

FAQ – Human Resources

Contents

Commonly Asked Questions	2
Q: Where can I find a copy of my paystub?	2
Q: How do I change my address?.....	2
Q: How do I view or change my Direct Deposit Information	2
Q: How do I find my W2?	2
Q: How do I change my legal name in the system?	2
Salaried Employees	2
Q: I requested special leave (funeral, Jury Duty, etc.), why isn't it showing in TimeClock Plus yet?	2
Q: I missed approving my salaried employees time, what do I do?	2
Q: I'd like to give my salaried employee a raise, how do I do that?	2
Hourly employees	3
Q: What information do I need to send WCNR HR for a Handshake or TMS posting?	3
Q: I need to hire a student, what do I do?	3
Q: Does the new student employee need a criminal or motor vehicle check?	3
Q: I need to hire a non-student hourly (NSH), what do I do?	3
Q: My student hourly is graduating, but I want them to continue working as a non-student hourly, what do I do?	4
Q: I have a returning hourly employee, what do I do?	4
Q: Do hourly employees receive sick leave benefits?.....	4
Q: Can my non-student hourly (NSH) continue working for more than 9 consecutive months?.....	4
Q: How do I find out how much time my employee has left on their NSH eligibility?	5
Q: My employee missed entering their hours and the TCP pay period is closed, what do I do?	5
Q: My employee missed entering their hours and the TCP pay period is still open, what do I do?	5
Q: I'd like to give my student/NSH employee a raise, how do I do that?	5
Q: My employee needs to complete Section 2 of the I9 before they can start work, what do I do?	5
Q: When are hourly employees paid?	5

Commonly Asked Questions

Q: Where can I find a copy of my paystub?

A: All pay stubs are available electronically. To view paystubs, visit this link for instructions: <https://hr.colostate.edu/current-employees/payroll/employee-self-service/> and/or contact MyHR@colostate.edu, (970) 491-6947

Q: How do I change my address?

A: You can do so online through the Employee Self-Service portion. Visit this link for instructions to update home address: <https://hr.colostate.edu/current-employees/payroll/employee-self-service/>

Q: How do I view or change my Direct Deposit Information

A: Visit this link for instructions to update your direct deposit information: <https://hr.colostate.edu/current-employees/payroll/direct-deposit/>; and/or contact MyHR@colostate.edu, (970) 491-6947

Q: How do I find my W2?

A: You can find your W2 online through the Employee Self-Service portion. Visit this link for instructions to find your W2: <https://hr.colostate.edu/current-employees/payroll/employee-self-service/>

Q: How do I change my legal name in the system?

A: Email WCNR_HR@colostate.edu for more information.

Salaried Employees

Q: I requested special leave (funeral, Jury Duty, etc.), why isn't it showing in TimeClock Plus yet?

A: The WCNR HR Operations team enters special leave requests between the 1st and the 10th of the following month the leave was taken. If you don't see the special leave entered after the 10th, please reach out to WCNR_HR@colostate.edu.

Q: I missed approving my salaried employees time, what do I do?

A: Email WCNR_HR@colostate.edu for assistance.

Q: I'd like to give my salaried employee a raise, how do I do that?

A: For salaried positions, we will need a revised position description and new salary amount submitted through a WCNR Intranet request. We can do these at any time of the year except for during SALX. Salaried position changes are taking 3-6 weeks for processing, please plan accordingly.

Hourly employees

Q: What information do I need to send WCNR HR for a Handshake or TMS posting?

- **A:** Email the following information to WCNR_HR@colostate.edu for posting:
- Position Title:
- Organization Summary or Department name:
- Position Summary:
- Potential start date and duration:
- Number or Openings available:
- Responsibilities/Duties:
- Required Qualifications:
- Preferred Qualifications:
- Hourly Pay Rate:
- Application Instructions: Example “To apply, email your resume to (email)”:
- Apply By date (can note if open until filled):

Q: I need to hire a student, what do I do?

A:

- Ensure that the job is posted on Handshake for a minimum of 3 days (reach out to WCNR_HR@colostate.edu for assistance with posting)
- Enter new hire information into the WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office/ HR Request/ New Hire); ensure to check if the new hire needs a criminal or motor vehicle check. Ensure to add job posting number and CSU ID number.
- Wait to receive approval from the WCNR HR Team before starting the new hire.
- Allow 1-3 weeks for the hiring process for student employees before they are approved to start.

Q: Does the new student employee need a criminal or motor vehicle check?

A:

- A Criminal background check will be needed for a student if work will include any of the following 5:
 1. Unsupervised Access to secure facilities or access to master keys
 2. Cash Handling
 3. Access to Controlled Substances, select agents, or other sensitive research materials/information
 4. Access to animals/minors
 5. Access to sensitive information (i.e., access to identifiable information, or information that is protected by applicable laws such as HIPAA, FERPA, or GLBA)
- If the student needs to drive for work, CSU will need to run a motor vehicle check.

