student employees or Rehires (gone for over a year) must attend a “Student Employment New Hire Orientation” to complete and submit their paperwork for Human Resources.
- Every continuing student employee must turn in paperwork to HR for fall and spring semesters. Summer paperwork is required if a student wishes to continue to work after the last day of finals in the spring. Some departments may choose to fill out paperwork for the academic year (fall through spring). When that occurs a spring schedules is required before that semester starts.
- The end dates on employment forms cannot exceed the last day of finals for the semester. Employment forms can be filled out for the entire academic year at the beginning of the fall semester but will end on the last day of finals for spring. Should a student’s job end early at any point a Separation form must be turned into HR. Summer appointments cannot exceed past the last day of finals during the summer. The Office of Human Resources will amend forms that have end dates that exceed the aforementioned restrictions.

DOCUMENT DESCRIPTIONS

1. OFF-CAMPUS PAPERWORK CHECKLIST

- This checklist is intended to help with the paperwork process. This list includes the required paperwork for new employees or for continuing employees what’s required for certain changes to the student’s employment; a level change and a step increase. This checklist also includes the common forms of Identification that are accepted for the I-9 Form process.

2. STUDENT EMPLOYMENT FORM (SEF)

- This form must be completed for all student employment actions, and every time there are changes in a student's employment status. Specifically, this form must be completed for new and continuing students, step adjustments, level adjustments and job transfers.

3. BACKGROUND CHECK AUTHORIZATION AND DISCLOSURE FORM

- This form is required for all candidates of employment. The purpose of this form is to gather information necessary for completing the University’s background check as stipulated in the approved policy dated October 2008.
- Checks are only conducted if the Agency does not have their own Background Check Process for Student Employees.

4. STUDENT EMPLOYEE DATA SHEET

- This form complies with MSU Denver’s requirement by law to identify employees by race, sex, and disability. Also, students provide emergency contact information on this form.

5. VOLUNTARY DISCLOSURE OF A DISABILITY

- This form is required for compliance with Federal regulations. Employees self-disclose if they have a disability. If an employee needs any form of accommodation, those accommodations must be arranged with the HR Benefits Specialist.

6. I-9 FORM & VERIFICATION AFFIRMATION OF LEGAL WORK STATUS

- These documents are mandatory for employment and as of March 2012, must be completed within the MSU Denver's Office of Human Resources; the agencies are no longer allowed to complete this process. Employees must provide acceptable documents for employment when they come to the Office. You may contact the Office of Human Resources if you have any questions.
- If a student employee has not worked at MSU Denver for over a year, they must fill out this form again.

7. W-4 FORM

- This is a federal form used to designate employee's withholdings for income tax purpose. The W-4 must be completed upon hire and updated every year if a student claims EXEMPT and/or the employee chooses to change deductions.
- International students should contact the IRS or MSU Denver's payroll department for information regarding exemptions and other tax forms related to international employees.

8. DIRECT DEPOSIT FORM

- A voided check must be attached to the form. If the student has a savings account only, or does not use checks, he/she needs a letter or form from the bank or credit union with the transit routing number, account number and the student's social security number.
- Direct deposit is optional but *highly* recommended. If a payday falls during a time when the campus is closed, a student who opts to pick up their pay check in the cashiers office will have to wait until the campus reopens to pick up their check.

9. PRWORA FORM

- This form must be completed by all student hourly employees. The State of Colorado Department of Human Services uses this form to track wage earners for child support purposes.
- A one-time completion is mandatory. The Office of Human Resources can complete this form on behalf of the student and supervisor.

10. SSA-1945 FORM

- This Social Security Administration issued form is also called *Statement Concerning Your Employment in a Job Not Covered by Social Security*. This must be completed when a student employee falls below 6 credits. This form should only be filled out once for the duration of employment at MSU Denver, unless a student employee has not worked at the University for over a year.

