

Student Employee Handbook



Metropolitan State College of Denver
2005-2006

07/12/05

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Welcome

On behalf of the Office of Human Resources, I would like to welcome you as a new employee to Metropolitan State College of Denver. The purpose of this handbook is to educate student employees on the procedures and rules of the Student Employment Program. As an employee of this institution you are expected to familiarize yourself with the contents of this handbook. Although your supervisor will guide you through the Student Employment process, it is your responsibility to know what paperwork must be completed for both Financial Aid and Human Resources, familiarize yourself with the bi-weekly payroll schedule, and abide by the Student Employment Policy at Metro State College. Please read through this handbook and discuss any questions you may have with your supervisor. If you have further questions, feel free to contact the [Office of Human Resources](#) regarding employment matters and the [Office of Financial Aid](#) regarding work-study funding.

Mission Statement:

The Student Employment Program at Metropolitan State College of Denver is meant to provide students paid jobs to help alleviate a portion of their educational expenses. In addition, student employees will garner professional experience that will help them develop leadership skills intended to augment their classroom education. Through this program, students contribute to the success of this institution and are considered valuable employees of Metro State College.

Metropolitan State College of Denver is an Equal Opportunity Employer.

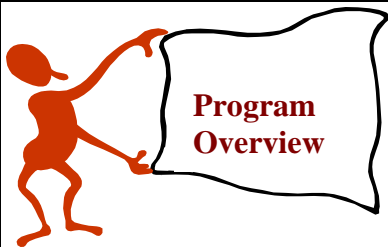
Thank you.

Student Employment Coordinator
Metropolitan State College of Denver

CONTACTS



<p>Office of Human Resources Administration Building Room 510 Campus Box 047, PO Box 173362 Denver, CO 80217-3362 303-556-3120 fax: 303-556-5151 www.mscd.edu/facstaff/hr/studentEmployment/</p> <p>Hours: 8:00-5:00 Monday through Friday</p>	<ul style="list-style-type: none"> • Administration and processing of employment paperwork (Student Employment Personnel Action Form, I-9, W4, etc.) • Name and address changes for employment purposes • Maintains personnel files and records • Monitors GPA and enrollment status for hourly employees • Administers and monitors the off-campus work-study program • Posts available job on the student employment webpage
<p>Office of Financial Aid Central Classroom 116 Campus Box 002, PO Box 173362 Denver, CO 80217-3362 303-556-8593 fax 303-556-4927 www.mscd.edu/enroll/finaid/</p>	<ul style="list-style-type: none"> • 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. • Processes work-study account reconciliation if required
<p>Accounting Services Administration Building Room 400 Campus Box 98, PO Box 173362 303-556-3030 fax 303-556-5023</p>	<ul style="list-style-type: none"> • Reconciles departmental budgets
<p>Payroll Admin. Building Room 420 Campus Box 98, PO Box 173362 303-556-3030 fax 303-556-5023</p>	<ul style="list-style-type: none"> • Questions regarding deductions, W4s, W2s (including tax exemptions) and timesheet discrepancies
<p>Career Services Central Classroom 203 Campus Box 68, PO Box 173362 303-556-3664 fax 303-556-4035 http://www.mscd.edu/%7Ecareer/</p>	<ul style="list-style-type: none"> • Posts off-campus hourly jobs • Career fairs • Career assessment • Employment workshops
<p>Cooperative Education & Service Learning Ninth Street Park 1045 Campus Box 7, PO Box 173362 303-556-3290 fax 303-556-2091 http://www.mscd.edu/%7Ecooped/</p>	<ul style="list-style-type: none"> • Directs the internship program
<p>Office of the Registrar Central Classroom 105 Campus Box 84, PO Box 173362 303-556-3991 fax 303-556-3999 http://www.mscd.edu/enroll/registrar/index.htm</p>	<ul style="list-style-type: none"> • Name and address changes for academic records • Ensures compliance with College policies and procedures pertaining to registration, curriculum, grading, degree requirements, and dates and deadlines
<p>Office of Student Life Judicial Office Tivoli Room 311 Campus Box 74, PO Box 173362 303-556-3559 fax 303-556-3896 http://www.mscd.edu/~judicial/index.html</p>	<ul style="list-style-type: none"> • Administers the discipline system for the College • Ensures the rights and equitable treatment of every member of the college community
<p>Student Problem Action Network (SPAN) You can make appointments through the Office of Student Life Tivoli 311 Campus Box 74, PO Box 173362 303-556-3559 fax 303-556-3896 http://www.mscd.edu/%7Estudlife/span.html</p>	<ul style="list-style-type: none"> • Network of volunteer advisors who help students resolve problems they may be experiencing with faculty, staff, or other students in the Metro State College classroom or workplace.



What is hourly employment?

Hourly employment is for students who are paid 100% from departmental, grant or foundation funds. All hourly student employees must maintain a semester GPA of at least 2.0 (one semester of probation is allowed) to remain in the student employment program at Metro State College. They must be enrolled in a minimum of 6 credit hours during the fall and spring semesters (unless it is the last semester before the student graduates). Work-study students who exhaust their award and continue to work become hourly employees.

International Students (Non-Resident)

International (non-resident) student employees are allowed to work on campus up to 20 hours a week while classes are in session and 40 hours a week during official campus breaks. International student employees must submit to the Office of Human Resources a signed *Employment Eligibility Form for International Students* **EVERY** semester they intend to work on-campus. International student employees must be enrolled full-time (12 credit hours) during the fall and spring semesters. International students may work during the summer semester if they are not enrolled in classes, however, they must have been enroll full-time the previous spring semester and intend to enroll full-time (12 credit hours) the following fall semester. Once an International Student graduates, they are no longer allowed to work as a Student Employee, unless they have proper documentation for Optional Practical Training and proper work authorization documentation. Please contact Payroll Services (303-556-5032) or the [IRS](#) if you have questions concerning tax exemption and/ or treaty status with your country.

What is work-study?

Work-study is an employment program that provides paid jobs for students who need to earn a portion of their educational 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 No Need Work Study are not eligible to participate in the Off-Campus Work-Study program.)

How does work-study work?

Students receive a work-study award in their financial aid package. Students earn their award gradually through bi-weekly paychecks received for hours worked in their work-study job. Students may earn up to their total award amount, but are not obliged to do so. After an award is exhausted any hours worked are billed 100% to the department or agency you work for. It is at the discretion of the supervisor whether a student may be placed on student hourly after their work-study award is exhausted. If there are unused funds from fall, they roll over to spring semester funding. However, if funds run out in the fall semester, students cannot start earning their spring award until the first pay period of the spring semester. Spring funds do not roll over into the summer and summer funds do not roll over into fall. It is important to remember that financial assistance may adjust or cancel a student's work-study award at any time during the year; therefore it is important for students to monitor their financial aid on a regular basis and inform their supervisors if there are any changes.

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 an on-campus employer or a non-profit off-campus employer who can sign the Financial Aid form to formally accept their work-study award.
3. Students must submit the work-study form (i.e. WK05, WK06) to the Office of Financial Aid to confirm their award for the Fall/Spring and also a Financial Aid Form (WKSUM) for the summer semester. This must be signed by their supervisor.

THIS IS NOT THE LAST STEP IN THE PROCESS.

