Student Employment Updates & Best Practices

Financial Aid Conference for Community Partners – December 8, 2017
Jenny Leigh Adler, Assistant Director – Student Employment
2018 Update

Job Title to Job Category Switch
2018 Update

Job Title to Job Category Switch

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>CLASS</th>
<th>JOB CATEGORY</th>
<th>GRADE</th>
<th>MIN</th>
<th>MAX</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT ACADEMIC SUPPORT</td>
<td>999165</td>
<td>STU ACADEMIC SUPPORT</td>
<td>S.100. STU</td>
<td>$10.20</td>
<td>$50.00</td>
</tr>
<tr>
<td>STUDENT ADMINISTRATIVE &amp; CLERICAL</td>
<td>999175</td>
<td>STU ADMIN &amp; CLERICAL</td>
<td>S.110. STU</td>
<td>$10.20</td>
<td>$20.00</td>
</tr>
<tr>
<td>STUDENT AGRICULTURE &amp; ANIMAL CARE</td>
<td>999185</td>
<td>STU AG &amp; ANIMAL CARE</td>
<td>S.120. STU</td>
<td>$10.20</td>
<td>$30.00</td>
</tr>
<tr>
<td>STUDENT FACILITIES/MAINTENANCE</td>
<td>999195</td>
<td>STU FAC/MAINTENANCE</td>
<td>S.130. STU</td>
<td>$10.20</td>
<td>$20.00</td>
</tr>
<tr>
<td>STUDENT FOOD &amp; RETAIL SERVICE</td>
<td>999205</td>
<td>STU FOOD &amp; RETAIL SERVICE</td>
<td>S.140. STU</td>
<td>$10.20</td>
<td>$20.00</td>
</tr>
<tr>
<td>STUDENT IT/MEDIA/MARKETING</td>
<td>999215</td>
<td>STU IT/MEDIA/MARKETING</td>
<td>S.150. STU</td>
<td>$10.20</td>
<td>$35.00</td>
</tr>
<tr>
<td>STUDENT OUTREACH/MENTOR</td>
<td>999225</td>
<td>STU OUTREACH/MENTOR</td>
<td>S.160. STU</td>
<td>$10.20</td>
<td>$20.00</td>
</tr>
<tr>
<td>STUDENT PROFESSIONAL &amp; VETERINARY SERVICES</td>
<td>999235</td>
<td>STU PROF &amp; VET SERVICES</td>
<td>S.170. STU</td>
<td>$10.20</td>
<td>$50.00</td>
</tr>
<tr>
<td>STUDENT RESEARCHER</td>
<td>999245</td>
<td>STU RESEARCHER</td>
<td>S.180. STU</td>
<td>$10.20</td>
<td>$50.00</td>
</tr>
<tr>
<td>STUDENT RECREATION &amp; CAMPS</td>
<td>999255</td>
<td>STU RECREATION &amp; CAMPS</td>
<td>S.190. STU</td>
<td>$10.20</td>
<td>$50.00</td>
</tr>
<tr>
<td>STUDENT SAFETY</td>
<td>999265</td>
<td>STU SAFETY</td>
<td>S.200. STU</td>
<td>$10.20</td>
<td>$35.00</td>
</tr>
<tr>
<td>STUDENT THEATRE &amp; ARTS</td>
<td>999275</td>
<td>STU THEATRE &amp; ARTS</td>
<td>S.210. STU</td>
<td>$10.20</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

PP Starting 23-DEC-2017
2018 Update

Job Title to Job Category Switch

Replaces old job “title”

- Types of jobs found in each category
- Just a guide to help determine appropriate category

**Categories**

**Student Academic Support**: Classroom Assistants, Graders, Instructors, Literacy/Math Tutors, Tutors

**Student Administrative & Clerical**: Accounting Interns & Assistants, Admin Assistants, Clerks, Desk Clerks, Conference Assistants Interns, Data Analysts & Specialists, Data Entry, Information Desk Managers, Library Technicians, Paraprofessionals, Residence Hall Staff, Staff Assistants, Telemarketers

**Student Agriculture & Animal Care**: Agronomy, Animal Care, Horticulture or Livestock Management Interns, Lab Animal Support

