

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



**Work-Study Handbook for  
Off-Campus Agency Supervisors**

**2005-2006**

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## TELEPHONE AND ADDRESS INFORMATION

### Office of Human Resources

Campus Box 47, P.O. Box 173362  
 Denver, CO 80217-3362  
 Administration Building Room 510  
 303-556-3120 fax: 303-556-5151  
[www.mscd.edu/facstaff/hr/studentEmployment/](http://www.mscd.edu/facstaff/hr/studentEmployment/)

Email: [hinga@mscd.edu](mailto:hinga@mscd.edu)

Hours: 8:00-5:00 Monday through Friday

- Administration and processing of employment paperwork (Student Employment Form, 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

### Office of Financial Aid

Campus Box 2, P.O. Box 173362  
 Denver, CO 80217-3362  
 Central Classroom 116  
 303-556-8593 fax 303-556-4927  
[www.mscd.edu/enroll/finaid/](http://www.mscd.edu/enroll/finaid/)

- Processes financial aid and work-study forms related to award information (WKSUM, WK06, 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

### Office of Accounting Services

#### Work Study Program

P.O. Box 173362, Campus Box 98  
 Denver, CO 80217-3362  
 303-556-5023 fax 303-556-5023

- Answers billing questions
- Sends out invoices to off-campus agencies
- Please send monthly checks to this location

### Payroll

Admin. Building Room 420  
 303-556-3030 fax 303-556-5023

- Questions regarding deductions, W4s, W2s (including tax exemptions) and timesheet discrepancies.
- Retains copies of off-campus time sheets for 5 years

### Career Services

Central Classroom 203  
 303-556-3664 fax 303-556-4035  
<http://www.mscd.edu/%7Ecareer/>

- Posts off-campus hourly jobs
- Career fairs
- Career assessment
- Employment workshops

### Cooperative Education & Service Learning

Ninth Street Park 1045  
 303-556-3290 fax 303-556-2091  
<http://www.mscd.edu/%7Ecooped/>

- Directs the internship program at MSCD

### Office of the Registrar

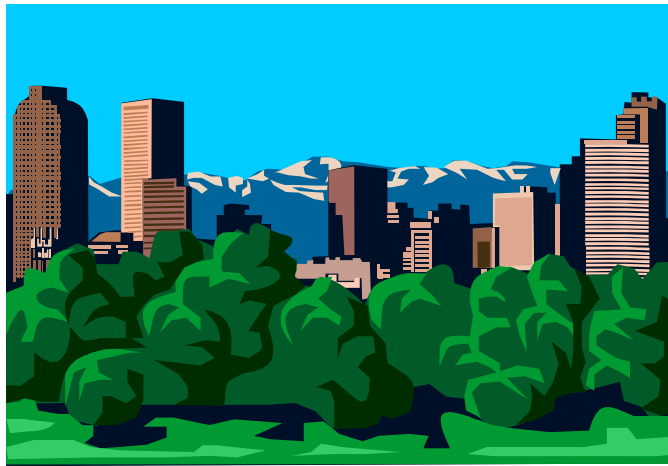
Central Classroom 105  
 303-556-3991 fax 303-556-3999  
<http://www.mscd.edu/enroll/registrar/index.htm>

- Name and address changes for academic records
- Ensures compliance with policies and procedures pertaining to registration, curriculum, grading, degree requirements, and dates & deadlines.

## Metropolitan State College of Denver

The mission of Metropolitan State College of Denver is to provide a high quality, accessible, enriching education that prepares students for successful careers, postgraduate education, and lifelong learning in a multicultural, global, and technological society. The college fulfills its mission by working in partnership with the community at large and by fostering an atmosphere of scholarly inquiry, creative activity, and mutual respect within a diverse campus community.”<sup>1</sup>

In 1963, the Colorado legislature created Metropolitan State College of Denver (MSCD) as a comprehensive, baccalaureate degree-granting institution. The college offers arts and sciences, professional and business courses and programs to a diverse student population. Excellence in teaching and learning is MSCD’s primary objective.



