

# Student Employment Updates & Best Practices

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Financial Aid Conference for Community Partners – December 8, 2017

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Colorado State University

# 2018 Update

Job Title to Job Category Switch



# 2018 Update

## Job Title to Job Category Switch

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

PP Starting 23-DEC-2017



# 2018 Update

## Job Title to Job Category Switch

### CATEGORIES

Replaces old job "title"



**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 Service:** 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

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



# 2018 Update

## Job Title to Job Category Switch

**Student Employment Services** **Colorado State University**

[Students](#) [Employers](#) [Types of Work](#) [Important Dates](#) [Contact Us](#)

### Student Employment Services

**Welcome to Student Employment**

Student Employment Services assists Colorado State University students in securing employment while they are in school. Employment provides students with the opportunity to gain valuable work experience as well as a practical means to contribute to the costs of their education.

**Job Openings**

Students - Check for jobs on [RAMweb!](#)

- [User Guide - Students](#)

Student Employers - [JobX](#) - Job Posting Service

Career Employers - For career recruitment of permanent full-time/part-time job opportunities and internships, check out the [Career Center](#).

**Announcements**

- [Congratulations to Trenten Robinson - CSU's 2016-2017 Student Employee of the Year!](#)
- [I-9 Processing and Equifax System](#)
- [Updates from Winter Training for Campus Partners](#)
  - [Student Employment Updates & Best Practices](#)
  - [Student Employee Hiring Checklist](#)
  - [FAQ - Posting jobs on JobX](#)

Search site...

### Information

- [Employment Guidelines](#)
- [Events](#)
- [FAQ](#)
- [Important Dates](#)
- [Job Descriptions](#)
- [Job Categories and Pay Scale](#)
- [Job Posting Service](#)
- [Types of Work](#)

### Other Resources

- [CSU Office of Financial Aid](#)
- [AAR \(Administrative Applications and Resources\)](#)

**SUPPORTING**  
Colorado State University



## 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 9<sup>th</sup> on RAMweb, closes 15<sup>th</sup>
  - 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 (29<sup>th</sup>)
- 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

A screenshot of the RAMweb navigation menu. A red arrow points to the 'Menu' icon in the top left. The menu is a dark vertical list with the following items: Home, Staffweb, Academic Planning and Progress, Billing and Tax Information, FAQs, Financial Aid (circled in red), Health Network, Privacy (with a dropdown arrow), Records (with a dropdown arrow), Registration (with a dropdown arrow), Student Employment (circled in red), and Logout. Two red arrows point from the text 'Can select either option to access' to the 'Financial Aid' and 'Student Employment' items.

Can select either option to access



# 2018-2019 Academic Year Update

## “Request” Work-Study on RAMweb

The screenshot shows the RAMweb StaffWeb interface. At the top, there is a green header with the RAMweb logo and a 'Menu' icon. Below this is a red bar labeled 'StaffWeb'. A green box contains the text 'Welcome Cam, 830-000-000'. A green arrow points to a 'Back' button. A purple bar is labeled 'Student Employment'. Below this, the text 'Office of Financial Aid' is visible. Two buttons are shown: 'Job Listings' and 'Request Work-Study'. The 'Request Work-Study' button is circled in red, and a red arrow points to it from the right. At the bottom right, it says 'sponsored by The University Technology Fee'.



# 2018-2019 Academic Year Update

## “Request” Work-Study on RAMweb

RAMweb Menu

StaffWeb - Read Only Mode

Welcome Cam, 830-000-000

[← Back](#)

### Request Work-Study 2017-2018

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



## 2018-2019 Academic Year Update

### “Request” Work-Study on RAMweb

The screenshot shows the RAMweb interface. At the top left is the RAMweb logo and name. To the right is a 'Menu' icon. Below this is a red banner that reads 'StaffWeb - Read Only Mode'. A light green banner below that says 'Welcome Cam, 830-000-000'. Underneath is a 'Back' button with a left-pointing arrow. A dark purple banner highlights the text 'Request Work-Study 2017-2018'. Below this, a white box contains the message: '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>
- 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

Student Employment Services  
Office of Financial Aid  
Division of Enrollment and Access  
1055 Campus Delivery  
Fort Collins, Colorado 80523-1055  
(970) 491-5714 (970) 491-1975 FAX

OFFICE OF FINANCIAL AID  
COLORADO STATE UNIVERSITY

### STUDENT EMPLOYEE HIRING CHECKLIST

**To start:**

- List available job on JobX – Job Posting Service
  - <http://www.ses.colostate.edu/job-posting-service>
- Post job for minimum of 3 days, preferably 1 to 2 weeks
- Read applications, interview potential candidates, check references
  - Retain notes/comments from interviews, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check - <http://www.hrs.colostate.edu/background-checks/background-checks.html>