**Student Facilities/Maintenance**: Custodians, Building Managers, Equipment Operators, General Labor, LTC Trainees, Structural Trades

**Student Food & Retail Services**: Dining Services, Food Servers/Preparers, Sales Assistants, Wait Personnel

**Student IT/Media/Marketing**: Computer Lab Assistants, IT Professionals, IT Techs, Media Specialists, Program Interns, Writers/Broadcasters, Communications Positions, Marketing Positions

**Student Outreach/Mentor**: Ambassadors, Orientation, Peer Mentors, Ram Welcome Leaders, Tour Guides

**Student Professional & Veterinary Services**: CCU/Urgent care positions, HCS Trainees, Nuclear Medicine Techs, OT Interns, Paralegals, Radiology On-Call, Radiation Therapy or Radiology Techs, Therapists, Vet ER Techs

**Student Researcher**: Field Technicians, Lab Assistants, Laboratory Support, Scientists

**Student Recreation & Camps**: Camp Counselors, Fitness Class Instructors, Recreation Workers, Swimming Instructors, Lifeguards, Certified Massage Therapists, Certified Yoga Instructors

**Student Safety**: Night Duty Technicians, Police Officers, Safety Officers, Security, Parking Monitor/Clerks

**Student Theatre & Arts**: Art Model, Performer, Theatre Apprentices, Theatre Concessionaires, Theatre Techs
2018 Update

Job Title to Job Category Switch
**2018 Update**

**Job Title to Job Category Switch**

- Effective the 23-DEC-2017 pay period, HR-IS will have switched job titles to new job categories
  - Sent job titles to categories info in email to HRMS Users on 7-NOV to add final suggestions

- Some job titles will need to be done manually by dept:
  - Stu Coordinator
  - Stu Intern
  - Stu Instructor
  - Stu State Serv Train I-V
  - Stu Tech I-V
2018 Update

Job Title to Job Category Switch

- Manual switches, must be finalized by Fall 2018 (18-AUG-2018 PP start)
  - You can start submitting requests NOW

- If you are doing a change on an existing assignment (with a title needing a manual switch), beginning in the spring semester, you should also include changing from the job title to the new category in that approval request

- All new assignments should be put in the new category for spring
2018 Update

Job Title to Job Category Switch - JobX

• Easier for students to search by category on JobX
  – Had student complaints on “Intern” and “Coordinator”
  – Students will be able to select Categories now to have email notification sent when jobs added to their selected categories

• NexGen should have JobX updated to Categories by Jan 1
  – Will have spot to put Job Title as well, that employer can fill in
2018 Update

Minimum Wage Increase
January 1, 2018 Updates

Minimum Wage Increase

• Amendment 70 passed (Colorado $12 minimum wage)
  – Minimum wage increases from $9.30 to $10.20 effective Jan 1, 2017
  – Increases $0.90 every year until reaches $12 in 2020

• Oracle will automatically be updated effective PP beginning Dec 23, 2017
  – New categories already included $10.20 as min
  – Those still in the job titles will be moved to $10.20

• Up to dept if they would like to give raises to students already being paid $10.20 or above
  – Submit an Oracle approval change request if wish to increase salary
January 1, 2018 Updates

Minimum Wage Increase

• Annual $3000 work-study award ($1500/semester)
  – 11 hours worked per week at $10.20 = $112.20 earned per week
    • Would hit $1500 semester limit at under 13 ½ weeks worked
      – Mid November if started first week of classes
  – 15 hours worked per week at $10.20 = $153 earned per week
    • Would hit $1500 semester limit at just under 10 weeks worked
      – Late October if started first week of classes
  – Can view Work-Study Allocation Table on SES Employment Guidelines page
2018 Update

Student Employment Week & Student Employee of the Year
Student Employee of the Year 2018

Nomination Process

- Nomination form goes live on SES website early January
  - Email will be sent to HMRS Users when live
- Nominations due to SES February 17, 2018
- Committee reads and determines winner mid-late February
- Campus winner sent to state competition March 1, 2018
- CSU winner’s supervisor notified March
Student Employment Week 2018

April 9-15, 2018

• Raffle for any student to enter - RAMweb
  – Raffle opens morning of April 9th on RAMweb, closes 15th
  – Winners will be notified via CSU email

