Colorado State University Extension Non-Student Hourly Employees

Employee Guidelines

Non-student hourly (NSH) employees are employed to meet unexpected workloads or to provide short-term assistance. Guidelines include:

- Paid hourly on a bi-weekly pay schedule.
- Fringe Rates apply.
- May be eligible for Medical benefits. NSH employees accrue one hour of sick leave for every 30 hours worked. NSH employees are not eligible for other paid time off such as vacation or paid holidays. Exceptions may apply for jury duty and medical leave. More information is available at CSU Human Resources Benefits.
- Covered by Workers’ Compensation, Unemployment Insurance, and must enroll in the PERA Retirement Plan.
- May work only nine months in any 12-month period based on payroll schedule. A four-month employment break is required prior to beginning a new nine-month period.
- May be exempt from the nine-month work limit if they qualify as a student at another institution. Student must be enrolled in a Colorado high school or any institution of higher education on a regular basis, at least half time, in a program that is working towards a degree or certification. Verification of Student Status at Other Institution form required.
- Employees may only start working once their background check and I-9 have been completed.

Recruitment Process

1. Position Description: All Non-Student Hourly positions must be posted in the Talent Management System (TMS). Complete Non-Student Hourly Posting Description using Non-Student Hourly Posting Template and return to Kaylie McKenna for review. The Non-Student Hourly Posting Guide is available with examples. Posting is Initiated by Kaylie McKenna.
2. Advertising: The NSH Posting can be advertised internally or externally on TMS for a minimum of one full day. All postings close at 11:59 pm MT. Other advertising can be conducted by search contact outside of TMS and the external venues listed below.
   a. Advertising Internally: Posting on CSU Jobs only viewable to CSU Employees or those with direct link.
   b. Advertising Externally: Posting viewable to public on CSU Jobs and shared with CSU’s Automatic Recruitment Venues (Connecting Colorado, Indeed, HigherEdJobs, LinkedIn, DirectEmployers’ Targeted Diversity Job Boards)
3. Applications: Regional Support Staff or Kaylie McKenna will manage/pull applicants to be shared with search contact. All applications must be reviewed and assessed. Search committees, interviews, and reference checking are optional. Please retain notes/comments/scoring from screening applications.
4. Screening Form: Complete Non-Student Hourly Screening Form and return to Kaylie McKenna.
5. Hiring: Position may be offered to preferred candidate contingent on passing a background check. See below for hiring process. Regret email or communication to all applicants that they are not selected is required by search contact following hiring of preferred applicant.

Updated March 2021
**Hiring Process**

1. **Background check**: All CSU hires and rehires require a background check. Please allow at least 2-full weeks prior to your employee’s start date to ensure background checks can be run when required.

Submit background request to Kaylie at kaylie.mckenna@colostate.edu with the following information of the preferred candidate:

- Current or previous CSU employee?
- Full legal name – First, Middle, Last (do not use nicknames)
- Desired start date (if this changes at any point in the process, please inform Kaylie)
- Email address
- Cell phone number
- Motor Vehicle Check required?
- Supervisor
- Date of Birth
- International Candidate
- Work address
- Rate of pay
- Account number

Please inform your potential employee that they will receive an email from HireRight Customer Support to initiate a background check. 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 and Electronic I-9**: Once the background check has been completed and returned as a recommended for hire, Kaylie will send the new hire paperwork and electronic I-9 forms to the new employee via email. **Documents must be returned via email as soon as possible. Doing so promptly ensures information access, timely payroll, and opens up communication channels between the employee and Extension personnel.**

Perspective employee needs to complete their portion of the electronic I-9 **no later than their first day of employment**. Supervisors will complete the employer portion of the I-9 verification through Equifax **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.

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

3. **Onboarding**: The new employee will receive an email from Extension’s Technology Unit to establish an eID, CSU mailbox, subscribe to listservs if applicable, and provide general CSU technology resources.

---

1. Require a valid driver’s license or commercial driver’s license; Require the employee to drive a motor vehicle as a regular part of their job responsibilities; or Require use of a state-owned vehicle for the purpose of conducting University business.

2. A current, former, or prospective employees who is not a U.S. Citizen or permanent resident and does not have a U.S. issued social security number or who has obtained a social security number in the last six months.
The new employee must visit the Employee Self-Service to add Direct Deposit and complete W-4 Tax Form as soon as possible but following their first day of employment.

TimeClock Plus Guides are available for training for the employee and supervisor. Please reach out to Kaylie as soon as possible if the employee has missed or incorrect work entries or if the supervisor missed approving entries after the pay period deadline. Payroll does not run until this is complete. The timesheet will be entered into the following 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.

For all other questions or concerns, please reach out to Kaylie McKenna, CSU Extension Human Resources Generalist at (970) 491-1617 or kaylie.mckenna@colostate.edu.

1 Require a valid driver’s license or commercial driver’s license; Require the employee to drive a motor vehicle as a regular part of their job responsibilities; or Require use of a state-owned vehicle for the purpose of conducting University business.

2 A current, former, or prospective employees who is not a U.S. Citizen or permanent resident and does not have a U.S. issued social security number or who has obtained a social security number in the last six months.