MSCD is located on the Auraria Campus, in Downtown Denver, which they share with the Community College of Denver and University of Colorado at Denver and Health Sciences Center. This allows a unique educational opportunity for the students who attend MSCD. “Students can choose from 50 majors and 78 minors...Programs range from the traditional disciplines, such as history and biology, to contemporary fields of study, such as Chicano studies and health care management. The college offers several bachelor’s degree programs unique in Colorado, including aviation management, health care management, land use, meteorology, and surveying and mapping. Students may also design their own degree through the Individualized Degree Program....The college endeavors to provide students with an education that enhances the quality of their lives, and enables them to be well educated, critically thinking citizens who contribute and participate in meaningful ways in community and civic life.”(Catalog)

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<sup>1</sup> Metropolitan State College of Denver Catalog 2004-2005

## PROGRAM SUMMARY

Organizations who become partners with MSCD through the Off-Campus Agency Program should promote the same excellence and training that the college 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 MSCD 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 Metro State 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 MSCD has a contract with.

**The Student Employment Program at Metropolitan State College 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 METRO STATE 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 Metro State. (This form may be found online on the Off-Campus Work Study Employment Page.)

✧ 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:  
Emily Hinga – [hinga@mscd.edu](mailto:hinga@mscd.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 Coordinator will contact your agency as soon as possible and email/fax/or mail the *'College Work Study- Terms of Agreement'*. This is a non-negotiable agreement with Metropolitan State College 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 Coordinator will then schedule a visit to the agency. At the meeting, the Student Employment Coordinator 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 Coordinator 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.mscd.edu/facstaff/hr/studentEmployment/requestjob.htm>
- The Off-Campus supervisor may then hire an eligible work-study student.
- A new '*College 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 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 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,

“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 will not have any employment affiliation with Metro State. If your agency wants to recruit MSCD students to work as their employees, 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.

## SUPERVISORS' RESPONSIBILITIES

**A**s 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 Metro's student employment website. Off-campus agencies must have a current *College 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 bi-weekly 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 Human Resources (303-556-5151) by 5:00 p.m. on Fridays during time entry periods. Request fax confirmation on you own machines or call HR to ensure we received the timesheets. (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, 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 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 Coordinator.

13. It is the supervisor's responsibility to monitor the student's work-study award and earnings, academic progress, and college 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 MSCD work-study program. Students can find other employment off-campus or on-campus.
15. Information regarding student's termination should be faxed to Emily Hinga ([hinga@mscd.edu](mailto:hinga@mscd.edu)) immediately. Please fill out a Termination 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 Coordinator 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

- Turn in employment paperwork to Human Resources (ex. New hire paperwork, continuing paperwork, training certificates, change of address/name forms, etc.)
- Off-Campus agency agreements are processed in HR
- 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, W4s, W2s (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 Administration Building Room 420, not Cashiers).



### Accounting Services

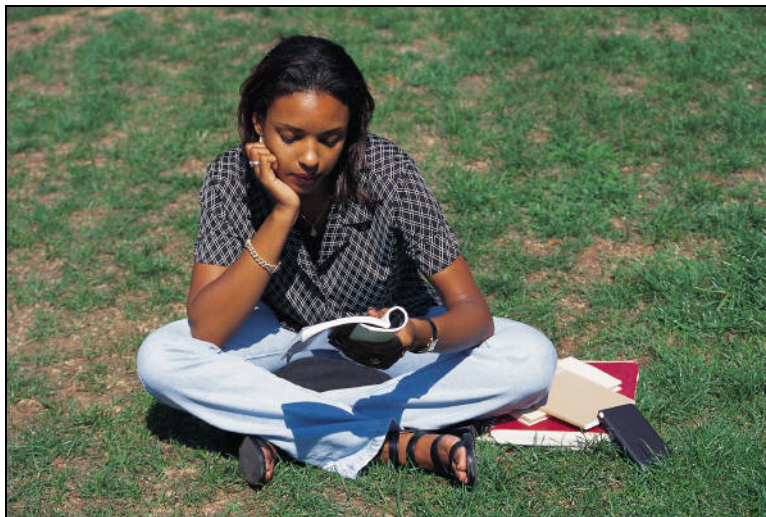
- Reconciles budgetary discrepancies and answers off-campus agency questions concerning their bill.
- Sends out monthly invoices to off-campus agencies.

## 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 (ex. WK05, WK06) 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 to 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 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 Metro State. All work-study employees of the college 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 of work per week when classes are in session and 40 hours of work per week when classes are not in session. When setting work hours, consideration must be given to the students' course load and academic progress. Academic success should be the first priority of student employees. If more than 30 hours a week are required, contact the Student Employment Coordinator. 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. Student employees may work more than one job on campus; however, the total combined hours should not exceed 30 hours a week. *Work week includes hours worked from 12:01 a.m. Saturday and ending at 12:00 midnight Friday.*

### C. BREAKS

Breaks are allowed when student employees work a 4-hour block of time. Lunch breaks are unpaid. When a student works at least 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.