11. WORKER COMPENSATION PROCEDURES AND SIGNATURE FORM

- Student workers are covered under Worker's Compensation. Please post these procedures so they are accessible to everyone in the work place in case an injury occurs. Students must sign the *Employee Notification of Worker's Compensation Procedures*. One-time completion of this form is mandatory and remains in the student employee's file.

12. POSITION DESCRIPTION:

- This form must be completed and attached to a *Student Employment Form* for new employees, continuing employees who transfer off-campus agencies, and level changes. Level changes are considered a change in job descriptions; therefore, this form is needed to justify a level raise.

- This document is meant to curtail arbitrary pay rates, ensure equity in the work place, and also allows students to know what their position entails, thereby eliminating confusion and possible problems in the future.

13. CONFIDENTIALITY AGREEMENT AND STUDENT EMPLOYEE HANDBOOK ACKNOWLEDGMENT

- This form explains the importance of privacy and confidentiality at MSU Denver and must be completed and signed by each new student employee before they begin employment.
- This form also acknowledges student employees have been given access and have read the *Student Employee Handbook*. In signing this form, student employees understand they are 'at will' employees and also understand the student employment policies of the University.

14. EXCEPTION REQUEST

- This form must be completed when an exception to the MSU Denver Student Employment Policy is needed. Exceptions that may be requested are for excessive hours and students working at night without supervision.

15. SPLIT WORK-STUDY ASSIGNMENT

- This form alerts supervisors if their student employees are working in more than one department. Supervisors are responsible for monitoring the student's earnings and hours according to MSU Denver's Student Employment Policy. If a student over earns their work-study award, all departments who are sharing the award are equally responsible for paying the overage amount.

16. NAME/ADDRESS CHANGE FORM

- Students are required to notify both the Office of Human Resources and the Office of the Registrar separately if there is a name or address change. If a student is requesting a name change, they must bring their new Social Security Card to the Office of Human Resources along with this form.

17. SEPARATION FORM

- This form *must be submitted* to HR if a student leaves a department voluntarily or if they are terminated by their supervisor. HR cannot give out accurate information regarding employment verification if they are not notified about correct ending dates.
- If a supervisor terminates (fires) a student employee, they must notify HR immediately and fax a copy of the *Separation Form* along with the student's final timesheet. The request for a final check must be submitted by HR to Payroll within 24 hours. The student can pick up their final paycheck in the Cashiers office, Student Success Building (SSB) Room 140. If the student did not sign their last timesheet, their check will be held in Payroll at SSB 320 and they will be asked to sign it at this time.

18. SAMPLE WARNING LETTER

- This sample form is meant to help supervisors with the disciplinary process. They may manipulate this form as much as they like or do not have to use it at all. It is intended as a helpful tool.

19. EVALUATION FORM

- This form is a required document for a level change. Also, supervisors are encouraged to use this form every semester to evaluate their students' performance.

20. MANUAL CHECK REQUEST FORM

- Supervisors must complete this form when requesting a manual check for their students. Supervisors are allowed two requests per fiscal year (July-June 30) without further approval. Manual Checks for direct deposit will be issued on Tuesdays & Thursdays and paper checks will only be cut on Thursdays.

21. TIMESHEETS

- Student employees are paid on the semi-monthly payroll and should use the hourly timesheets that are located on the HR website. Off-campus agencies should email timesheets to payroll@msudenver.edu by 5:00pm on the first day during time entry periods. Please contact Payroll at 303-556-3030 for confirmation.

22. CURRENT PAYROLL SCHEDULE

- This payroll schedule is updated every semester and can be found online with the student timesheets.