• Ideas for departments to celebrate their student employees
  – Potlucks, fun decorations
  – Treat bags (help with food insecurities)
  – Thank you cards or certificates

• CSU Student Employee of the Year will be announced in ad in Collegian
2018-2019 Academic Year Update

Work-Study Start Dates
2018-2019 Academic Year Update

Work-Study Start Dates

• Fall 2018
  – Work-study for the 2018-2019 academic year will begin with the 18-AUG-2018 PP

• Spring 2019 Only (not here in fall)
  – Work-study for spring-only students will begin with the 19-JAN-2019 PP
2018-2019 Academic Year Update

Renewal & Request Work-Study
2018-2019 Academic Year Update

Renewal Work-Study

• Students who had a paid work-study award (that can be seen in Banner) for the 1718 academic year, will be awarded work-study for the 1819 academic year
  – Unless they show as graduating Spring or Summer 2018
  – They will NOT need to do the request work-study application

• FAFSA filers will have work-study renewed when their other financial aid is awarded
  – If a student has FAFSA verification requirements, these will need to be completed
  – Requirements can be seen on RAMweb (have started posting)
  – Financial aid packaging for 1819 will begin late January (29th)

• Non-FAFSA filers will have work-study manually renewed by SES prior to the Request Work-Study application opening on RAMweb

• Awarding is always contingent on funds availability and student eligibility

• If a student who worked the prior year, is not awarded, please have the student contact SES to see why and see if can be awarded
2018-2019 Academic Year Update

Request Work-Study

• Will be the same process as last year.

• Students who are not initially packaged or renewed with work-study can do the Request Work-Study application on RAMweb

• The Request Work-Study application includes need-based and no-need work-study
  – Type awarded is based on what the student is eligible for, and what funds remain
  – Different funding levels available for each type
  – A FAFSA is not needed

• The Request Work-Study application will be available on RAMweb May 1st
  – This way it’s open to continuing students, and incoming freshmen who have committed, will also allow more time for renewal work-study to be awarded through FAFSA
2018-2019 Academic Year Update

“Request” Work-Study on RAMweb

Can select either option to access
2018-2019 Academic Year Update

“Request” Work-Study on RAMweb

RAMweb
StaffWeb
Welcome Cam, 830-000-000

Student Employment
Office of Financial Aid

Job Listings
Request Work-Study

sponsored by The University Technology Fee
2018-2019 Academic Year Update

“Request” Work-Study on RAMweb

Please be advised that completing this request does not guarantee a work-study award; student eligibility will be checked and funding must be available. Please also be aware that your total financial aid received from all sources (including grants, work-study, loans, and scholarships) cannot exceed your cost of attendance (COA). Thus, to add your work-study award, Colorado State University may be required to reduce your financial aid so that your total aid is equal to the COA.

Processing may take up to 2 weeks; students will receive an email if they qualify for the work-study award or not.

Please select the semester(s) that you would like to apply for Work-Study:
- [ ] Fall and Spring Semesters
- [ ] Fall Semester Only
- [ ] Spring Semester Only

Submit
2018-2019 Academic Year Update

“Request” Work-Study on RAMweb

Welcome Cam, 830-000-000

Request Work-Study 2017-2018

Your request for Work-Study has been submitted.
2018-2019 Academic Year Update

Updates

• Will hopefully not allow students who already have a work-study award for 1819 to complete
Best Practices
Best Practices

Early Hiring

• Background checks can be submitted as soon as you know who you plan to hire
  – Don’t have to wait until fall to submit background check if you know who you are hiring in the spring
  – Will help prevent “backlog” in fall start
  – [http://www.hrs.colostate.edu/background-checks/background-checks.html](http://www.hrs.colostate.edu/background-checks/background-checks.html)

• I-9s and SSAs can also be completed in Equifax as soon as the job offer has been made
  – Must occur after the background check has come back clear
  • “Candidate: An applicant for employment or volunteer position whom the university wishes to offer the position contingent upon successful completion of a background check” (CSU Policy: Background Checks, Policy ID#: 3-6004-004)
Best Practices

Student Employee Hiring Checklist

Old

Updated from last year

New

STUDENT EMPLOYEE HIRING CHECKLIST

To start:

☐ List available job on July - Job Posting Service
  • [http://www.colostate.edu/hr/job-posting-service]