4. Appropriate employment paperwork must be received in the Office of Human Resources **BEFORE** students commence working in order to be placed in the system as an employee. The student employee will not be added to payroll if paperwork is not complete.
5. If a student fails to earn any of their award before the third payroll period of the semester, they will lose their award and the money will be given to a student who is on the wait list monitored by the Office of Financial Aid. If a supervisor is aware their employee will not earn a portion of their award by the third week, they should contact the Office of Financial Aid to stop the cancellation of their employee's award.

ALL STUDENT EMPLOYEES

All required and completed paperwork must be submitted to the Office of Human Resources (Administration Building Suite 510) **before** you start work. You will not be put on the payroll until all paperwork is turned in and **completed**. For continuing employees, please contact your supervisor at the beginning of each semester to verify that all needed paperwork is turned in. Some supervisors end each job at the end of every semester and some end each job at the end of an academic year (fall and spring). Paperwork must also be submitted for the summer semester. Please be aware of the end dates on your Student Employment Form (SEF). You are responsible for keeping up with the appropriate paperwork as well as your supervisor.



Work-study award information

- Priority work-study funds are allocated to the students who earned work-study the prior academic year.
- The Office of Financial Aid maintains a wait list for students who are interested in work-study.
- Summer work-study is awarded in mid-April. A **WKSUM** form must be turned in to the Office of Financial Aid to be eligible.
- Once a student has earned their allowable work study award, any additional work will be charged to the department and they will automatically become a hourly student employee.

Criteria for Federal Need-Based Work-study

1. You must have completed a FAFSA for the academic year
2. Your financial aid file must be complete for the academic year
3. You must remain enrolled in at least 6 credits
4. You cannot be on financial aid suspension
5. You must have an unmet need of at least \$3,000 for the academic year
6. You must turn in a work-study form confirming your employment

Criteria for Colorado Need-Based Work-study (Cannot be used for off-campus employment)

1. You must have completed a FAFSA for the academic year
2. Your financial aid file must be complete for the academic year
3. You must remain enrolled in at least 6 credits
4. You cannot be on financial aid suspension
5. You must have an unmet need of at least \$3,000 for the academic year
6. You must turn in a work-study form confirming your employment
7. You must be a Colorado resident
8. You cannot have a previous bachelor's degree

Criteria for Colorado No-Need Work-Study (Cannot be used for off-campus employment)

1. You do not have to fill out a FAFSA
2. If you do complete a FAFSA, your financial aid file must be complete for the academic year
3. You must remain enrolled in at least 6 credits
4. You cannot be on financial aid suspension
5. You must not have any need-based aid
6. You must turn in a work-study form confirming your employment

7. You must be a Colorado resident
8. You cannot have a previous bachelor's degree

Cancellation of Work-Study Funds

1. A student does not earn work-study money after three payrolls for the semester
2. A student drops below 6 credit hours (Any hours earned during the payroll will be charged to the department)
3. A student's satisfactory academic progress appeal is denied

Reduction of Work-Study Funds

A student receives a scholarship or outside sponsorship award. (If a reduction occurs during a payroll and the student over earns, the department will be charged the additional earnings).

How much can you earn?

The average award for an academic year is \$5,000. (This will vary depending on funding).

SATISFACTORY ACADEMIC PROGRESS

Federal and State Satisfactory Academic Progress Policies require that all students receiving Federal (Title IV) and/or State financial aid benefits meet and maintain specific academic standards. Except for some private scholarships, all forms of financial aid are affected by this policy.

Your academic record, a maximum of 90 transfer credits, and all credits attempted while you are not receiving financial aid are subject to the Satisfactory Academic Progress Policy. Your academic progress must be evaluated at the end of each semester in which you attend school, and it must be reviewed before any disbursement of financial aid funds for a new semester.

Please note:

If you receive a final grade of "F" or "NC" for all of your courses, by Federal regulation Metro State College is required to assume you unofficially withdrew. Your earned aid will be calculated based upon attendance in 50% of the term. This means you have earned only 50% of your total federal financial aid and you must repay a portion of all of your unearned federal aid.

The Financial Aid Satisfactory Academic Progress Policy at Metropolitan State College of Denver is evaluated using the following four categories:

Good Standing

You are considered as being in good standing during the first 130 credit hours of coursework you attempt at Metro State College:

- By maintaining a cumulative and semester grade point average (GPA) of at least 2.0
- By maintaining a cumulative completion rate of 81% or higher.

Warning

You will be placed in warning status, if you have completed between 75% and 80% of the total number of credit hours attempted at Metro State College, or if you have attempted between 130 and 180 cumulative credit hours including transfer hours. As warning status does not affect your financial aid disbursement, it is not necessary to appeal warning.

Probation

You will be placed on probationary status, if you fall into the suspension criteria and it is the first time you have been under financial aid suspension at Metro. Since probation status does not affect your financial aid disbursement, it is not necessary to appeal probation.

Suspension

You will be placed on suspension status and will not be eligible to receive financial aid at Metro State College for one or more of the following reasons:

- You do not attain a 2.0 cumulative GPA after one semester on probation. To obtain good standing you must raise your cumulative GPA to a 2.0 without the benefit of financial

aid. You may appeal by documenting the reasons you have been unable to achieve a 2.0 cumulative GPA.

- You fail to complete at least three-quarters (75%) of the total number of credit hours you have attempted at Metro State College. To obtain good standing, you must attain a cumulative completion record equal to three-quarters (75%) without the benefit of financial aid. You may appeal and document the reason you have been unable to complete at least three-quarters of the total credit hours you have attempted.
- You reach the equivalent of 180 credits attempted toward an undergraduate (bachelor's) degree. Your entire academic record, a maximum of 90 transfer credits, and all credits attempted at Metro State College (even if you were not receiving financial aid) will be counted toward the 180 credit hour limit. You may appeal by documenting the reasons you have been unable to complete your degree requirements within the 180-attempted credit-hour limit.
- You have attempted 30 or more remedial credit hours. If you have completed 30 or more remedial credit hours, you may have an appeal approved with documentation from your academic advisor. State financial Aid is **ONLY** available for remedial credit hours during your first year of attendance. This policy is **NOT** subject to appeal.

The Appeal Process

If you are placed on financial aid suspension, you have the right to submit a written appeal to the Office of Financial Aid. Your appeal must be based on extenuating circumstances that prevented you from meeting the requirements of this policy. Extenuating circumstances can be defined as medical problems, a death in the immediate family, and/or extreme personal problems. Documentation of the circumstances must be submitted with your appeal. Your appeal must also explain why the circumstances no longer exist, and what you will do to ensure meeting the policy in the future. You can obtain a suspension appeal form in the Office of Financial Aid or online via www.mscd.edu/enroll/finaid/sap.html. Your appeal will be reviewed by a financial aid counselor. You will be notified via email as to the result of the appeal. If your appeal is denied, you may submit additional documentation in writing to the Professional Judgment Committee. The decision of the Professional Judgment Committee is final. If you are receiving financial aid because you have signed a financial aid Satisfactory Academic Progress Contract for Conditional Approval and you fail to meet the terms of that contract, you will be placed back on financial aid suspension. You may submit a new appeal directly to the Professional Judgment Committee; it must show extreme extenuating circumstances. The decision of the committee is final. You must have an appeal approved by December 1 to retain eligibility for fall semester aid; have an appeal approved by May 1 in order to retain eligibility for spring semester aid; and have an appeal approved by July 25 in order to retain eligibility for summer semester aid.

IF YOU ARE AWARDED IN ERROR WHILE ON SUSPENSION, YOU WILL BE RESPONSIBLE FOR REPAYMENT.