ONCE A STUDENT IS HIRED

A. FIRST STEPS

- I. **Immediately submit all necessary paperwork to the Office of Human Resources and the Financial Aid & Scholarships Office. Students must have all paperwork signed and completed, BEFORE they start working.**
- II. Reiterate the responsibilities of the job and any expectations that you may have. Student employees should be reminded that the Student Employment Program is an “at will employer”. Failure for students to adhere to your clearly stated policies, guidelines and expectations will result in their termination from your agency.
- III. Set a clear and understood work schedule that works for both you and your student employee. Please remember that their education comes first and flexibility is important around finals, midterms and papers. This does not mean however, that they can work whenever they are so inclined. They must contact you if they plan to be late, have a test, or have other unforeseen circumstances. Constant tardiness and calling in repeatedly can lead to their termination.
- IV. Remind the student employee who they should directly report to and also who your back-up is in case you are not available when timesheets are due. Also, tell them when timesheets are due to you, before they are faxed to Payroll Services. (Remind them that manual checks will not be cut for late timesheets; their time for that semi-monthly will be added to the following payroll.)
- V. Provide proper training and supervision to the new student employee. This will help alleviate many problems that may occur in the future.
- VI. Go over emergency procedures and exits.

B. TRAINING HINTS

As a supervisor you also act as a mentor. Remember when training a student employee you are encouraging the student to achieve a professional work experience that will benefit them when they graduate. As a mentor you should assist the student employees with understanding the value of each assignment and how their work contributes to the goals and productivity of the department. If student employees take ownership in what they are doing, the quality of work and dedication to your department will be invaluable. Many times supervisors do not give their student employees enough respect or they underestimate their abilities. They are a valuable part of the team and should always be treated with the respect.

1. Be willing to commit the necessary time to training a student employee.
2. Do not overload them with information at the very beginning. Provide them with information that affects their current job. It is also a good idea to have someone mentor the new employee for a brief time.
3. Give the student a brief overview of the department, its organization, structure and purpose. Give them a tour and tell them where:
 - * They can keep their personal belongings while at work

- * Where the supplies are kept
 - * Where the restrooms are
 - * If another department or other personnel share space with your department
4. Let the student know what the rules and regulations are for your department:
 - * Dress code
 - * Breaks (when, how many, how long, etc.)
 - * How to fill out a time sheet
 - * How to schedule time off
 - * Who their contacts are if the supervisor is out of the office or on vacation (timesheet back-up)
 - * FERPA Guidelines (what the student employee can and cannot disclose to others).
 - * Disciplinary procedures
 5. Train the student employee on the tools they will need in their job:
 - * How to transfer calls
 - * How to use the fax machine (& what the department's fax number is)
 - * How you prefer them to take messages
 - * Phone etiquette
 - * Important phone numbers and email addresses
 - * Phone use policy in your department (ex. personal calls)
 - * How to use the copy machine and what their code is
 7. Find out what they already know so you do not waste valuable time.
 8. If not yourself, have someone on-hand to help the student as much as possible during the first week or so; someone with whom a student can freely ask questions of at any time.

C. EXAMPLE CHECKLIST FOR SUPERVISORS

Supervisors will want to develop a checklist that is specific to your office and the student's job.

- Discuss your expectations
 - ✧ Consistent attendance
 - ✧ Student employees should adhere to quality standards
 - ✧ They should ask if there is any other work, if they finish an assignment
 - ✧ Customer service expectations: professional and pleasant attitude while at work. Visitors and staff must be treated with respect.
- Review the procedures with your employee. (You should have them written down or posted somewhere in the department.)
 - ✧ Emergency and safety procedures
 - ✧ FERPA Guidelines
 - ✧ Dress Code
 - ✧ Reporting time on their time sheet
 - ✧ Calling in if they are late or if they cannot make it in to work
- Training on the office equipment and professional etiquette.
- Introduce the student to your "back-up" for time entry and timesheet signatures and to who they should report if you are out of the office.
- Introduce them to other employees they will be working with.
- Create a schedule of the daily routines in the office and an explanation of each routine.
- Create a list of important phone numbers and names of people in your department.

- ❑ Create a list and a description of all forms used in your office.
- ❑ Make sure that the student employee has a workstation, phone and computer (all the tools they need to be a successful employee).
- ❑ Make certain the student has been set up with an email account and appropriate computer access.
- ❑ Explain the phone system and make sure that they know how to use all the office equipment needed for their job.
- ❑ Plan the student's work assignments. Provide clear guidelines and deadlines for assignments. It may be helpful to have work ready for them when they report for work each day.
- ❑ As a supervisor you must be able to delegate assignments to others and trust others to assist you. Give student employees work.