### D. OVERTIME AND BENEFITS

Students who are paid via federal or state funding are not allowed to work over 40 hours a week at any time. 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 bi-weekly 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 Office immediately if this occurs. 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. Manual checks will only be issued for emergency purposes.

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

reporting hours worked when they were not actually conducting college or State business is also a violation. These situations are all subject to disciplinary action up to and including, dismissal from MSCD.

c) Your signature means you are verifying the accuracy of hours listed.

## **F. TAX INFORMATION**

**Money earned 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. International students may not claim exempt by using the W-4 form. If students have any questions regarding their taxes, they should contact payroll. The Office of Human resources is not authorized to give tax information out to students. Students can also contact the IRS if they have specific tax 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 normal work hours scheduled 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. If the student was not scheduled to work that day, the student is 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 Sexual Harassment Training and Disability 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 must make time for students to take these tests. Students can find links to take these tests either on the Student Employment website <http://www.mscd.edu/facstaff/hr/studentEmployment/> or via the Training link on the Human Resources main site <http://www.mscd.edu/facstaff/hr>.

## **K. SUPERVISION**

Student employees should be supervised at all times. If designated supervisor is absent, an alternate supervisor must be assigned, not another student employee.

## **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 federal work-study regulations, the Office of Human Resources and the Office of Financial must verify the eligibility of each student employee.

- Students are processed by Financial Aid for summer work-study. Summer work-study is awarded in April on a first come, first serve 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% from the drop date.
- The summer work-study period is May 15, 2005 - August 6, 2005.
- It is the student employee's responsibility to make sure that the appropriate employment and financial aid forms are turned in by the necessary deadlines. The appropriate forms can be found on the Human Resources Forms page. Unused spring work-study funds are not added to summer work-study awards; summer funds not used by the end of summer do not roll over to the fall semester.

## **N. 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.

## **O. 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 MSCD Human Resources Department. Many students indicate their supervisors as references on employment applications and education applications. You may answer those personal questions regarding quality of work.

## **P. DISCIPLINARY ACTIONS AND TERMINATIONS**

There may be occasions that supervisors must engage in disciplinary actions with their student employees. The first step in the process is to speak with the student personally and try to come to a solution to rectify certain behaviors. You may fill out a *Warning Letter* as a way to document this action. If the student employee's actions do not show improvement, you may send them another *Warning Letter* indicating that is the second warning. It is up to you how many warnings you want to give to an employee. Please remember that student employees are deemed 'at will' and may be terminated at any time.

**Terminations:** You reserve the right to terminate your employee immediately if there has been a flagrant violation or misconduct. Such circumstances would include, but are not limited to, the following: harassment, fraudulent reporting of hours, destruction of property and theft. Students also hold the right to end their employment at any time; however it is recommended that they provide a two week notice.

a) If supervisors decide terminate an employee the following must be done.

1. Please contact the Student Employment Coordinator when you do terminate an employee. Fill out a Termination Form, attach a copy of their final timesheet and fax it to Human Resources (6-5151). By law, if an employee is terminated, a final check must be issued within 24 hours. Make sure that all hours are accounted for on the time sheet.
2. File a copy of the Termination Form and timesheet in your office in the student's file. (Records must be retained for 5 years.)

**Final check:** Students may pick up their final check in the payroll office in the Administration Building, Room 420. If a student did not sign their final timesheet, they may 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 MSCD or state policies. They can access the Student Employment job postings via the Human Resources webpage.

**Other reasons for termination or reducing hours:** Supervisors reserve the right to cut hours or to cut jobs if there is not enough work or agency funding to justify a student employee. If a supervisor cuts hours, students can access the Student Job Posting site or speak with another department to find a second job to maintain the hours that they want or need.

## 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 MSCD STUDENT EMPLOYMENT PAY MATRIX; REGARDLESS OF THEIR INTERNAL PAY STRUCTURE.**

'Employment must be governed by employment conditions, including pay, that are 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, thereby preventing arbitrary pay rates. There are steps within each level that are 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 these factors in determining the level of the position.\*2004-2005 Federal Student Aid Handbook- Volume 6 -Campus Based Programs

#### COMPENSATION MATRIX

	Step I (starting pay)	Step II	Step III	Step IV	Step V	Step VI	Step VII
Level I	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25	\$8.50
Level II	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	\$9.50
Level III	\$9.00	\$9.25	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50
Level IV	\$10.50	\$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.						

