

CSU EXTENSION FISCAL OFFICE
QUICK REFERENCE DOCUMENTS
NON-STUDENT/ HOURLY HIRING PROCESS

GENERAL GUIDELINES:

Non-Student hourly positions are considered TEMPORARY in nature. Non-Student Hourlies are able to work continuously for 9 months within a 12-month period. [When they hit the 9-month limit, they need to be off for 4 months before they can come back and work as a non-student hourly again.](#) Please consult with Sharon King in the Extension Fiscal Office (970-491-7950) as CSU goes by hourly pay period to determine start and end dates.

HIRING PROCESS:

All CSU hires require the completion of a background check PRIOR to any work being performed. ***THIS MEANS THE BACKGROUND CHECK MUST BE COMPLETED WITH AN OK TO HIRE PRIOR TO ANY WORK BEING PERFORMED.***

1. Background check REQUIREMENTS, [please allow at least 1 month \(4-full weeks\) to ensure background check can be submitted and received back prior to your employee's start date.](#) Background checks are conducted on any potential employee who is 18 years or older. ***HOWEVER, you still MUST submit a background check request for these employees. CSU HR then records the age and that the employee doesn't require a background check. This serves as their documentation.***
 1. Submit background request to Sharon King via e-mail with the following information of the person you wish to employ:
 2. Full legal name – First, Middle, Last (do not use nicknames)
 3. Cell phone number to received notification of email
 4. Email address
 5. Desired start date
 6. Supervisor
 7. Account Number
 8. Organization Name/Number (*this is based on region – Front Range = 4010; Peaks & Plains = 4020; Western Reg. = 4030; EFNEP = 4060; State Office = 4040*)
2. Once background check has been completed, the requestor/supervisor (you) will receive an e-mail from CSU Records/Background check indicating that the background check has been successfully completed and you can move forward with the hire.
3. Sharon King will send the new hire paperwork to the perspective new employee and copy the requestor/supervisor. [Originals must be returned via regular mail or hand delivered.](#)
 - a. Required paperwork:
 - i. Non-Student Hourly Initial Employment Form
 - ii. Direct Deposit Authorization
 - iii. W4
 - iv. PERA Member Information Form
 - v. Electronic I-9 link – Perspective employee needs to complete their portion of the electronic I-9 no later than their first day of employment.

4. For off-campus hires - County Director will complete the employer portion of the I-9 verification between the 1st and 3rd days of employment. For on-campus hires – Sharon King or designee will complete the 1-9

PLEASE NOTE: NO COPIES OF I-9 DOCUMENTS SHOULD BE MADE OR RETAINED, ONLY VIEWED, ONLINE VALIDATION COMPLETED AND RETURNED TO THE EMPLOYEE.

Employees may start working once their background check and I-9 has been completed. However, they will not be able to log into TimeClock Plus to log hours, delaying receiving a paycheck.

5. Once original documents are received, Sharon King/CSU Fiscal Office initiates new hire in Oracle (CSU's HR/Payroll system). The approval process then proceeds through CSU HR Records and CSU Payroll before it is fully completed. The final approvals from CSU Central HR generate the employee's identification name (eID), and once this is generated, an e-mail account and TimeClock Plus access can be established. **PLEASE NOTE: It can take 3-4 days to get everything fully approved through the system.**

PAY DATES & CLOCKING HOURS IN TIMECLOCK PLUS:

See Payroll Calendar Link Below for a list of payroll pay-dates by calendar year.

Pay Dates/Time Approval:

- The NSH pay period covers a two-week period.
- The workweek is from Saturday to Friday.
- Time entered in TimeClock Plus should be approved weekly but must be approved by the Tuesday following the pay period end date.
- Emails are sent if the deadlines are changed.
- Emails are sent to supervisors alerting them to unapproved time.
- Hours worked prior to receiving access to TimeClock Plus should be recorded on paper and entered into TimeClock Plus as soon as the employee has access. A paper timesheet can also be used for employees who are unable to connect to TimeClock Plus due to work location (*see link below for paper time sheet that can be used for this purpose*)

Missed Deadlines for Payroll Entry/Approval:

Missed deadlines will require the timesheet to be printed and the employee and supervisor to sign. The timesheet will need to be sent to Sharon, who will forward to Payroll for processing. **The timesheet will be entered into the current payroll and payment will be delayed.**

HELPFUL LINKS/CSU RESOURCES:

TimeClock Plus training/information including brief video tutorials: <http://hrs.colostate.edu/timeclockplus/>

Payroll Calendar: <http://www.hrs.colostate.edu/hr-liaisons/payroll-processing.html>

Click on link under Schedules, Yearly Processing for the correct year.

Hourly Timesheet for temporary use: <http://www.hrs.colostate.edu/pdfs/form-timesheet-hourly.pdf>