D. HINTS FOR CREATING A POSITIVE WORK ENVIRONMENT

1. Supervisors should express their appreciation for the hard work of their student employees:
 - * Supervisors can develop a recognition program within their office (Certificates signifying a student employee of the month/week, a 'Caught in the Act' certificate for those "caught" doing a fantastic job or a certificate for exceptional attendance.)
 - * Have a student employee bulletin board with pictures of student employees in the department and public recognition of their accomplishments in and out of the office.
 - * Include student employees in departmental celebrations.
2. Make student employees feel important and a valuable part of the team.
3. Outline procedures and expectations clearly.
4. Set a positive example of professional, ethical, and polite behavior.
5. Give student employees the tools they need to succeed.
6. Treat the student employees as you would want to be treated.
7. Be firm, yet flexible.
8. Be considerate, supportive and sensitive to the student's personal and academic needs.
9. Have regular staff meetings with the student employees to let them know what is going on in the department that may affect them.
10. Give special recognition to graduating students.
11. Address problems as they arise – do not let them fester and grow.
12. Offer reduced hours during finals, midterms and papers.
13. **Please remember student employees are students first.** If a conflict arises between their job and their academics, academics come first and foremost.

E. ORGANIZATIONAL HINTS

1. Keep time sheets and a copy of work schedules in a central location.
2. Keep a message board or notepad in a central location where student employees can communicate with other student employees (i.e. shift coverage, etc.).

TIMESHEETS

Off-campus agency supervisors must fax completed timesheets to the MSU Denver Payroll Services by 5:00pm on the first day of the time entry period. Reminders will be sent out regarding time entry and there are also payroll schedules, which clearly identify the time entry periods. Late timesheets will be added to the following payroll; manual checks are only issued due to emergencies. It is advisable for supervisors to request a fax confirmation when they fax in timesheets. This confirmation will guarantee a manual check if a student is not paid on pay day. If your fax machine does not have confirmation capabilities you may call Payroll Services (303-556-3030) to confirm the timesheet(s) were received.

Supervisors and students should keep track of earnings. Please contact HR or the Office of Financial Aid if you have any questions.

In order to comply with auditor's regulations, **timesheets should be kept on file for a period of five (5) years**. The timesheet should be accurate, legible, and contain the following information:

1. Payroll Number (based on payroll calendar).
2. Dates of payroll period.
3. Student's pay rate.
4. Student's name, student 900#, phone number, supervisor name, and agency name and the fund code assigned to agency.
5. Time of less than 1 hour should be reported in quarterly decimal increments, for example: .25, .50, or .75 in the **HOURS** column.
6. Timesheets are due to the supervisor by 5:00 p.m. on the first day of the time entry period. Both the student and the supervisor must initial any changes to the timesheets such as hours, dates, and totals.
7. Both the student employee and the supervisor must sign the timesheet in order for payroll to process it.
8. Only the supervisor or in the absence of the supervisor, someone who can verify the hours recorded on the time sheet, may sign the time sheet.
9. All time entry must be completed by 12:00 p.m. on the second day of the current payroll period. Manual check requests should only be used for emergencies.
10. Sample timesheet is included on the next page.

PAYROLL SCHEDULES and TIMESHEETS

Payroll Schedules by semester and Timesheets for each payroll can be found on the Human Resources website at the following location: <http://www.msudenver.edu/hr/forms/timesheets/>

The Metropolitan State University of Denver

| | |
|-----------------------------------|--------------------------|
| Please check the one that applies | |
| Student hourly/ work study | <input type="checkbox"/> |
| Classified Hourly/ Temp. | <input type="checkbox"/> |
| Administrative Hourly | <input type="checkbox"/> |