### EARNINGS CHART

The earnings chart is meant to assist supervisors in managing work-study awards wisely. If the student employee received a different award other than the one stated, you can develop your own chart based upon this formula: **Total amount awarded ÷ number of weeks your student plans on working ÷ the hourly rate of pay ÷ .75 = Maximum hours per week your student can work without exhausting their award.**

#### OFF-CAMPUS EARNINGS CHART FOR ONE SEMESTER

**Fall Semester 2005 (19 Weeks in the semester) Based upon a \$2,500.00 disbursement for fall.**

Rate of Pay	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	
Max. hours per week	25	24.1	23.3	22.6	21.9	21.2	20.6	20	19.4	18.9	
Rate of Pay	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
Max. hours per week	18.4	17.9	17.5	17	16.7	16.3	15.9	15.5	15.2	14.9	14.6

## JOB LEVELS

LEVELS	FACTORS	DESCRIPTIONS
<b>LEVEL I</b> (Basic)	<b>Complexity of the Job</b>	Non-complex, standard work
	<b>Responsibility / Duties</b>	Repetitive
	<b>Supervision Received</b>	Closely supervised and work progress reviewed
	<b>Judgment Required</b>	Little or no independent decision making involved.
	<b>Skills and Knowledge</b>	No specific skills required
	<b>Training Needed</b>	Will be trained to perform duties of the position.
	<b>Experience</b>	None or very little.
<b>LEVEL II</b> (Intermediate)	<b>Complexity of the Job</b>	Moderately complex.
	<b>Responsibility /Duties</b>	Less routine and more varied.
	<b>Supervision Received</b>	Minimal supervision with more independence.
	<b>Judgment Required</b>	Limited independent decision making.
	<b>Skills and Knowledge</b>	Semi-skilled position with some knowledge of base of the position.
	<b>Training Needed</b>	Employee should already know the basics of the job, but some training may be required.
	<b>Experience</b>	Prior experience necessary. (Experience may be substituted for some educational experiences.)
<b>LEVEL III</b> (Advanced)	<b>Complexity of the Job</b>	Multifaceted, involved, & difficult.
	<b>Responsibility / Duties</b>	Work is almost never routine.
	<b>Supervision Received</b>	Receives little supervision and expected to work independently.
	<b>Judgment Required</b>	Can handle non-routine and unusual circumstances. Experience with making sound decisions.
	<b>Skills and Knowledge</b>	High level of knowledge and skills.
	<b>Training Needed</b>	Very little training needed and have the ability to train other student employees.
	<b>Experience</b>	Must have at least 1 year of related experience. (Related college course work may be substituted for 6 months of experience.)
<b>LEVEL IV</b> (Highly Specialized)  <u>Must have VP Approval.</u>	<b>Complexity of the Job</b>	Difficult and requires a high degree of independence
	<b>Responsibility / Duties</b>	Must have the experience and ability to establish and maintain effective working relationships with college personnel and the public that the college serves. Must have a high level of knowledge of the principles, practices, theories and concepts of the professional field.
	<b>Supervision Received</b>	Positions at this level must be supervised, or reporting to a Director or Assistant Director (or the equivalents within a department or unit)
	<b>Judgment Required</b>	High degree of independent thinking and decision making.
	<b>Skills and Knowledge</b>	Exceptionally skilled professional leveled positions.
	<b>Training Needed</b>	Minimal training needed for this position level. Student employees should know how to perform the duties asked, when they are hired at this level.
	<b>Experience</b>	Must possess at least 3 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.
<b>LEVEL V</b> Must have VP approval.	This level is for highly specialized and certified trained individuals who are attending college. 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:

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



## B. STUDENT EMPLOYMENT JOB POSTING PROCESS

**Y**ou may recruit work-study employees via the Metro State 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 MSCD website: [www.mscd.edu](http://www.mscd.edu))

- Access the Student Employment website:  
<http://www.mscd.edu/facstaff/hr/studentEmployment/>
- Under the **For Supervisors** heading click on **Request for Job Posting**.
- You are now on the Student Employment Job Posting web site:  
You can:

- Add New Job Posting
- Delete Existing Job Posting
- Edit Existing Job Posting

- **HINT:** When filling out the fields, please remember that **all** fields must be filled in. If you are editing a job and have few changes to make, please enter N/A, or SAME, into a field that you do not want changed. Those fields will remain exactly the same. If you have any problems posting a job, please contact the Office of Human Resources at 303-556-3120.

