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>
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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

- 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
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
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
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]
“Request” Work-Study on RAMweb

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

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
- Review applications, interview potential candidates, check references
  - Request review comments from interview, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check: http://www.hr.colostate.edu/background-check/background-checks.html

Upon notification of successful background check:
- Send student tax for Equifax (6/9 and 5/04, 5/04 completion)
  - http://www.hr.colostate.edu/background-check/background-checks.html
- Complete Background Check Applicant Background Check Form

MUST be completed on Students’ First Day:
- Equifax page 2 completion of Form 19
  - Must submit two original documents - Do not mail or submit copies of documents
- Submit Direct Deposit Form completed and sent to Human Resources - 6304 Campus Delivery, 1225 S. College Ave.
- Please indicate Student Group on the envelope
- Enter student into Oracle
  - Student needs to be in Oracle for Equifax 19.5 information to pull info
  - Do not keep copies of personal employee information

Effective January 1, 2017

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
- Review applications, interview potential candidates, check references
  - Request review comments from interview, reference checks, and reason for hiring
- Make preliminary hiring decision
- Submit background check: http://www.hr.colostate.edu/background-check/background-checks.html

Upon notification of successful background check:
- Send student tax for Equifax (6/9 and 5/04, 5/04 completion)
  - https://hr.colostate.edu/hr/payroll/equifax/EquifaxApplicationBackgroundCheckForm.pdf
  - “XXXX” is the student’s SSN (10-digit number)

Required MIUS:
- Complete a Equifax, Section 2 of Form 19
  - Must pull two original documents - Do not mail or submit copies of documents
  - Employer completes Section 2 with student within 3 business days of hire date
- Complete with student and sign in W-4 and Direct Deposit Forms to Human Resources - 6304 Campus Delivery, 1225 S. College Ave.
  - Please indicate Employee Group on the envelope
  - Provide student with an explanation of MIUS requirements and when it would be assessed
  - Return signed form to Office
- New hires must be in Oracle for Equifax 19.5 in Union/Employer
- Do not keep copies of personal employee information
- In connection with the date of approval, prompt background check & quick Start

Effective January 1, 2017

Updated from last year

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

Effective January 1, 2017

Updated November 15, 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

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<table>
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<tr>
<th>ORACLE JOB GROUP COMPATIBILITY COMPARISONS</th>
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<th>STUDENT WORK-STUDY</th>
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<td>ADMIN PROFESSIONAL</td>
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<td>STUDENT WORKSTUDY</td>
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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
Questions?
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