Hourly Employees

- Once a student has earned their allowable work-study award, any additional work will be charged to the department and they will become an hourly student employee. It is at the supervisor's discretion to continue a student after an award is exhausted.
- Students who do not enroll in a minimum of 6 credit hours will automatically be enrolled in the Student Employee Retirement Plan (SERP). (*Exceptions are given to students taking less than 6 credit hours in the last semester before graduation. Please inform HR if this is the case.*)

Financial Aid Office

- Handles all work-study awards (Turn in WK05, WKSUM, WK06 forms to Office of Financial Aid)
- Tracks student(s) work-study 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

Office of Human Resources

- Processes employment paperwork. (i.e. New hire paperwork, continuing paperwork, training certificates, change of address/name forms, etc.)
- Off-Campus agency agreements are processed in HR
- Trains supervisors on entering student hours on PHA HOUR and on student employment policies
- Processes any agency terminations
- Does not reconcile budgets.
- Verifies awards, student employment eligibility, student hourly GPAs.



How do I find a job?

The primary resource for student employees is the Student Employment Opportunities webpage which can be accessed through the Student Employment Webpage: <http://www.mscd.edu/facstaff/hr/studentEmployment/> Supervisors post job descriptions, rate of pay, and application processes on this website. Students may also contact individual departments about student employment opportunities.

Is it my responsibility to find a job?

Yes, it is the students' responsibility to find a job on or off campus. Student Employment job postings are available at http://www-banner.mscd.edu/pls/prod_web/bwmswkvj.P_DisplayMainPage .

Student Employment interview and application process:

The application and interview process varies among departments and individual supervisors. Some request resumes and cover letters, others accept a Student Employment Application. Ask the supervisor which they prefer.

What to expect at a Student Employment interview:

Although the process is normally informal you should: dress appropriately, conduct yourself in a professional manner, and provide accurate information regarding your skills and work history. (Please see *Interview Tips* at the end of this handbook.)

Topics usually covered in an interview:

Many supervisors usually address the following topics during an interview: job description and responsibilities, rate of pay, qualifications, training required, start date and length of employment, whether you have held another position on-campus, number of hours per week required for the job and your availability.

During and after the interview:

Please understand the supervisor's expectations before you accept the job. Failure to meet the expectations of your supervisor may lead to your termination.

Are there deadlines for finding a work-study funded job?

Yes. If you have not commenced working by the third week of the academic term, your work-study award will be canceled. Please contact the Office of Financial Aid if you plan on starting a job after the third week or if you want to defer your award until the following semester.

Are there deadlines for finding an hourly position on campus?

No. Students may accept hourly jobs on-campus any time during the year.

Do all departments have hourly funding available to hire student employees?

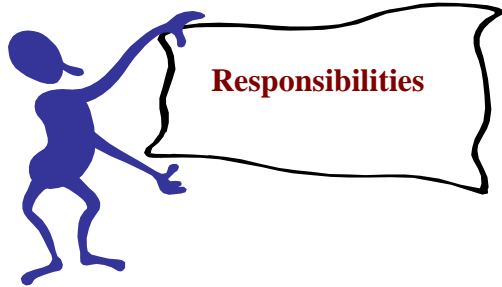
No. Many departments hire work-study awarded student employees only. Some departments do not have the resources available to hire hourly students.

Am I obligated to participate in the work-study program if I have received an award?

No. If you choose to forgo your award, please notify the Office of Financial Aid (303-556-4741) as soon as possible.

Can I have more than one work-study job?

Yes. Please notify each supervisor that you have another job on campus in order for them to accurately track your award. Please be aware that you cannot work over the thirty hours a week maximum between all jobs while classes are in session.



Responsibilities: (All Student Employees)

When you accept a job you become a member of a department that depends on you. Please remember that your peers and supervisors rely on your attendance and punctuality. If you believe that you are unable to perform the duties that are expected of you, please speak with your supervisor in order to come to an agreement on your schedule and duties. As part of the Student Employment program you are also expected to:

- ✓ Develop a work schedule that does not conflict with your classes or studies
- ✓ Communicate with your supervisor if you need time off or plan to be late to work
- ✓ Understand that your supervisor and peers rely on you to work your scheduled hours
- ✓ Act in a professional manner and treat your coworkers with respect
- ✓ Represent the college in a professional manner when associating with the public
- ✓ Use the Metro State College Banner system responsibly and for business purposes only
- ✓ Uphold campus policy in regards to confidentiality and privacy at all times (Student employees must sign a confidentiality agreement when they begin employment at Metro State College)
- ✓ Abide by the Metro State College Student Conduct Code. Violations of this code while you are working at Metro State College are subject to disciplinary actions via the Office of Student Life
- ✓ Dress appropriately for your job and abide by any dress code developed by your department
- ✓ Conduct personal business during breaks or on your own time, not during working hours
- ✓ Abide by the Metro State College break policies (you must take an unpaid lunch break of at least a half an hour if you are working a shift of 5.5 consecutive hours or more. Breaks are not to be used to report late or to leave early. Refusal to abide by this policy may lead to your termination.)
- ✓ Give a supervisor at least two weeks notice, if possible, when terminating employment
- ✓ Do not work over a maximum of 30 hours a week while classes are in session
- ✓ Maintain a semester grade point average (GPA) of at least 2.0 in order to remain in the Student Employment program at Metro State College. (There is a one semester probationary period.)
- ✓ Know the deadlines for paperwork submission and the time entry windows for each pay period
- ✓ Make sure that the information on your paperwork is correct. Do not sign an incomplete Student Employment Form. Make sure that you are agreeing to the same rate of pay as your supervisor has stated on your form.
- ✓ Take note of the beginning and end dates on your Student Employment Form, you are not allowed to work past the end date indicated on the form; unless another form is submitted to HR to extend your job
- ✓ Contact Human Resources if you have moved or changed your name. Fill out the Name/ Address Change Form and submit it to HR. The address HR input into the system is where your W-2 is sent to. Submitting address or name change form through Banner or through the registrar's office does not change your information for Human Resources. All Metro State College employees must submit a Name/Address Change Form to HR if they move or change their name. It is crucial HR or Payroll has your correct address for sending out important tax documents.

Responsibilities for Work-Study Students Only

- ✓ Keep track of your earnings to ensure you do not over earn your award
- ✓ Inform your supervisor of any changes to your work-study award
- ✓ Turn in all required paperwork to Financial Aid and Human Resources to secure employment
- ✓ In addition to maintaining a GPA of 2.0, you must also maintain a completion rate of 81% or higher to be considered in "Good Academic Standing".



Hours: On average students work between 15 and 16 hours a week. **However, students are allowed to work up to 30 hours a week while classes are in session and 40 hours a week during campus breaks.** International students are allowed to work up to 20 hours a week during the fall and spring semesters. If an international, non-resident, student is not enrolled in classes for the summer semester, they must follow the College hourly policy. (For work-study employees, please refer to the 'Earnings Chart' to determine how many hours a week you can work while remaining

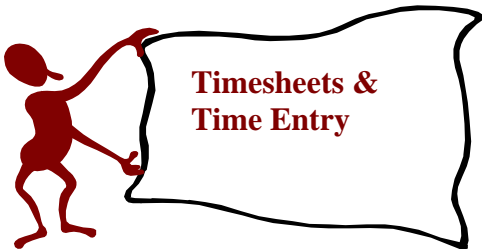
within your Maximum Earnings Level for the semester.)