## C. INTERVIEWING AND SCREENING PROCESS

**A**fter 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:

1. What interests you about working in this office?
2. What hours are you available to work?
3. What are your strengths/ weaknesses?
4. What qualifications do you possess for this job?
5. What do you hope to gain from working in this position?
6. Tell me about your last job. What skills did you learn that will benefit you in this position?
7. What did you like least/ most about your former job?
8. What do you know about this department?
9. What software programs are you acquainted with? (Ex. 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:**

<b>Legal Questions</b>	<b>Illegal Questions</b>
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 your 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 dishonorably 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

Every student employee must turn in paperwork to HR every fall semester and also in the summer if they continue to work after the last day of finals in the spring. The end dates on employment forms for the academic year (fall through spring) cannot exceed the last day of finals for the spring semester. Employment forms can be filled out for the entire academic year at the beginning of the fall semester. However, if you intend to employ students during the summer semester, you must fill out paperwork. 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.

FALL 2005- August 7, 2005 - December 17, 2005

SPRING 2006- December 18, 2005 - May 13, 2006

SUMMER 2006- May 14, 2006 - August 6, 2006

FALL 2006- August 7, 2006 - December 16, 2006

### DOCUMENT DESCRIPTIONS

#### 1. OFF-CAMPUS PAPERWORK CHECKLIST

- This checklist is intended to help with the paperwork process. This form includes the required paperwork for certain changes to the student's employment; a level change and a step increase. Any questions about what is needed for certain actions are answered on this form.

#### 2. STUDENT EMPLOYMENT FORM (SEPAF)

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

#### 3. 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.

#### 4. STUDENT EMPLOYEE DATA SHEET

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

#### 5. I-9

- This form is mandatory for employment and must be completed thoroughly and completely. Instructions are also provided to help supervisors identify acceptable documents for employment. For international students, supervisors are encouraged to go to the USCIS link: [http://uscis.gov/graphics/lawsregs/handbook/hand\\_emp.pdf](http://uscis.gov/graphics/lawsregs/handbook/hand_emp.pdf)
- If a student employee has not worked at MSCD for over a year, they must fill out this form again.
- Also, please see the *Instructions for Completing I-9 Form* if you are unsure of how to fill out an I-9.

**6. W-4**

- Federal form for employees 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 payroll for information regarding exemptions and other tax forms related to international employees.

**7. WORKER COMPENSATION PROCEDURES AND SIGNATURE FORM**

- Student workers are covered under Workers' 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.

**8. DIRECT DEPOSIT FORM**

- Print this form on BLUE PAPER to expedite processing. A voided check must be attached to the form. If the student has a savings account only, he/she needs a letter or form from the bank or credit union with the transit routing number, social security number, and account 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. EXCEPTION REQUEST**

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

**10. 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 students' earnings and hours according to Metro'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.

**11. NAME/ADDRESS CHANGE FORM**

- Students are required to notify both the Office of Human Resources and the Office of the Registrar if there is a name/address change. If a student fills out an HR change form, those changes are not made to the academic banner screens and visa versa. Payroll send out W-2s based on the information located on the HR screens in Banner.

**12. TERMINATION 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. Fax a copy of the termination form along with the final timesheet for the employee. HR and payroll must, by law, cut a check for the employee within 24 hours of termination. The student can pick up their final paycheck in the Administration Building Room 420 (payroll). If the student did not sign their last timesheet, they may do so at this time, before they are given their check.

**13. 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.

**14. EVALUATION FORM**

- This form is a required document for a level change (not a step change). Also, supervisors are encouraged to use this form every semester to evaluate their students' performance.

**20. MANUAL CHECK REQUEST FORM**

- This form is only to be used in emergency situations.

**21. TIMESHEETS**

- Student employees are paid on the bi-weekly payroll and should use the hourly timesheets that are located on the HR website. Off-campus agencies fax timesheets to 303-556-5151 during time entry periods.

**22. CURRENT PAYROLL SCHEDEULE**

This payroll schedule is updated every semester and can be found online.

## ONCE A STUDENT IS HIRED

### A. FIRST STEPS

- I. **Immediately submit all necessary paperwork to Office of Financial Aid and Office of Human Resources. Students must have all paperwork completed and signed, 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 Human Resources. (Remind them that manual checks will not be cut for late timesheets; their time for that bi-weekly 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 play the role of 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 inform the student employees regarding the value of each assignment and how their work contributes to the goals and productivity of the agency. If student employees take ownership in what they are doing, the quality of work and dedication to your department will be invaluable.