☐ Post job for minimum of 3 days, preferably 1 to 2 weeks

☐ Receive applications, interview potential candidates, check references
  • Schedule telephone interviews from interview, reference checks, and reason for hiring

☐ Make preliminary hiring decision

☐ Submit background check - [http://www.co.cs.colostate.edu/background-check/background-check.html]

Upon notification of successful background check:

☐ Send student verification letter - E-utils (U and SSA, I-645 completion)
  • Student verifies

MUST be completed on Student's First Day:

☐ Equifax page 2 completion of Form I-9
  • Do not make or submit copies of documents

☐ Util. Direct Deposit Forms completed and sent to Human Resources - 6304 Campus Delivery 1205 S. House, 2nd Floor
  • Please indicate Employee Group on the envelope

☐ Enter student into Oracle
  • Student needs to be in Oracle for Equifax I-9 information to pull info
  • Do not keep copies of personal employee information

Office of Financial Aid

Updated from last year

STUDENT EMPLOYEE HIRING CHECKLIST

To start:

☐ List available job on July - Job Posting Service
  • [http://www.colostate.edu/hr/job-posting-service]

☐ Post job for minimum of 3 days, preferably 1 to 2 weeks

☐ Receive applications, interview potential candidates, check references
  • Schedule telephone interviews from interview, reference checks, and reason for hiring

☐ Make preliminary hiring decision

☐ Submit background check - [http://www.colostate.edu/background-check/background-check.html]

Upon notification of successful background check:

☐ Send student verification letter - E-utils (U and SSA, I-645 completion)
  • [https://www.cs.colostate.edu/employee/background-check/background-check.html]

☐ Send student verification letter - [http://www.cs.colostate.edu/employee/background-check/background-check.html]

Enrollment Verification:

☐ Complete a Form I-9
  • Visit labour and submit completed and signed Form I-9

☐ Complete with student, and sign in, W-4 and Direct Deposit Form to Human Resources
  • HIV, Office of Campus Delivery or 6304 S. House, 2nd Floor
  • Please indicate Employee Group on the envelope

☐ Provide student with an explanation of [HR/Admissions] and when it would be reassessed

Enrollment Verification:

☐ Enter student into Oracle
  • New hire and on-pace assignments should be entered as of the first day of employment as of the first day of employment - they do not need to start at the beginning of a new period - only changes to existing assignments should be made

☐ Engage student to engage in entity/employment and sign into Oracle for completion from student [HR/Admissions] and submit to office of [HR/Admissions]

Studen will leave campus in TOP 30 hours after report approved in Oracle

For additional steps associated with hiring foreign nationals, please visit Business & Financial Services, Hiring Foreign Nationals

Student Employment Services

Updated from last year

Office of Financial Aid

Updated from last year

Office of Financial Aid

Updated from last year

Office of Financial Aid

Student Employment Services

Effective January 1, 2017

Effective January 1, 2017

Effective January 1, 2017

Effective January 1, 2017

Effective January 1, 2017

Effective January 1, 2017

Effective January 1, 2017
Best Practices

Form I-9 Date Compliance

• **Section 1**: must be completed on or prior to the first day of employment
• **Section 2**: must be completed within 3 days of first day of employment
• **Fines**: Beginning Aug 1, 2016, fines for I-9 paperwork violations doubled (Fay, 2016)
  – Previous fine: $110 -1,100 per violation
  – New (current) fine: $216 -$2,156 per violation

• Hire date in Equifax and effective date in Oracle should be the same
Best Practices

Oracle Approvals

- **Changes** to existing assignments **must** occur at the **start** of a pay period
  - Pay periods begin on Saturdays
  - Unless the change is **ONLY** to update from “suspend” to “active”, then it can be the same date as the suspension

- **New** hires/assignments can be any date, **should** be employee start date

- Departments should **NEVER** **terminate** student assignments, only **suspend**
  - Departments can suspend and reactivate assignments through the Oracle workflow process