Earnings: The Office of Human Resources sets rates of pay based on Job Classification. Your supervisor will pay you according to your job description. The compensation matrix is arranged by levels based on experience, duties and responsibilities assigned to the job. By classifying jobs based on responsibilities and experience, the same level responsibilities are paid the same rate. Once a student moves up to the next level, additional paperwork must be submitted with a Student Employment Form to justify a level increase. Your supervisor must submit the appropriate materials to establish that your job is more complex and your duties and responsibilities have increased. There are steps within each level that are based on merit. There are seven steps within a level pay grade in which a supervisor can increase a student's wage based on merit and experience. A new Student Employment Form must be submitted indicating a pay increase. Supervisors may give step (or merit) raises within a level any time during the semester. Work-study students should remember that their earnings may not exceed their award.

Off-Campus Earnings: Students who work off-campus through the work-study program are held to the same pay matrix, regardless of the internal pay matrix at the agency.

Taxes: *Money earned both through the work-study and hourly program is subject to both state and federal taxation.* If you are claiming "Exempt" from taxes, students must renew their status each year. Failure to do so will cause you 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 using a W-4 Form. Income from U.S. sources is taxable whether you receive it while a nonresident alien or a resident alien unless specifically exempt under the Internal Revenue Code or a tax treaty provision. Please contact payroll or the [IRS](#) for information of specific forms and procedures.

Other withholdings: Hourly students who are taking less than 6 credit hours (Graduate students taking fewer than 5 credits) will automatically be enrolled in the Student Employment Retirement Plan.



Student employees are paid on a bi-weekly basis. Timesheets are legal documents and must be retained in each department for five years. Hours recorded on the timesheets must reflect actual hours worked within a specific pay period. Falsification violates College, State and Federal law. Student employees, who falsify their timesheets, will be subject to student judiciary processes related to fraud and immediate removal from the student employment program. All completed timesheets are due to supervisors before

time entry. (Off-campus student employees should fax signed time sheets during time entry to 303-556-5151). Any timesheets turned in after time entry will be posted on the following pay period. Any time that is not entered by the supervisor will also go on the proceeding payroll. Please contact the Office of Human Resources ASAP if your supervisor is out of the office during time entry. Manual checks will only be issued for emergency purposes.

- a) A supervisor must sign all of your timesheets. It attests to their knowledge that the information reported is a true reflection of your attendance. Time will not be entered unless both signatures are on the timesheet.
- b) Metro State College takes timesheet fraud very seriously. Changing, altering, or revising a timesheet without a manager's knowledge is a violation of Metro State College and State policies. Also, reporting hours worked when you are 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 Metro State College. Employees may also be subject to felony charges such as larceny and forgery, one count for each timesheet.

- c) Supervisors who know, or have reason to know, that an employee is committing fraud, may also be subject to arrest and/or disciplinary action. All employees who review timesheets or enter them in the Banner system for payment must remember to check them carefully. Your signature means you are verifying the accuracy of hours listed.

Job Levels and Step Increases



“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.)

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Factors used in creating the job levels:

- | | | | |
|-------------------------|--------------------------------|-------------------------|----------------------|
| 1. Complexity of job | 2. Responsibilities and duties | 3. Supervision Received | 4. Judgment required |
| 5. Skills and knowledge | 6. Training needed | 7. Experience | |

LEVELS	FACTORS	DESCRIPTIONS
LEVEL I (Basic)	Complexity of the Job	Non-complex, standard work
	Responsibility and Duties	Repetitive
	Supervision Received	Closely supervised and work progress reviewed
	Judgment Required	Little or no independent decision making involved.
	Skills and Knowledge	No specific skills required
	Training Needed	Will be trained to perform duties of the position.
	Experience	None or very little.
LEVEL II (Intermediate)	Complexity of the Job	Moderately complex.
	Responsibility and Duties	Less routine and more varied.
	Supervision Received	Minimal supervision with more independence.
	Judgment Required	Limited independent decision making.
	Skills and Knowledge	Semi-skilled position with some knowledge of base of the position.
	Training Needed	Employee should already know the basics of the job, but some training may be required.
	Experience	Prior experience necessary. (Experience may be substituted for some educational experiences.)
LEVEL III (Advanced)	Complexity of the Job	Multifaceted, involved, & difficult.
	Responsibility and Duties	Work is almost never routine.
	Supervision Received	Receives little supervision and expected to work independently.
	Judgment Required	Can handle non-routine and unusual circumstances. Experience with making sound decisions.
	Skills and Knowledge	High level of knowledge and skills.
	Training Needed	Very little training needed and have the ability to train other student employees.
	Experience	Must have at least 1 year of related experience. (Related college course work may be substituted for 6 months of experience.)

LEVEL IV (Highly Specialized)	Complexity of the Job	Difficult and requires a high degree of independence
	Responsibility and Duties	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.
	Supervision Received	Positions at this level must be supervised, or reporting to a Director or Assistant Director (or the equivalents within a department or unit)
	Judgment Required	High degree of independent thinking and decision making.
	Skills and Knowledge	Exceptionally skilled professional leveled positions.
	Training Needed	Minimal training needed for this position level. Student employees should know how to perform the duties asked, when they are hired at this level.
	Experience	Must possess at least 2 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.
LEVEL V 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.	

Position examples:

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

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.						

Tutors: Those employees who provide individualized instruction for students having difficulty with their classes. Employees working under this category are paid an hourly rate, appointed on a semester basis, and cannot work more than 19 hours in a week.

REQUIREMENTS:	START:	3-5 YEARS EXPERIENCE	6-7 YEARS EXPERIENCE	8+ YEARS EXPERIENCE
No Degree (education must be related to the area in which tutoring)	\$9/hour	\$9.50/hour	\$10/hour	\$10.50/hour
Certificate, AA/AS Degree, or Equivalent	\$10.50/hour	\$11/hour	\$11.50/hour	\$12/hour
BA/BS Degree or Equivalent	\$12.50/hour	\$13/hour	\$13.50/hour	\$14/hour
MA/MS Degree or Above	\$14.50/hour	\$15/hour	\$15.50/hour	\$16/hour

Flat Rates of Pay (Fee for Service Based)

Supervisors should contact the Office of Human Resources for one time pay instructions.

Earnings Chart

The earnings chart is meant to help develop a reasonable schedule to help manage a work-study award wisely. If the student employee has 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.

(The summer payroll schedule is usually a 12 week period.)

Fall Semester 2005 (19 Weeks in the semester) Based upon a \$2,500.00 disbursement per semester

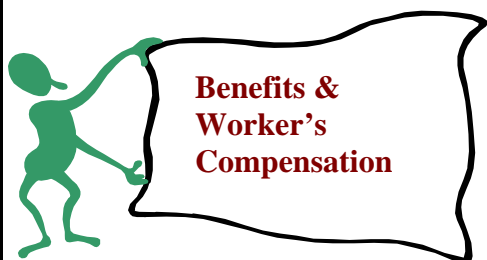
Rate of Pay	\$7.00	\$7.25	\$7.50	\$7.75	\$8.00	\$8.25	\$8.50	\$8.75	\$9.00	\$9.25	
Maximum Hours per Week	18.79	18.15	17.54	16.97	16.44	15.95	15.48	15.03	14.61	14.22	
Rate of Pay	\$9.50	\$9.75	\$10.00	\$10.25	\$10.50	\$10.75	\$11.00	\$11.25	\$11.50	\$11.75	\$12.00
Maximum Hours per Week	13.85	13.49	13.16	12.83	12.53	12.23	11.96	11.69	11.44	11.19	10.96



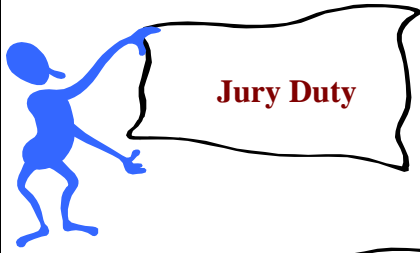
Students, who do not enroll in direct deposit, can pick up their paychecks on payday in the Cashier’s Office in Central Classroom, room 107. *Please remember that if the campus is closed you will have to wait until the campus reopens to pick up your check.* For those who wish to enroll in direct deposit, please fill out a direct deposit slip and attach a voided check, a letter or a form from your bank indicating the routing and account numbers for your account.