Q: I need to hire a non-student hourly (NSH), what do I do?

A:

- Ensure that job is posted on TMS for a minimum of 1 day (reach out to WCNR_HR@colostate.edu for assistance with posting). If the employee will be working out-of-state, a TMS number is not needed.
- Enter new hire information into the WCNR Intranet: <https://intranet.warnercnr.colostate.edu/>

(Business Office/ HR Request/ New Hire)

- A background check is required for **all** NSH employees.
- Allow 2-4 weeks for the hiring process for NSH employees before they are approved to start. Wait to receive approval from the WCNR HR Team before starting the new hire.

Q: My student hourly is graduating, but I want them to continue working as a non-student hourly, what do I do?

A:

- Graduating students' student employment will end approximately 2-6 weeks after graduation (Student Employment will determine this date after graduation).
- Graduating students who will continue as a NSH will need to have a TMS number and background check completed.
- Ensure that the job is posted on TMS for the minimum of 1 day (reach out to WCNR_HR@colostate.edu for assistance with posting). If the employee will be working out-of-state, a TMS number is not needed.
- A background check is required for all NSH employees.
- Allow 2-4 weeks for the hiring process for NSH employees before they are approved to start. Wait to receive approval from the WCNR HR Team before starting the new hire.

Q: I have a returning hourly employee, what do I do?

A:

- If the employee is still active in TimeClock Plus and is returning to the same payrate and funding number, please email WCNR_HR@colostate.edu to inquire about the employment status.
- If the employee is **not** active in TimeClock Plus, but should be returning to the same payrate and funding number, enter a request to reactive assignment the WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office/ HR Request/ Change)
- If there is a pay rate or funding/project update needed, enter the request into the WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office/ HR Request/ Change)

Q: Do hourly employees receive sick leave benefits?

A: All hourly employees (including students) accrue 1 hour of sick leave for every 30 hours worked (there is no minimum # of weekly hours needed for sick leave accrual). Sick leave hours are deducted from the account listed in TimeClock Plus. Supervisors need to enter and approve sick hours for their employees utilizing the sick leave assignment number that correlates with their assignment number; if you need to know this Leave/Assignment number, please inquire with WCNR_HR@colostate.edu.

Q: Can my non-student hourly (NSH) continue working for more than 9 consecutive months?

A: State constitution states that in any 12-month period, a NSH employee may only work 9 months. If the 9-month limit is reached in a 12-month period, a **mandatory** 4-month break is required. Months are calculated by Pay Period Ending date, not calendar month. If an employee works any day within a pay period, the month in which the pay period end date occurs is counted as a whole month. If you'd like to keep the employee working, please work with the WCNR HR Team on hiring the individual into a salaried position. NOTE the salaried hire process will need to begin several months prior to the 9th month if you'd like to avoid a gap in work. If the NSH is enrolled in classes at another institution, please contact WCNR_HR@colostate.edu for additional information.

Q: How do I find out how much time my employee has left on their NSH eligibility?

A: Supervisors should understand how CSU calculates 9-months of eligibility and plan accordingly. WCNR Staff will notify supervisors monthly when their employees have worked 7 months or more. You can also reach out to WCNR_HR@colostate.edu.

Q: My employee missed entering their hours and the TCP pay period is closed, what do I do?

A: Email WCNR_Budget@colostate.edu for assistance.

Q: My employee missed entering their hours and the TCP pay period is still open, what do I do?

A: The supervisor is responsible for adding missing hours/correcting hours worked to TCP on the employee's behalf while the pay period is still open. To enter missed hours:

- Go to <https://aar.is.colostate.edu/>
- Click **TimeClock Plus** - Manager under the Applications Setting menu on the right
- Click the **HOURS** tab and choose **Individuals Hours**
- Select the **employee** and click the green **Add** button
- Select **Time sheet entry** box
- Select **Job Code** and **Project Code**
- Select **Save**
- The new shift will still be unapproved, so be sure to **check the box in the Manager approval column** (the M with a check mark) and click the blue **Apply Changes**
- More information can be found at: <https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/payroll-training/>

Q: I'd like to give my student/NSH employee a raise, how do I do that?

A: Hourly positions can be given a raise at any time. Please submit a WCNR Intranet request for processing: WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office/ HR Request/ Change)

Q: My employee needs to complete Section 2 of the I9 before they can start work, what do I do?

A: It is the supervisor's responsibility to identify who will be completing Section 2 of the I9. The WCNR HR Hiring Team can assist with setting up an individual to be an authorized I9 completer if needed. If the new hire is on-campus, the WCNR HR Hiring Team can complete Section 2 of the I9 in the Michael Smith Natural Resources building in room 411.

Q: When are hourly employees paid?

A: Hourly employees are paid hourly on a bi-weekly pay schedule: <https://hr.colostate.edu/hr-community-and-supervisors/payroll/schedules-and-deadlines/>