

How to be a

SUCCESSFUL EMPLOYER

for off-campus work study

Congratulations on completing the process to become an off-campus work study employer! Now what's next?

1 Find the right student!

Use our online job posting website, SEAN, to post your job and begin your search!

Each Fall we also offer a Job Fair on campus to help employers connect with students and fill open positions! This year the Job Fair is August 24th.

SEAN.
Student Employment
Assistance Network



This year, over 600 jobs have been posted on SEAN!



2 Does the student you've chosen really have a work study award?

Before officially offering the job to a specific student, please be sure that you have verified the student's work study award using one of the suggestions below.

1. Email or call Student Employment and request verification of the work study award and the amounts.
2. Require students to turn in either a letter from Student Employment verifying their award, or a copy of their award letter indicating the received work study.

If the student does not have an award, they should not be offered a work study position.



Note: If a student would like to appeal for a work study award, have them contact our office!



3 Complete the SEPO!

Completing the Student Employee Position Offer is what allows us to enter the student into our Human Resources system. In order to do so, we need all information filled in. Be sure to include a detailed job description on the SEPO.

Please be sure that the effective date used on the SEPO matches the first date the student will actually begin work for your organization.



Note: We regularly update and make changes to our hiring forms, so be sure to use the most recent version directly from our website each time you hire a student!



4 Send your new employee our way to complete paperwork!



Off-campus work study students must complete New Hire Paperwork at UCCS before they can begin working. Allowing a student to work prior to completing required paperwork is a violation of Federal regulations.

Note: Current or former UCCS employees may not need to complete all paperwork again, check with us to be sure what is required.

Per University policy, in addition to I-9 documentation, student employees will be required to submit their original, signed social security card.

When the student visits our office, we will give them instructions on how to electronically complete their W-4 and direct deposit.





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Your student begins working and records time on the Off Campus Work Study Time Record!

Students MUST use the timesheet provided by the Student Employment Office.

All timesheets MUST be printed and signed by both the student and the supervisor and mailed to Student Employment. Please keep a copy for the personnel file.



Work with your student employee to make sure that they know how to record all of the time they work, as well as keep track of their work study award.

The Off Campus Work Study Time Record form will help them calculate how many hours per week they can work and remain within their award.

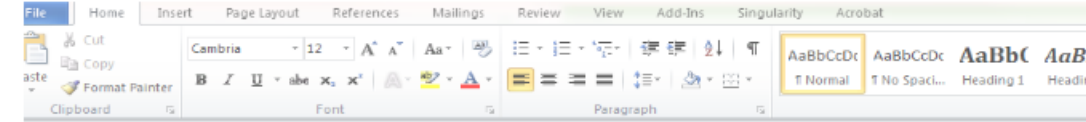


6 Every two weeks, submit your student's time via email on a Time Report Roster!

The Student Employment Office will send you an email with a Time Report Roster every pay period.

When you receive it, enter the number of hours the student worked during the pay period and email it back to us!

Every month, print and mail the original Time Record form to our office. This should be signed by both the student and supervisor.



Below is the TRR for your department. If you do not have any students currently working for you or if the students listed on the TRR are not working for you, please email the Student Employment Office at seoffice@ccsc.edu so that we can ensure that your student workers are paid. Additionally, please call us to ensure that t

please be sure to submit original timesheets by mail to the Student Employment Office at:

CCS Office of Financial Aid/ Student Employment
ATTN: Shannon Cable
420 Austin Bluffs Pkwy.
Colorado Springs, CO 80918

AXED TIMESHEETS WILL NOT MEET THIS REQUIREMENT!

Please let us know if you have any questions.

| | | | | |
|--------------------|-----------------|-----------------------------|-------------------------|---------------------|
| Department Number: | | 40206 | | Pay Period End Date |
| Department Name: | | Pikes Peak Library District | | 10/11/2014 |
| Employee ID | Employee Name | Hourly Pay Rate | Funding Expiration Date | Hours Worked |
| 223443 | Johnson, Joanna | 9.83 | | |
| 271483 | Judson, Ashley | 9.83 | | |



Individual file for each student

New Hire Checklist Sheet

Class schedule for every term worked (days and times included)

Timesheet printouts that note the exact dates and times worked (in date order).

Signed copies of all SEPOS, Wage Change Offers and termination paperwork

Evaluations. Required at least once per year, for any change in pay, or upon termination.

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Keep an organized personnel file for your student employee!

Your organization is responsible for the file until the student stops working. At that time, you may mail the file to the Student Employment Office for maintenance.

Each year, our office will reach out to audit your files for the previous year!



8 Keep track of your student's earnings!

Be sure to keep track of your student employee's work study earnings using the work study calculation spreadsheet on the Student Employment website, or their timesheet. If the student works over the amount of their award, your organization will be charged 109%.

If you are unsure of the student's award amount, please call our office to verify!



Note: Work study award amounts may vary from student to student and from term to term. Not all awards are the same.

9 Be aware of enrollment and max hours requirements.

To be eligible for work study at UCCS, a student must be enrolled at least half-time (6 for undergrad, 3 for grad).

Students may work a maximum of 25 hours per week during the 20 week Fall and Spring terms defined by Student Employment, and 40 hours per week during the 12 week Summer term.

The maximum number of hours includes hours worked in every position at UCCS, including off-campus work study.





Stay in contact with our office! 10

If your student employee becomes ineligible for work study, we will notify you so that you can have the student stop working. Our office will cover our portion of the wages up until the date of notification. Any hours worked after the date of notification will be charged at 109%.

11 Don't Allow Your Student Employee To Volunteer for your Organization.

The Fair Labor Standards Act (FLSA) prohibits employees for volunteering for their employer if the work to be performed is similar in nature to their job. Student employees should not be asked to volunteer for any service that is similar to the work they do as employees.



Complete Performance Evaluations Regularly.

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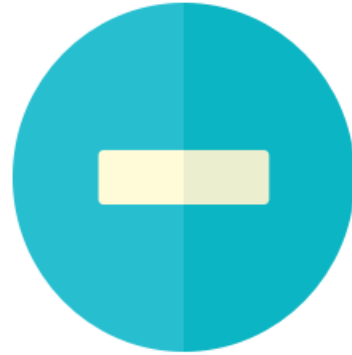
Evaluations are required at least once per year, upon termination for any student who was not yet evaluated, and for any student who has received a change in status or rate of pay. Evaluations should be complete upon termination for any student not previously evaluated regardless of the amount of time worked. Evaluation forms are available on the Student Employment website.



Your organization may offer merit raises and promotions at your discretion. Please complete a Wage Change Form, and send to our office with the most recent evaluation if your organization chooses to do this for an employee.



Be sure to complete an evaluation for the student if one has not been completed within the past year.



Submit employee Terminations.

Please terminate any student employees who are no longer working for your organization by submitting a Termination Notice to our office. Once a student has been terminated, please mail their entire personnel file to us and we will maintain it.

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Be sure to provide UCCS with the most up to date contact information so that we can send billing invoices.



The Student Employment Office will mail billing invoices once per month. You will be invoiced for the prior month's earnings and will only be billed for pay that your students have already received.

If you receive an invoice and have questions about any charges, please contact our office immediately. Your organization will be billed for 35% of your students wages.

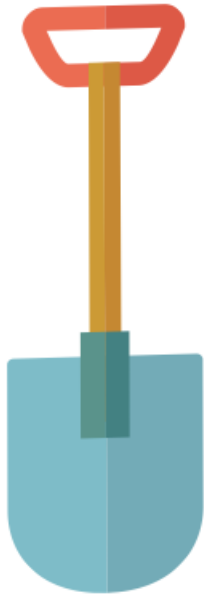


Payments should be mailed to:
UCCS Student Employment Office:
Attn: Shannon Cable
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Note:
Please submit
payment in the
form of a
check.



Don't hesitate to contact us with any questions you might have! We are happy to help!



Dig Deeper!

More information about Student Employment at UCCS is available online at the Student Employment website, and in the Student Employment Handbook. Please visit www.uccs.edu/stuemp for more information.

Congratulations!

YOU'RE READY TO HIRE!

Good luck! Remember we are here to help you!



stuemp@uccs.edu



719-255-3454



www.uccs.edu/stuemp