Your check will be direct deposited on payday. If you would like to

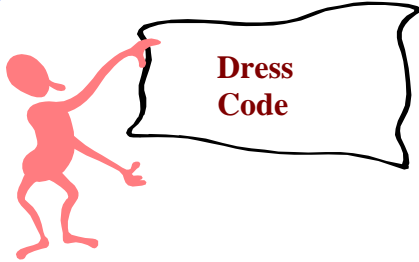
view your pay stubs, all employees at Metro State College must logon to their Metro Connect account and click the Registration/Banner Web tab. Click on the “Access your Banner Web Services”, click on the “Employee Services Menu”, and finally click on “Pay Information”. You can view your individual bi-weekly pay stubs.



Student employees are not eligible for benefits. They are not paid for college breaks, holidays, sick days, campus closures, or vacations. However, student employees are covered by worker’s compensation. Supervisors are required to advise their employees concerning on-the-job injuries and Worker’s Compensation procedures. All work-related injuries must be reported to the Benefits Administrator in the Office of Human Resources within 48 hours after injury. Failure to report an injury within 58 hours may compromise eligibility for worker’s compensation benefits.



Student employees summoned to jury duty service must be paid for normally scheduled work hours while serving jury duty. Please contact Payroll at 303-556-3014 for processing procedures. Students who were not scheduled to work during jury duty will be compensated by the courts.



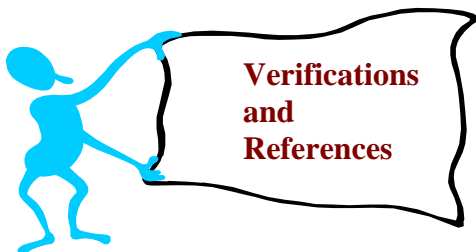
As stated previously in the responsibilities section, student employees should dress in a manner suitable for work in an institution of higher education. Supervisors and departments may instate their own dress code for student employees. It is suggested the following attire should not be worn at work: exceptionally short skirts and shorts, revealing tops for men and women (halter tops, tube tops, mesh, midriff baring and/or sheer), low cut revealing pants or t-shirts with offensive logos or slogans.



Metropolitan State College of Denver is an alcohol-free and drug-free workplace. The Student Conduct Code states that students found to have committed the following violations are subject to the disciplinary actions through the Office of Student Life: 1. Use, possession, duplication, or distribution of narcotics or other controlled substances except as expressly permitted by the law. 2. Use, possession, or distribution of alcoholic beverages except as expressly permitted by the law and college regulation, or public intoxication.



Students are not allowed to volunteer in a department without compensation. While a student is on the clock they are not allowed to perform personal errands for their supervisors. This includes picking up dry cleaning, children from day care, or gifts for co-workers on behalf of the supervisor. However, if for example, a student employee does pick-up lunch for a college related business meeting, they must be reimbursed for travel from departmental budgets. If a student is expected to run off-campus college related errands for the department, it must be written in their position descriptions.



Companies may contact supervisors regarding verification of employment for a student employee. If you do receive any requests via mail, fax, or phone, please direct them to the Office of 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.



Summer Student Employment Guidelines

Summer employment is considered separate from the regular academic year. Due to the amount of students who are enrolled in less than 6 credit hours and federal work-study regulations the Office of Human Resources and the Office of Financial must verify the eligibility of each student employee. If you have not graduated, you must be enrolled for the fall semester in order to participate in the Summer Student Employment program. Otherwise you are no considered a student and are not eligible to participate in the Student Employment Program.

Work-Study Employees:

- 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 date of the drop date.
- It is your 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 and the [Office of Financial Aid](#) website. 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.

Hourly Employees:

- If the student is **enrolled in 6 credits or more** they are eligible to work 30 hours while classes are in session, 40 hours during breaks.
- If the student is **enrolled in 1-5 credits** they are eligible to work 30 hours while classes are in session, 40 hours during breaks. They must also submit a *SSA-1945 Form (Statement Concerning Your Employment in a Job Not Covered by Social Security Form)*. This form should be submitted only once during employment at Metro State College, except if the student has not worked in over a year.
- **Graduate students** enrolled in less than 3 credits are eligible to work 30 hours while classes are in session, 40 hours during breaks. They must also submit a *SSA-1945 Form*.
- Students who are **not enrolled** for the summer must submit proof of registration for the fall. They are eligible to work 30 hours while classes are in session, 40 hours during breaks. An *Exception Request Form* can be submitted for a student to work over 30 hours if they are not enrolled in classes; however only the supervisor must sign off of this request, the signature of the Vice President of Academic Affairs is not required. They must also submit a *SSA-1945 Form*.
- **Graduating Seniors** may work **one** semester after graduation. Students who graduate in the spring semester may work in the summer after graduation or opt to work in the fall semester in lieu of summer semester. They must also submit a *SSA-1945 Form*. International students cannot work past graduation unless they have obtained work authorization from the Federal Government for Optional Practical Training.
- **International Students**, who are not enrolled in the summer semester, must intend to enroll full-time (12 credits) in the fall semester. International students are allowed to work up to 30 hours a week during the summer only (while classes are in session). When classes are not in session, they can work up to 40 hours a week. They must submit an *Employment Eligibility Form for International Student*.

**Supervisors must submit an *Exception Request to the Student Employment Policy Form* if their employees work over 30 hours a week while classes are in session. (Even for students who have graduated or are not enrolled in classes).

SERP and TIAA- CREF information

As mandated by the Federal 1990 Omnibus Reconciliation Act, undergraduate student hourly employees who are taking fewer than six credit hours each semester will automatically be enrolled in the Student Employment Retirement Plan (SERP) administered by TIAA-CREF (Teachers Insurance and Annuity Association-College Retirement Equities Fund) and place 7.5% of their gross wages in TIAA-CREF's Supplemental Annuity (SRA). Graduate students taking fewer than three credit hours during the summer semester or taking less than five credit hours during the spring or fall semesters are also automatically enrolled in the SERP and place 7.5% of their gross wage in the SRA. Their TIAA-CREF deductions will be

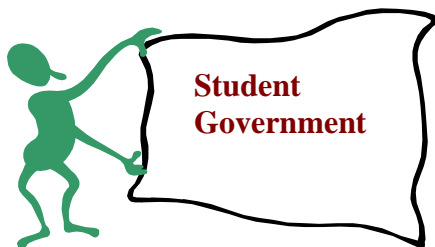
placed into a default money market account. The college makes no contributions on behalf of the student employee. **Student employees working in the semester in which they will graduate are not held to the above minimum credit hour requirements and are exempt from the SERP. Internal Revenue Service (IRS) policies reflect that when a student only needs one class to achieve a degree, withholding is not required.**

How to Stop TIAA-CREF deductions once a student is enrolled in 6 or more credits

When students have resumed full-time-time student status, they may notify the payroll department in writing and attach a copy of his/her class registration to stop the withholding of SERP contributions. Please contact TIAA-CREF personally once you are no longer a Metro State College employee and would like to withdraw your contributions. There is a penalty for withdrawing your funds early. (Please see the TIAA-CREF Flyer located on the [HR Forms](#) Website.)