1. **Be willing to commit the necessary time to train 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, if possible, to have a senior work-study mentor the new employee for a brief time.
3. Give the student a brief overview of the agency; 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
4. Let the student know what the rules and regulations are for your department and the college in general.
  - \* Dress code
  - \* Breaks (When, how many, how long, etc.)
  - \* How to fill out a time sheet
  - \* How to schedule time off
  - \* Where they can pick up their paycheck, if they do not enroll in the direct deposit program.

- \* Who their contacts are if you are out of the office or on vacation
  - \* Disciplinary procedures
5. Give the student employee specifics of their job; what they will be doing; their duties, responsibilities, and your expectations.
  6. Train them 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 will be
  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 who a student can freely ask questions to at any time.

## TIMESHEETS

Off-campus agency supervisors must fax completed timesheets to the MSCD Office of Human Resources during time entry. Reminders will be sent out regarding time entry and there are also payroll schedules, which clearly identifies the time entry periods. Late timesheets will be added to the following payroll; manual checks are only issued due to emergencies. If a student fails to turn in their timesheet to a supervisor or the supervisor forgets to fax in a timesheet, the student may request a short-term loan through the loan office on campus. 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 HR 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#, FOAP, phone number, supervisor name, and agency name.
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 Wednesdays at 5:00 p.m. at the end of the payroll periods. Both the student and the supervisor must initial any changes to the timesheets such as hours, dates, and totals.
7. The student employee 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 5:00 p.m. on Friday of the current payroll period. Manual check requests should only be used for emergencies.

# The Metropolitan State College of Denver

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

## Hourly Timesheet



Payroll #: 4 Dates: February 3 – February 16, 2005 Rate of Pay: \$8.15

Name: John Doe 900# 900123456

Banner Account 400152 - SFIN2 - 6191 - 1500 Phone # 6-2345  
 FOAP Fund ORG Account Program

Supervisor: Jiminy Cricket 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
Thurs	2/3	12:15	3:00	4:00	4:45	3.50
Fri	2/4	8:00	9:15	12:30	3:45	4.50
Sat	2/5	x	x	x	x	x
Sun	2/6	x	x	x	x	x
Mon	2/7	8:00	9:30	12:30	3:45	4.75
Tues	2/8	12:00	3:00	4:00	4:15	3.25
Wed	2/9	x	x	x	x	x

Total Weekly 16

Day	Date	In	Out	In	Out	Hours
Thurs	2/10	12:20	3:05	4:10	4:50	3.50
Fri	2/11	8:07	9:18	12:27	3:40	4.50
Sat	2/12	x	x	x	x	x
Sun	2/13	x	x	x	x	x
Mon	2/14	7:50	9:26	12:36	4:10	4.75
Tues	2/15	12:00	3:05	3:55	4:20	3.25
Wed	2/16	8:00	2:00			6.0

**Time Entry February 17 & 18, 2005**

Total Weekly 22

**Pay Day for BW 4 is  
Friday, February 25, 2005.**

Total Hours for the Pay Period 38

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

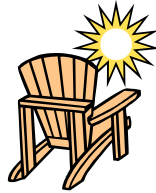
Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## BI-WEEKLY PAYROLL SCHEDULE FOR SUMMER 2005

This schedule covers all employees who are on the bi-weekly payroll.



### **BW PAYROLL PERIODS**

SPRING SEMESTER ENDS 05/14/05

### **WINDOW FOR TIME ENTRY**

DEADLINE: 5:00PM OF THE 2<sup>ND</sup> DAY

### **PAY DAYS**

EMPLOYMENT  
PAPERWORK DUE FOR  
NEXT BW PAYROLL

11	May 15 – May 25, 2005	May 26 & May 27, 2005	June 3, 2005
12	May 26, 2005 – June 8, 2005	June 9 & June 10, 2005	June 17, 2005
13	June 9, - June 30, 2005	June 23 & June 24, 2005	July 1, 2005
End of the Fiscal Year – Estimate hours until June 30, 2005			
14	July 1, 2005 –July 6, 2005	July 7 & July 8, 2005	July 15, 2005
15	July 7, 2005 – July 20, 2005	July 21 & July 22, 2005	July 29, 2005
16	July 21 – August 6, 2005	August 4 & August 5, 2005	August 12, 2005

**\*Summer semester ends August 6, 2005**

**BW 17 is the first pay period for the fall semester. Work-study students may begin to earn their fall award on August 7, 2005.**