<table>
<thead>
<tr>
<th>ORACLE JOB GROUP COMPATIBILITY COMPARISONS</th>
<th>STUDENT HOURLY</th>
<th>STUDENT WORK-STUDY</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMIN PROFESSIONAL</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>ASSOCIATE</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>FACULTY</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>GRAD ASSISTANT</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>NON-STUDENT HOURLY</td>
<td>SUSPEND</td>
<td>SUSPEND</td>
</tr>
<tr>
<td>OTHER SALARIED EMPLOYEE</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>STATE CLASSIFIED</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>STUDENT HOURLY</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>STUDENT WORKSTUDY</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>
Best Practices

Oracle Approvals

- Departments must have posted an opening on JobX and have completed a background check
  - Background check must be completed prior to offering the job
  - JobX # and background check dates are to be included in comment section of approval
- For a new hire/assignment to be approved, there must be a completed Form I-9 on file in Equifax
  - Those that are in approval work flow, and go past 3 business days past hire date without a completed Form I-9 in Equifax, will be rejected for being out of date compliance
- Student salaries should not decrease, unless there has been a reduction in job duties or a job change
  - Include reason for salary decrease in comments to avoid additional questions or rejection
- Departments must have a current MOU & Compliance Review on file for work-study assignments
  - MOU/CRs are annual, and must be completed every year (now electronic)
Best Practices

Oracle

• “Effective date” change requests in Oracle to SES
  
  – SES can only change if it is the original assignment
    • i.e. 69714 not 69714-2
  
  – HR-IS would have to purge subsequent assignment, and then it would have to re-submitted with correct date
    • If hours already clocked in, will need to work with HR-IS to resolve situation
Best Practices

Oracle Approval Rejection Emails

- HR-IS was not able to add the notes put in by SES into the rejection emails, instead this is included:
  - “Please log into Oracle HR and check CSU Approvals for details, including the Notes section, at the end of the notification providing a reason for the rejection”
Best Practices

Reverification – Equifax/Oracle

• Once a Form I-9 has been re-verified in Equifax, you will need to contact SES to have Oracle manually updated with the new Form I-9 expiration date
  – Email communication is preferred, please include student CSUID or assignment #
  – Students **will not** be able to clock-in to TCP and will not be paid until the I-9 expiration date has been updated

• If the original Form I-9 is not in Equifax, please contact SES to upload the original
  – Email communication is preferred, please include student CSUID or assignment #
Best Practices

Annual Evaluations

• Need to be done every year
  – Protects the University and the employer if issues arise
  – Evaluations need to accurately reflect student’s performance
    • If there is an issue, it needs to be stated and documented in writing
  – Expectations need to be consistent across a department

• Completed evaluations should be sent to SES to be added to student’s file
  – Email is preferred
Best Practices

Work-Study Reports

• Work-Study Earnings by Department Report
  – Should be run every pay period
  – Displays students’ award amounts and amounts earned
  – Changes to work-study awards reflected in this report

• Expense Distribution Report
  – Should be run every pay period
  – Watch for email from Payroll
  – Confirms pay for your student employees
  – Confirms what is billed to your Department’s account

• HR will not go back after a semester has ended to correct TEW to work-study
Best Practices

New Student Employment Handbook

• Recently reviewed and approved by General Counsel
• For employers and students
• Comprehensive guidelines for student assignments and employer responsibilities at CSU
• Working on formatting and getting it on SES website
Coming Soon
Coming Soon

New SES Website
Coming Soon

New SES Website

• Employer Tab
  – FAQ/Checklist Page
  – HRMS Users Email Archive
  – MOU/CR
  – Employment Concerns (OEO, HR, Tell Someone)
  – Core Guidelines (Background Checks, Form I-9/Equifax, Payscale/Job Categories, Evaluation Form)
Coming Soon

New SES Website

• Student Tab
  – Info on types of employment (work-study vs student hourly)
  – Info on job searching (tips, interview protocol, etc.)
  – Once hired info (hired checklist, SERP/Medicare, TCP, Paystub)
  – Protect yourself info (Code of Conduct, Alcohol & Drug Policy, Scams, Tell Someone)
Coming Soon

New SES Website

• Suggestions for new SES site?
• Anything special you want to see on it?
  – Let us know!
  – Email preferred
Thank you

Please contact SES with questions

Jenny Leigh Adler, Assistant Director
Karri White, Counselor

Student Employment Services
Centennial Hall
(970) 491-5714
StudentEmployment@colostate.edu
References