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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</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/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

Colorado State University
2018 Update

Job Title to Job Category Switch
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 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

Welcome Cam, 830-000-000

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

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

Student Employee Hiring Checklist

To start:
- List available job on JbU - Job Posting Service
- http://www.colostate.edu/hr/jobpostingservice
  - Post job for minimum of 3 days, preferably 1 to 2 weeks
- Receive applications/interview potential candidates, check references
  - Submit notices/communications from interview, reference checks, and reason for hiring
- Make preliminary hiring decisions
- Submit background check: http://www.colostate.edu/hr setBackground/backgroundcheck.html

Upon notification of successful background check:
- Send student ID to Equifax (9 & SSA, 1945 completion)
- Student completes Student Employment Services

MUST be completed on Students' First Day:
- Equifax page 2 completion of Form I-9
  - Still need to see original documents - Do not make or submit copies of documents
- Will Direct Deposit Forms completed and sent to Human Resources - 6304 Campus Delivery or MSC 0893, 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

Updated from last year

Student Employee Hiring Checklist

To start:
- List available job on JbU - Job Posting Service
- http://www.colostate.edu/hr/jobpostingservice
  - Post job for minimum of 3 days, preferably 1 to 2 weeks
- Receive applications/interview potential candidates, check references
  - Submit notices/communications from interview, reference checks, and reason for hiring
- Make preliminary hiring decisions
- Submit background check: http://www.colostate.edu/hr setBackground/backgroundcheck.html

Upon notification of successful background check:
- Send student ID to Equifax (9 & SSA, 1945 completion)
  - https://www.equifax.com/SSDIVerification/Video/TakeQuiz/SSDI2TakeQuiz.html
  - ***XXXX*** is the social security number of employee

Requirements MUST:
- Complete a 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 send in W-4 and Direct Deposit Forms to Human Resources
  - HRS, 6304 Campus Delivery or MSC 0893, 2nd Floor
  - Please indicate Employee Group on the envelope
- Provide student with an explanation of I-9 instruction and when it would be assessed
- Return student copy of Form I-9
  - (New hires and new assignments should be first day of employment as of the date - they do not need to start at the beginning of a new period - only change to existing assignments)
  - Obtain certified copy of high school diploma and high school transcript from student (hires/9-12) and all students for a first-year assignment
  - Student needs to be in Oracle for Equifax I-9 document to transfer
  - Do not keep copies of personal employee information
  - In common areas, file date of approved background check & job card

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

Student Employment Services

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

<table>
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<tr>
<th>ORACLE JOB GROUP COMPATABILITY COMPARISONS</th>
<th>STUDENT HOURLY</th>
<th>STUDENT WORK-STUDY</th>
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<tr>
<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

Home Page

- 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
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@colorado.edu
References