**TIME ENTRY: On-campus supervisors must enter time for student employees and off-campus supervisors must fax timesheets by the deadline to avoid payment delay.**

**PAY DAY CHECK PICK-UP: Cashier's Office – Central Classroom Building- Room 107. Please bring photo ID.**

Additional information on student employment can be found at:

<http://www.mscd.edu/facstaff/hr/studentEmployment/>

**BI-WEEKLY PAYROLL SCHEDULE FOR FALL 2005**  
 This schedule covers all employees who are on the bi-weekly payroll.



**BW PAYROLL PERIODS**

SUMMER SEMESTER ENDS 08/06/05

**WINDOW FOR TIME ENTRY**

DEADLINE: 5:00PM OF THE 2<sup>ND</sup> DAY

**PAY DAYS**

EMPLOYMENT  
 PAPERWORK DUE FOR  
 NEXT BW PAYROLL

17	August 7 – August 17, 2005	August 18 & August 19, 2005	August 26, 2005
18	August 18- August 31, 2005	September 1 & 2, 2005	September 9, 2005
19	September 1 – September 14, 2005	September 15 & 16, 2005	September 23, 2005
20	September 15 – September 28, 2005	September 29 & 30, 2005	October 7, 2005
21	September 29 – October 12, 2005	October 13 & 14, 2005	October 21, 2005
22	October 13 – October 26, 2005	October 27 & 28, 2005	November 4, 2005
23	October 27 – November 9, 2005	November 10 & 11, 2005	November 18, 2005
24	November 10 – November 23, 2005	November 22 & 23, 2005	December 2, 2005
	* Time Entry moved back due to the Thanksgiving Holiday		
25	November 24 – December 7, 2005	December 8 & 9, 2005	December 16, 2005
26	December 8 – December 17, 2005	December 16 & 17, 2005	December 30, 2005

\*\*\* Last pay period for the fall 2005 semester. Time entry moved back due to the holiday break. Also, those who have not enrolled in direct deposit will have to wait to pick up their pay check at the cashier's office when campus reopens on January 2, 2006. \*\*\*

\*Fall semester ends December 17, 2005

**BW 1 (December 18, 2005- January 4, 2006)**

**is the first pay period for the Spring 2006 semester.**

**Work-study students may begin to earn their Spring award on December 18, 2005.**

**TIME ENTRY:** On-campus supervisors must enter time for student employees and off-campus supervisors must fax timesheets by the deadline to avoid payment delay.

**PAY DAY CHECK PICK-UP:** Cashier's Office – Central Classroom Building- Room 107. Please bring photo ID.

Additional information on student employment can be found at:

<http://www.mscd.edu/facstaff/hr/studentEmployment/>

**APPENDIX**

**PAPERWORK AND**

**INSTRUCTIONS FOR COMPLETING**

**STUDENT EMPLOYMENT FORMS**

**METROPOLITAN STATE  
COLLEGE *of* DENVER**

**Office of Human Resources  
1201 5<sup>th</sup> Street, Suite 510  
Denver, CO 80217-3362  
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 College *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 Metro State. After eligibility is established the agency must enter into a non-negotiable agreement with Metro State 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 2005: \_\_\_\_\_ 2005-2006 Academic Year: \_\_\_\_\_ Summer 2006: \_\_\_\_\_

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 Metro State students through the Federal Work-Study Program in the past?  
 Yes       No

9. Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**INSTRUCTIONS FOR COMPLETING THE  
STUDENT EMPLOYEE PERSONNEL ACTION FORM**

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**I. Section I- Types of Employment**

1. Please indicate all that apply. For example, if a student employee is receiving Federal Work-Study and also tutoring, please mark both.

**II. Section II – Employee Information**

1. Fill out the employee name in last, first, and middle initial order.
2. Please enter in the MSCD 900# for the student employee. If they are not a MSCD student and this is their first job, please enter in employee SSN instead.
3. Indicate the enrollment status for the student employee.
4. Make sure that the student has an overall GPA of 2.0 (the Office of Financial Aid will monitor this for off-campus student employees).
5. Indicate which institution the student is enrolled.
6. Please add the employee's preferred email address. This email will be used if communications need to be sent to the employee regarding their employment.

**III. Job/ Position Data**

1. Please be sure to attach a Student Position Description Form for all new, transfers, and level raises. Paperwork will not be processed without it.
2. Section A – Indicate all that apply. For example, if the student is a continuing employee, and the supervisor is requesting a pay increase, mark both.
3. Section B – Fill in the Job Information Regarding this specific employee. The day the job starts (warning: this date will be inputted into Banner and will not be adjusted to the beginning of the payroll). Please fill in all information in this section.

