Student hourly employees are described as an undergraduate or graduate, admitted for enrollment as a regular certificate/degree-seeking student at Colorado State University, carrying at least one Registrar’s credit per term during the academic year. Guidelines include:

- Paid hourly on a bi-weekly pay schedule.
- Fringe Rates apply.
- May be eligible for Medical benefits. Student Hourly employees accrue one hour of sick leave for every 30 hours worked. Student hourly 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 and are enrolled in SERP/Medicare (TIAA-CREF).
- Break or meal periods for students employed by Colorado State University are not mandatory. As per employer discretion, allow breaks and/or meals as necessary. Generally, a break period (10-20 minutes) is paid and taken on the premises; a meal period (30 min or more) is un-paid, if uninterrupted and duty free.
- Employees may only start working once their background check and I-9 have been completed.

**Recruitment Process**

1. **Advertising:** All student hourly job positions must be advertised for a minimum of three days on Handshake. Advertising may be done on other platforms additionally. Please submit completed Student Hourly Posting Template to Kaylie at kaylie.mckenna@colostate.edu. Please allow at least three business days before advertising begins to ensure approval from CSU Career Center.

2. **Screen applicants:** All applicant materials from all candidates must be reviewed. Score sheets or screening forms may be used but are not required. Search committees, interviews, and reference checking are optional. Please retain notes/comments/scoring from screening applications and compose reason for hiring.

3. **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.

**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
• CSU ID Number
• Job Category
• 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 Student Employment 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 subscribe to listservs if applicable and provide general CSU technology resources.

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.