If you decide to transfer to another job on campus, you must fill out another Student Employment Form. Please indicate on the form that you have transferred and indicate the date that this will go into effect. The Office of Human Resources will then know to cancel your other job. If you have already completed the New Hire paperwork, you do not have to fill it out again. If you are intending to work at more than one job at the same time, indicate on the Student Employment Form that you are splitting assignments. If you are a work-study student you must also submit a split assignment form with the Student Employment Form.



For those who are on the Student Government Assembly, hours worked on SGA are included in the 30 maximum allowed hours for Student Employees. Therefore, students who are in SGA are allowed to work 15 hours per week at another job on-campus. By law, hours must be recorded and maintained in the SGA office for hours worked.



Evaluations: Supervisors are encouraged to evaluate their employees each semester. They are also encouraged to go over their evaluations with their employees. Most step increases are based on these evaluations.

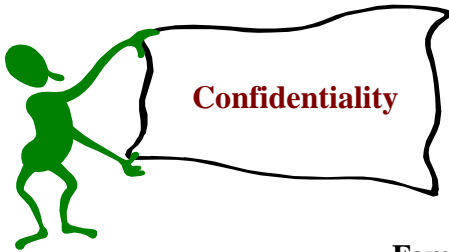
Problems with your supervisor: If problems arise between you and your supervisor, you should first discuss your problems with your supervisor and come to a mutual agreement to solve the problem. However, if problems persist please contact the Office of Student Services to file a grievance.

Terminations: If your supervisor is not satisfied with your performance they should first discuss it with you. It is recommended that they issue a verbal or written warning. If you are unable to meet their expectations, you may be terminated. Your supervisor reserves the right to terminate you immediately if there has been a flagrant violation of the Student Employment Policy or other misconduct that violates Metro State College policy. Such circumstances would include but are not limited to the following: harassment, fraudulent reporting of hours, and destruction of property, theft, and misuse of Metro State College computing facilities and/or system. You also hold the right to end your employment at any time. It is recommended that you provide a two week notice.

Final check: If you have been terminated, your supervisor must inform HR in order for payroll to cut a manual check within 24 hours of termination. The check will be available the payroll office in the Administration Building, Room 420.

Working after a termination: You may continue to work at another job on-campus if reasons for termination are other than the violation of Metro State College policies. Please access the Student Employment job postings via the Human Resources webpage.

Other reasons for termination or reducing hours: Supervisors reserve the right to reduce hours or to eliminate jobs if there is not enough work or departmental funding to justify a student employee. If a supervisor reduces your hours, feel free to access the Student Job Posting site or speak with another department to find a second job to maintain the hours that you want or need.



All student employees hold a position of trust and must preserve the security and confidentiality of the information he/she uses. All student employees must sign a Student Employment Confidentiality Agreement before they start working at Metro State College.

Family Educational Rights and Privacy Act (FERPA)

Student Rights

Metropolitan State College of Denver maintains educational records for each student who has enrolled at the College. A copy of the College's policy on student educational records may be obtained from the Office of the Registrar, Central Classroom Building, Room 105. Under the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 USC 1232g, and the implementing regulations published at 34 CFR part 99, each eligible student has the right to:

1. Inspect and review his/her educational records.
2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.
3. Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent (see [Nondisclosure and Exceptions](#)); and
4. File a complaint under 34 CFR 99.64 concerning alleged failures by the College to comply with the requirements of FERPA with the Family Compliance Office, US Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Procedure for Inspecting and Reviewing Educational Records

Students may inspect and review their education records upon a written request submitted to the Registrar, Central Classroom, Room 105, or by mail to Campus Box 84, P.O. Box 173362, Denver, Colorado 80217-3362.

1. The request shall identify as precisely as possible the record or records the student wishes to inspect.
2. The record custodian or an appropriate staff person shall make the arrangements for access as promptly as possible and notify the student of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
3. When a record contains information about more than one student, the student may inspect and review only the records which relate to that student.

Procedure for Amending Educational Records

A student may make a written request to amend a record.

1. In the request, the student should identify the part of the record to be changed and specify why the student believes it is inaccurate, misleading, or in violation of the student's privacy or other rights.
2. Metropolitan State College of Denver shall comply with the request or notify the student that the College will not comply with the request and advise the student of the student's right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's rights.
3. Upon written request, Metropolitan State College of Denver will arrange for a hearing, and notify the student, reasonably in advance, of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party, but who may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney.

5. Metropolitan State College of Denver will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If Metropolitan State College of Denver decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy or other right the student will be notified that the student has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.
7. The statement will be maintained as part of the student's educational records as long as the contested portion is maintained. If Metropolitan State College of Denver decides that the information is inaccurate, misleading or in violation of the student's rights, it will amend the record and the student will be notified in writing, that the record has been amended.

Nondisclosure and Exceptions

Pursuant to FERPA, the College will not disclose a student's education records without the written consent of the student except to College officials with legitimate educational interests, to officials at other institutions in which the student seeks to enroll, in connection with providing financial aid to the student, to accrediting agencies in carrying out their functions, to federal, state or local authorities auditing or evaluating the College's compliance with education programs, to consultants conducting studies on behalf of the College, in compliance with a judicial order or subpoena, and in connection with a health or safety emergency involving the student. However, the College may release directory information without the prior written consent of the student unless within ten (10) calendar days after the first scheduled class day of each term, an enrolled student has notified the College's Office of the Registrar in writing that any or all types of directory information shall not be disclosed without the consent of the student. A request for nondisclosure will remain in effect until the student is no longer enrolled or cancels the request for nondisclosure.

A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person elected to the Board of Trustees; a person employed by or under contract to the College to perform a special task such as attorney, auditor or consultant; or a student or other person serving on an official College committee or assisting a school official in performing the official's professional duties and responsibilities. A legitimate educational interest is the need of a school official to review educational records in order to fulfill that official's professional duties and responsibilities.

Directory Information

Metropolitan State College of Denver has designated the following categories of personally identifiable information on students as directory information under section 438(a)(5)(B) of FERPA:

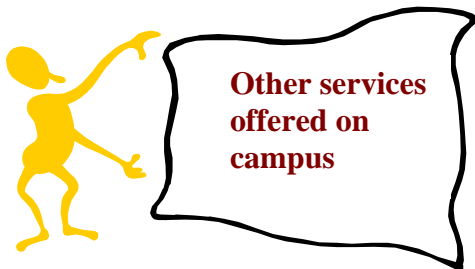
- name, address and telephone number
- date and place of birth
- student classification
- major and minor fields of study
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance at the college
- degrees and awards received
- last educational institution attended



Where to take complaints

If you and your supervisor were unable to come to a solution or if you feel like you are unable to speak directly with your supervisor here are some places on campus where you may file a complaint:

1. The director of the program in which you are working
2. The Dean's office that oversees the department in which you are working
3. Vice President of Student Services
4. Office of Judicial Affairs - This office is a part of the Office of Student Life. It ensures the rights and equitable treatment of every member of the college community and gives members of the Metro State College community an opportunity for involvement in the judicial process.
5. Equal Opportunity Office - If you have a complaint or concern regarding sexual or racial discrimination or harassment, please contact this office **immediately**.



Other services offered on campus

Take advantage of all that Metro State College and Auraria Campus has to offer. Click on the links below to access the web pages of some of the services offered on campus.

Counseling Center

Tivoli Room 651
303-556-3132
fax 303-556-4760

Auraria Library

303-556-2740



Student Life

Tivoli , Room 311
303-556-3559
fax 303-5563896

Campus Recreation

PE Building (Located next to the Tivoli and the Plaza Building)



Drop- In Program	303-556-3210
Fitness Center	303-556-4371
Intramural Sports	303-556-3647
Outdoor Adventure	303-556-2391
Outdoor equipment rental	303-556-2391
Physically Challenged Program	303-556-4618

Student Support Services

Central Classroom 201
303-556-4722
fax 303-556-4998

Health Center at Auraria

Plaza Building Room 150
303-556-2525
fax 303-556-3881



Tutoring Center

Saint Francis Building – 2nd Floor
303-556-6439
Fax 303-556-6053

Career Services

303-556-3664
fax 303-556-4035

King Center Box Office

303-556-2296



PAPERWORK



- Please remember that paperwork must be completed and turned into the appropriate office before you commence work. Incomplete paperwork will delay your start date. For work-study students, please make sure that all the appropriate paperwork is turned in to the Office of Financial Aid to finalize your work-study award. Although you turned in your work-study paperwork to the Office of Financial Aid, you must also submit the appropriate paperwork to the Office of Human Resources.

- 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. Depending on your supervisor, you may have to fill out paperwork for the spring semester. Please ask your supervisor what procedures they follow in their individual office.
- 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. HUMAN RESOURCES PAPERWORK CHECKLIST

- This document lists all required paperwork for work-study and hourly employees.

2. STUDENT EMPLOYMENT FORM (SEF)

- This document must be completed for every change in a student employee's status. Specifically, this form must be completed for new and continuing students, step adjustments, level adjustments, transferring jobs, FOAP changes, a student's work-study award ends and the department wishes to place student on hourly funds and Student Government paid positions.
- In cases where one time special services are performed, supervisors should contact the Office of Human Resources for instructions.

3. POSITION DESCRIPTION

- This form must be completed and attached to a *Student Employment Form* for new employees or new employees to a department, students transferring to new departments on campus, and level changes. Level changes are considered changes in job descriptions; therefore, this form is needed to justify a level raise.
- This document is meant to curtail arbitrary pay rates and informs students what their position entails, thereby eliminating confusion and possible problems in the future.

4. CONFIDENTIALITY AGREEMENT AND STUDENT EMPLOYEE HANDBOOK ACKNOWLEDGMENT

- This form explains the importance of privacy and confidentiality at Metro State College and must be completed and signed by each new student employee before they begin employment.
- This form also acknowledges student employees have been given access and have read the *Student Employee Handbook*. In signing this form, student employees understand they are 'at will' employees and also understand the student employment policies of the college.

5. DATA SHEET

- This form complies with Metro State College's requirement by law to identify employees by race, sex, and disability. This form also helps supervisors to identify and document international foreign students (see *Employment Eligibility Form for International Student Employees*). Students also provide emergency contact information on this form.

6. I-9

- This document is mandatory for employment and must be completed thoroughly and completely. Instructions are provided to help supervisors identify acceptable documents for employment. You may contact the Office of Human Resources if you have any questions.
- If a student employee has not worked at Metro State College for over a year, they must fill out this form again.

7. W-4

- This is a federal form used to designate employee's 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 Metro State College's payroll department for information regarding exemptions and other tax forms related to international employees.

8. 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.

9. 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, account number and the student's social security number
- Direct deposit is optional but highly recommended. If a payday falls during a time when the campus is closed, a student opting to pick up their pay check in the cashier's office will have to wait until the campus reopens.

10. PRWORA

- This form must be completed by all student hourly (not work-study) employees. The State of Colorado Department of Human Services uses this form to track wage earners for child support purposes. A one-time completion is mandatory. The Office of Human Resources can complete this form on behalf of the student and supervisor.

11. TIAA-CREF FLYER

- Students who are enrolled in less than 6 credit hours will be automatically enrolled in a Student Employee Retirement Plan (SERP) managed by TIAA-CREF. This flyer explains the SERP program and how student employees can manage their account. When students resume taking 6 credits or more, they may notify the payroll department in writing and attach a copy of his/her class registration to stop the withholding of SERP contributions; otherwise, deductions will continue.

12. SSA-1945 FORM

- This Social Security Administration issued form is also called *Statement Concerning Your Employment in a Job Not Covered by Social Security*. This must be completed when a student employee falls below 6 credits. This form should only be filled out once for the duration of employment at Metro State College, unless a student employee has not worked at the College for over a year.

13. EMPLOYMENT ELIGIBILITY FORM FOR INTERNATIONAL STUDENTS

- This form ensures that international foreign students are eligible for on-campus employment according to INS regulations. The form **must be completed every semester** by both the international foreign student and the international student advisor. Once the form is completed, the international foreign student can either return it to his/her supervisor to accompany the rest of their employment paperwork or they can bring it to HR if their paperwork has already been submitted. However, the student is not allowed to begin working until this form is signed and turned in to the HR office.

14. EXCEPTION REQUEST

- This form must be completed when an exception to the Metro State College Student Employment Policy is needed. Exceptions may be granted for excessive hours and for students working at night without supervision.

15. 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 State College's Student Employment Policy. If a student over earns their work-study award, all departments sharing the award are equally responsible for paying the overage amount.

16. NAME/ADDRESS CHANGE FORM

- Students are required to notify both the Office of Human Resources and the Office of the Registrar separately if there is a name or address change. If a student is requesting a name change, they must bring their new Social Security Card to the Office of Human Resources along with this form.

17. 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 provide accurate information regarding employment verification if they are not notified about correct end dates.
- If a supervisor terminates (fires) a student employee, they must notify HR immediately and fax a copy of the *Termination Form* along with the student's final timesheet. Payroll must, by law, issue 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 must do so at this time.

18. 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 they do not have to use it at all. It is intended as a helpful tool.

19. REQUEST DEFAULT FOAP ACCOUNT

- This is again a helpful tool and not mandatory. If a student runs out of their award, their FOAP automatically defaults to a 1000 fund number. If a department wishes to have a different default fund, they may send this form to the HR office.

20. 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

- Supervisors must complete this form when requesting a manual check for their students. After two requests within a fiscal year, a supervisor must have their direct supervisor and the appropriate Vice President sign off on the request.

21. SECURITY ACCESS FOR PHAHOUR FORM

- This form must be completed by new supervisors and supervisors requesting different security access for PHAHOUR.

22. TIMESHEETS

- Student employees are paid on the bi-weekly payroll and should use the hourly timesheets that are located on the HR website. On-campus supervisors enter the recorded hours into PHA HOUR in the BANNER system and off-campus agencies fax timesheets to 303-556-5151 during time entry periods.

23. CURRENT PAYROLL SCHEDULE

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

The Metropolitan State College of Denver

Please check the one that applies
 Student hourly/ work study
 Classified Hourly/ Temp.
 Administrative Hourly

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: John Doe 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 1/2 hours = 1.50, and 1 3/4 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

EXAMPLE

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
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I herby certify that I have worked the hours indicated and that this time sheet is correct.
 Employee's Signature: _____ Date: _____

I herby certify that the above named employee worked the hours reported.
 Supervisor's Signature: _____ Date: _____

Interviewing Tips

Although the interview process at Metro State College is an informal process, here are some tips that may benefit you in the future. Please visit Career Services on-line at <http://www.mscd.edu/~career/> or on campus in the Central Classroom Room 203 for more information. Career Services is a wonderful and free resource for all registered Metro State College students. They sponsor career fairs and workshops for resume writing and interviewing techniques.