Hourly Timesheet

Payroll #: 16 Dates: August 3 - 15, 20XX Rate of Pay: \$ 8.50

Name: Jane Doe 900# 900-123456

Banner Account 400152 - SFIN2 - 6191 - 1300 Phone 6-1234
 #
 FOAP Fund ORG Account Program

Supervisor: Bugs Bunny Dept./ Agency: Human Resources

*Hours should be rounded to the nearest quarter hour and in decimal form. Example: One hour and 15 minutes = 1.25 hours, 1 ½ hours = 1.50, and 1 ¾ hours equals 1.75. One hour and 5 minutes should be recorded 1.0 hour and one hour and ten minutes should be recorded 1.25 hours.

| Day | Date | In | Out | In | Out | Hours |
|-----------|---------|-------|------|-------|------|-------|
| Sunday | 8/3/XX | x | x | x | x | x |
| Monday | 8/4/XX | 12:15 | 2:00 | 4:00 | 4:45 | 2.50 |
| Tuesday | 8/5/XX | 8:00 | 9:15 | 12:30 | 3:45 | 4.50 |
| Wednesday | 8/6/XX | 8:00 | 9:30 | 12:30 | 3:45 | 4.75 |
| Thursday | 8/7/XX | 12:00 | 2:00 | 3:00 | 3:30 | 2.50 |
| Friday | 8/8/XX | 12:20 | 3:05 | 4:10 | 4:50 | 3.50 |
| Saturday | 8/9/XX | x | x | x | x | x |
| Sunday | 8/10/XX | x | x | x | x | x |
| Monday | 8/11/XX | 12:15 | 2:00 | 4:00 | 4:45 | 2.50 |
| Tuesday | 8/12/XX | 8:00 | 9:15 | 12:30 | 3:45 | 4.50 |
| Wednesday | 8/13/XX | 8:00 | 9:30 | 12:30 | 3:45 | 4.75 |
| Thursday | 8/14/XX | 12:00 | 2:00 | 3:00 | 3:30 | 2.50 |
| Friday | 8/15/XX | 12:20 | 3:05 | 4:10 | 4:50 | 3.50 |

Time Entry is August 19 & 20, 20XX; Payday is August 29, 20XX

Total Hours for the Pay Period 35.50

I hereby certify that I have worked the hours indicated and that this time sheet is correct.

Employee's Signature: _____ Date: _____

I hereby certify that the above named employee worked the hours reported.

Supervisor's Signature: _____ Date: _____

APPENDIX



Office of Human Resources
890 Auraria Pkwy, SSB 310
Denver, CO 80217-3362
Phone 303-556-3120
Fax 303-556-5151

Eligibility and Need Assessment for Participation
In the Federal Work Study Program

Please fill out the following information and submit it to Metropolitan State University of Denver Office of Human Resources. This form must be filled out by Off-Campus Agencies in order to ascertain eligibility to participate in the Federal Work Study Program at MSU Denver. After eligibility is established the agency must enter into a non-negotiable agreement with MSU Denver to officially participate in the program.

Agency Name: _____

Date: _____

Contact Name: _____

Phone Number: _____ Fax Number: _____

Address:

- 1. Is your organization non-profit? Yes [] No []
2. Does your organization have any political affiliations? Yes [] No []

3. Agency Mission Statement and Description of Clients Served

4. Agency Funding Sources (check all that apply):
[] Federal [] State [] County/City [] Other (explain):

5. Agency's Fiscal Year: _____ to _____

6. How many student jobs may be available at your agency during:
Summer 2015: _____ 2015-2016 Academic Year: _____ Summer 2016: _____

7. For each student job expected to be available as indicated in #6, provide the following information, attaching a separate sheet for each position.

- I. Job Title
- II. Rate or Range of Pay per Hour
- III. Begin and End Dates
- IV. Work Schedule-Days and Hours
- V. Total Hours/ Week
- VI. Description of Duties
- VII. Qualifications and Experience (indicate preferred or required)

8. Has your agency hired MSU Denver students through the Federal Work-Study Program in the past?

Yes No

9. Additional Comments:
