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 Kaylie McKenna in the Extension Human Resources Office (970-491-1617) regarding all non-student hourly hires or rehires.

HIRING PROCESS:

1. **Background check:** All CSU hires require the completion of a background check. THIS MEANS THE BACKGROUND CHECK MUST BE COMPLETED WITH AN OK TO HIRE PRIOR TO ANY WORK BEING PERFORMED. Background checks are conducted on any potential employee who is 18 years or older. HOWEVER, you still MUST submit a background check request for minors. CSU HR then records the age and that the employee doesn’t require a background check. Please allow at least 3-full weeks to ensure background check can be submitted and received back prior to your employee’s start date.
   
   Submit background request to Kaylie at kaylie.mckenna@colostate.edu with the following information of the person you wish to employ:
   
   1. Full legal name – First, Middle, Last (do not use nicknames)
   2. Desired start date (if this changes at any point in the process, please inform Kaylie)
   3. Email address
   4. Cell phone number
   5. Is driving required?
   6. Supervisor
   7. Date of Birth
   8. Work address
   9. Rate of pay
   10. Account number (contact Jana Smilanich-Rose if unknown)
   11. Have they ever been employed with CSU? (not just Extension, but CSU as a whole)
      
      Please inform your potential employee that they will receive an email from HireRight Customer Support stating that the Board of Governors of the Colorado State University System would like to conduct background verification. They have three calendar days to respond to the invitation, or another request will need to be submitted. Check spam mail or contact Kaylie if not received.

2. **New Hire Paperwork:** Once background check has been completed and returned as a recommended for hire, Kaylie will send the new hire paperwork to the perspective new employee via email and copy the requestor/supervisor. Originals must be returned via regular mail or hand delivered.
   
   a. Required paperwork:
      
      i. New Hire Employee Data Form
      ii. Direct Deposit Authorization
      iii. W-4
      iv. PERA Member Information Form
3. **Electronic I-9:** Perspective employee needs to complete their portion of the electronic I-9 **no later than their first day of employment.** County Directors and select individuals at the State Extension office will complete the employer portion of the I-9 verification **no later than three days following the start date.** Please ensure the new employee prepares acceptable documents and schedules a time with the verifier to complete the I-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.

4. Once original new hire documents are received, Kaylie initiates the new hire in Oracle (CSU’s HR/Payroll system). The approval process then proceeds through multiple individuals before CSU’s Central HR gives the final approval. **PLEASE NOTE: This can take 5-10 business days.** Following final approval, the new hire and supervisor(s) will have access to TimeClock Plus.

**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.

**Missed Deadlines for Payroll Entry/Approval:**
Missed deadlines will required a timesheet to be completed with the employee and supervisor’s signatures. The timesheet will need to be sent to Jana at jana.smilanich-rose@colostate.edu, who will forward to Payroll for processing. **The timesheet will be entered into the next payroll and payment will be delayed, unless a $25 special check is requested with the account number you would like it to be billed to.**

**HELPFUL LINKS/CSU RESOURCES:**

TimeClock Plus training/information including brief video tutorials:  [http://hrs.colostate.edu/timeclockplus/](http://hrs.colostate.edu/timeclockplus/)

Payroll Calendar:  [http://www.hrs.colostate.edu/hr-liaisons/payroll-processing.html](http://www.hrs.colostate.edu/hr-liaisons/payroll-processing.html)

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