1. **Know the department you are interviewing for.** It is important that you gather information for yourself about the company you may work for. It will also allow you to have more to talk about during an interview. It is important that you also ask questions of the interviewer.
2. **Make a set of practice questions and answers.** It is important to prepare for an interview. Make up a set of questions that might be asked of you and then develop answers. This will help relax you during the interview process. Employers often ask you to relate specific examples in regards to difficult situations you have had to deal with in your work history. It is a good idea to have some in mind and even write them down; this will help with memorization.
3. **Dress appropriately.** It is always important to make a good first impression. Wear business attire or whatever is appropriate for the position you are applying for. It is better to overdress than to under dress.
4. **Arrive early.** Try to arrive to your location 10-15 minutes prior to your appointment. This allows you to collect your thoughts and go over questions and answers again. Remember to turn off your cell phone and pager.
5. **Bring extra copies of your resume.** Have extra copies of your resume, business cards and references on hand in case your interviewer requests them.
6. **Filling out an application.** Remember to be neat when filling out an application. If you are filling one out by hand, it is a good idea to use an erasable black pen. This allows you to correct any mistakes you make. Have all the information you need on hand when filling out information. For example, your driver's license, social security card, references, information regarding your education (years and dates), a copy of the job description that you are applying for, and job history information (supervisor name, address, phone number, employment dates, etc.).
7. **Begin with a firm handshake**
8. **Look the interviewer in the eye.**
9. **Smile.**
10. **Relax.** Try to make the conversation as friendly and comfortable as possible, without forgoing a professional manner.
11. **Highlight your strengths.** Know your strengths and emphasize them in the interview.
12. **Do not ask about salary.** You should know about the salary before you interview for the job. However, it is not out of line to ask about benefits.
13. **Answer questions candidly.** This is where you can bring in specific examples if you have not already been asked them.
14. **Always ask questions of the interviewer.** Have a set of 3-4 questions ready to ask the interviewer.
15. **End the interview by asking for the job** (if you are interested). Again this displays confidence and enthusiasm.
16. **Ask for a business card.** This will allow you to have the correct spelling of the interviewer's name, the correct address and email address.
17. **Follow-up with a thank you letter and phone call.**

Customer Service Tips

I. Phone Etiquette

The first impression many people have of Metropolitan State College of Denver is through telephone contact. Many student employees are the first point of contact in certain departments. The following tips are meant to help with this first impression.

Answering the phone

- Answer the phone in a timely manner
- Let the caller know that they have reached the correct department and find out how you can help them.
Example: “Good afternoon, Human Resources, how may I help you?”
- Listen or ask for the name of the caller so you use it in your conversation and have it written down for messages and follow-up calls. This ensures the caller that the employee is attentive to the caller.
- If the caller needs to be transferred, ask with whom they need to speak to. Before transferring it is a good idea to give the caller the extension you are transferring them to, in case the person they are trying to reach is not in and they want to call back another time.
- Be prepared by keeping message pads by the phone. This eliminates multiple repeats of name in addition to the phone number. This saves time and is a professional courtesy to the caller so they do not have to wait while you look for something to write their message down on.
- When ending a phone call, ask the caller if there is anything else you can help them with before saying goodbye.

When handling irritated callers

There are many departments on a college campus; therefore people are often transferred to many places before they reach you. Here are some hints to handle aggravated callers:

- Listen carefully and try to understand what the caller’s needs are.
- Be empathetic, considerate and sincere when helping the caller. Do not interrupt the caller or disagree with them; this will only irritate them more.
- Remain composed and do not engage the caller in an argument.
- Acknowledge their frustration and apologize. (Although you have nothing to do with their frustration, apologizing calms the caller down and lets them know they have reached a helpful person.)
- If you cannot answer the caller’s question yourself, let the caller know that you will get the message to the correct person. After constant transferring, the caller wants to know if anyone will help them with their problem.
- Be sure to follow up with the person and make sure that the problem has been solved.

Each employee represents Metropolitan State College of Denver, an institution of learning. It is therefore imperative to convey an image of professionalism and willingness to seek out the correct answer for each caller, because this is what we are all here to do.

(The Auraria Campus Directory explains how the phone system works on the Auraria Campus. It is a good idea to look through this explanation on your first day.)

II. Maintaining a Positive Work Environment

As a student employee, most of you will have extensive contact with your peers, faculty members, administrators, and the public. A successful way to maintain a balanced environment of various personalities is to have a positive attitude. Although this sounds easy and somewhat commonsensical, here are a few tips to succeed in retaining a positive attitude in a collegiate atmosphere:

- Avoid gossip – Engaging in rumors and gossip usually leads to a negative atmosphere. Try to avoid listening and disseminating hearsay. This will allow you to maintain a positive relationship with everyone in your department.
- Avoid blaming other co-workers in public. If there are problems with another employee or student, try to assess the problem and let them know that you will get to the bottom of it. If you reply “It was ... fault, and I have nothing to do with this.” If you answer in this way, it will only create more tension and frustration. It also places your department and the school as a whole in a bad light.
- Correct a mistake or problem quickly. If a student or prospective student has a problem that you are unable to help with, check with your supervisor or a faculty member immediately. If you are alone, take the name and phone number of the individual and tell them you or someone in the department will contact them as soon as possible.
- Avoid disseminating incorrect information - Educate yourself with departmental policy and procedures. If you do not know the answer to a certain question, do not give out false information to appease students or faculty members. Again, check with your supervisor to ensure that you are giving out correct information. Many students who come into departments are looking for information concerning their schedule and want to confirm that they are taking to correct sequence of classes. Students may take your advice and not consult with another employee or faculty member. Therefore, if you give out wrong information, you may be negatively affecting a student’s academic progress. Have them schedule an appointment with an advisor. Remember that you are not a Metro State College counselor.
- Maintain a professional attitude and manner- Again, you are a representative of Metro State College and may be the first contact that someone may have with this institution. Try to maintain professional decorum while you are at work.
- Remember that others are relying on you- Your first priority is your education. If you have a test or paper that you need to complete, let your supervisor know beforehand, so you can adjust your schedule accordingly. Otherwise, your supervisor is counting on you to work your agreed hours. If you are consistently absent from work, you are affecting not only your supervisor but the department you work for, and may result in a poor reference.
- Communication- Communicate with your supervisor if you have problems with your schedule, work-load, a faculty member, or if you have a specific problem with the supervisor themselves. It is better to keep an open dialogue with your supervisor, rather than being uncomfortable. If problems persist after communicating with your peers and supervisor, contact HR.
- And last, but not least, SMILE. Again this is not meant to be condescending. A smile can go a long way in diffusing a situation and maintaining a positive environment for everyone you work with.

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 2ND 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/>

THE METROPOLITAN STATE COLLEGE OF DENVER

Office of Human Resources
1201 – 5th Street, suite 510
Denver, Colorado 80217-3362
Phone: 303-56-3120
Fax: 303-556-5151

**First and last workday for College Work Study
Fall–August 7, 2005 – December, 17, 2005**

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 2ND 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
	<i>* Time Entry moved back due to the Thanksgiving Holiday</i>		
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:

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