**IV. Funding (FOAP)**

1. If it is a new student employee, fill in the FOAP (Funding, Organization, Account, and Program) information under the Current FOAP section. Leave the New FOAP blank. Both sections only need to be filled in if a student ran out of award money and is becoming hourly and also if there was an incorrect or out of date FOAP that needs to be changed in the system.
2. Indicated the Effective Date of FOAP Change under the FOAP box. (Only fill it in if it pertains, new employees will not need this date filled in.)
3. If a student is transferring from one department to another department, the effective date on this form will signify the beginning of one job and the end of another one. (Unless a termination form has been received from the original department indicating a different date).

**V. Signatures**

1. At the very least, there should be signatures from both the student employee and the supervisor. It is up to individual departments whether they want the account custodian to sign the *Student Employee Personnel Action Form*.
  2. Any Level IV & Level V must be signed off on by the appropriate Vice President.
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## **INSTRUCTIONS FOR COMPLETING I-9 FORM**

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### I. **Section 1** – To be filled in by the **EMPLOYEE**

1. Have your student employees complete Section 1 before or at the time of the hire.
2. If your student employees cannot complete Section 1 by themselves or if they need the form translated, someone may assist them. The preparer or translator must read the form to the employee, assist him or her in completing Section 1 and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer/Translator Certification block on the Form I-9.
3. You, the supervisor, are responsible for reviewing and ensuring that your employees fully and properly complete Section 1.

### II. **Section II** – To be completed by the **SUPERVISOR**

4. Your student employees must present to you an original document or documents that establish identity and employment eligibility. Some documents establish **both** identity and employment eligibility (List A). Other documents establish **identity only** (List B) or **employment eligibility only** (List C). Student employees can choose which document(s) they want to present from the lists of acceptable documents.
5. You must examine the original document or documents presented by the student employee and then fully complete Section 2 of the Form I-9. You must examine one document from List A **or** one from List B and one from List C. Record the title, issuing authority, number, and expiration date (if any) of the document(s); fill in the date of hire and correct information in the certification block; and sign and date the Form I-9. You **must** accept any document(s) (from List A) or combination of documents (one from List B **and** one from List C) presented by the individual which reasonably appear on their face to be genuine and to relate to the person presenting them. However, laminated Social Security Cards are not acceptable. If a student presents you with a laminated card, have request a new card from the SSA. You may not specify which document(s) an employee must present.
6. If student employees are unable to present the required document(s) within 3 business days of the date employment begins, they must present a receipt for the application for the document(s) within 3 business days. **IF THIS IS THE CASE FOR YOUR STUDENT EMPLOYEE, DIRECT THEM TO THE HR OFFICE IMMEDIATELY.** The student employee must have indicated, by having checked an appropriate box in Section 1 that they are already eligible to be employed in the United States. When they provide you with a receipt showing that they have applied for a document evidencing that eligibility, you should record the document title in Section 2 of the Form I-9 and write the word “receipt” and any document number in the “Document #” space. The employee must present the actual document within 90 days of the date employment begins. At that time, you should cross out the word “receipt” and any accompanying document number, insert the number from the actual document presented, and initial and date the change.
7. Attach legible copies of the documents used to the completed I-9 form.

### III. **Section III** – To be completed by the HR office.

## **INSTRUCTIONS ON COMPLETING A STUDENT POSITION DESCRIPTION FORM**

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- 1. Section I**  
Fill out the information concerning the student employee and the department.
  
- 2. Section II**  
Your department can develop job titles for student employment positions. Develop position titles that differentiate between different levels of responsibility. This will ensure that students are paid for the work that they do and thereby eliminating arbitrary pay rates. Once students start in a certain level and they may receive step (merit) increases for quality of work or longevity. Student employees should only receive Level increases when they move into a more complex position. In the general position statement section, provide a brief explanation of what each job entails.
  
- 3. Section III**
  - a) Duties and Responsibilities-** This section is for a percentage breakdown of the responsibilities.
  - b) Complexity of Skills and Abilities:** This checklist is meant to help supervisors delineate between job responsibilities. It also allows both supervisors and employees a way to track increased responsibilities that allow for a level change.
  
- 4. Signatures from both the immediate supervisor and the student employee.** In signing this form, both parties know what is expected of the student employee, which can limit possible problems in the future.

This form should be submitted with any new employee paperwork, transferring students, and level change requests.