**Upon notification of successful background check:**

- Send student link for Equifax (I-9 and SSA-1945 completion)
  - Student completes

**MUST be completed on Students' First Day:**

- Equifax page 2 completion of Form I-9
  - Will need to see original documents - (Do not make or submit copies of documents)
- W4, Direct Deposit Forms completed and sent to Human Resources – 6004 Campus Delivery or 555 S Howes, 2<sup>nd</sup> 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 into
  - Do not keep copies of personal employee information

Student Employment Services Effective: January 1, 2017

New  
Updated from last year

Student Employment Services  
Office of Financial Aid  
Division of Enrollment and Access  
1055 Campus Delivery  
Fort Collins, Colorado 80523-1055  
(970) 491-5714 (970) 491-1975 FAX

OFFICE OF FINANCIAL AID  
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**To start:**

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  - Post job for minimum of 3 days, preferably 1 to 2 weeks
- Read applications, interview potential candidates, check references
  - Retain notes/comments from interviews, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check
  - <http://www.hrs.colostate.edu/background-checks/background-checks.html>

**Upon notification of successful background check:**

- Send student link for Equifax (I-9 and SSA-1945 completion)
  - <https://hrx.lax.com/HRX/EmployeeCenter?packetId=3e021009-a4b0-45cf-8c0b-b827b49fcb2&Location=XXXX>
    - "XXXX" is the four-digit CSU department number
  - Student completes Section 1 **on or before first day** of employment

**Department MUST:**

- Complete in Equifax, Section 2 of Form I-9
  - Will need to see original documents - (do not make or submit copies of documents)
  - Employer completes Section 2 with student **within 3 business days** of hire date
- Complete with student, and turn in, W-4 and Direct Deposit Forms to Human Resources
  - HR, 6004 Campus Delivery or 555 S Howes, 2<sup>nd</sup> Floor
  - Please indicate Employee Group on the envelope
- Provide student with an explanation of [SERP/Medicare](#) and when it would be assessed
- Enter student into Oracle  
(New hires and new assignments should list first day of employment as effective date – they do not need to start at the beginning of a pay period – only changes to existing assignments do)
  - Does student have a work-study award? If yes, get confirmation from student ([RAMweb](#)) and enter student on a [work-study](#) assignment
  - Student needs to be in Oracle for Equifax I-9 information to transfer
  - Do not keep copies of personal employee information
  - In comment section, list date of approved background check & JobX ref #

Student will have access to TCP, 24 hours after request approved in Oracle

For additional steps associated with hiring Foreign Nationals, please visit Business & Financial Services, [Hiring Foreign Nationals](#)

Student Employment Services Effective: January 1, 2017  
Updated: November 10, 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

ORACLE JOB GROUP COMPATABILITY COMPARRISONS		
	STUDENT HOURLY	STUDENT WORK-STUDY
ADMIN PROFESSIONAL	YES	YES
ASSOCIATE	NO	NO
FACULTY	YES	YES
GRAD ASSISTANT	YES	YES
NON-STUDENT HOURLY	SUSPEND	SUSPEND
OTHER SALARIED EMPLOYEE	YES	YES
STATE CLASSIFIED	YES	YES
STUDENT HOURLY	YES	YES
STUDENT WORKSTUDY	YES	NO



# 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

The screenshot shows the Oracle HRIS interface for a person's record. The 'Personal' tab is selected. The 'Birth Date' field is set to 23-SEP-1995, and the 'Age' field is 22. The 'Effective Dates' section shows 'From' as 20-AUG-2015 and 'Latest Start Date' as 20-AUG-2015. The 'To' field is empty. Below the form are buttons for 'Address', 'Picture', 'Assignment', 'Special Info', and 'Others...'.

- 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
  - “Evaluation Form” available at <http://www.ses.colostate.edu/employment-guidelines>
  - 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

The screenshot shows a dark green header with the Colorado State University logo and the text "COLORADO STATE UNIVERSITY" on the left, and "SES" on the right. Below the header is a navigation menu with the following items: "Students" (circled in red), "Employers" (circled in red), "Job Posting", "Contact Us", and "Sample Pages" with a dropdown arrow. Below the navigation is a section titled "Home Page" containing six rectangular buttons arranged in two rows and three columns:

- Office of Financial Aid
- Student Employment Handbook
- Human Resources
- Office of Equal Opportunity
- Administrative Applications and Resources
- RAMweb



# 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



Quest

?



Please contact SES with questions

Jenny Leigh Adler, Assistant Director  
Karri White, Counselor

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

Thank you



Colorado State University





## References

- Fay, J. (2016). The Increasing Cost of Form I-9 Non-Compliance. Retrieved from <https://www.lawlogix.com/increasing-cost-form-i9-non-compliance/>