

Colorado State University Extension Non-Student Hourly Employees

Hiring Guidelines

Non-student hourly 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.
- Not eligible for benefits or paid time off such as vacation, sick leave, or paid holidays. Exceptions may apply for jury duty and medical leave.
- 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.

Hiring Process

1. **Background check:** All CSU hires and rehires require a background check request. 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 person you wish to employ:

- 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?¹
- Supervisor
- Date of Birth
- International Candidate²
- Work address
- [Job Classification](#)
- 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. **Originals must be returned via regular mail or hand delivered 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 Tech Unit to establish an eID, CSU mailbox, subscribe to listservs if applicable, and provide general CSU technology resources.

[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.

The new employee should be encouraged to visit the [Employee Self-Service](#) to update and view W-4 tax holding information or make changes to their personal information at any time during their employment.

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.

¹Require 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.