



# Student and Non-Student Hourly Hiring at WCNR



WARNER COLLEGE  
OF NATURAL RESOURCES  
COLORADO STATE UNIVERSITY

# Meet Your WCNR HR Hiring Team!

- Angela Thompson, Senior Human Resources Manager
- Sabrina Broderick
- Jessica Horvath
- Cynthia Lindsey
- Enrique Mendoza
- The WCNR Fiscal Team can be reached at [wcnr\\_budget@mail.colostate.edu](mailto:wcnr_budget@mail.colostate.edu)
- The WCNR HR Hiring Team can be reached at [wcnr\\_hr@colostate.edu](mailto:wcnr_hr@colostate.edu)



## Table of Contents

- Current Supervisor Refresher
- Common Hurdles
- Hiring Timelines
- Required Advertising
- Background Checks
- WCNR Intranet Submission
- I9 and Paperwork
- Newly Enrolled and Graduating Students
- Time Reporting (TimeClock Plus)
- International Hiring
- Work Study
- Non-student hourly Eligibility
- End dates
- CSU Vehicle Policy
- Additional Information



# Current Supervisor Refresher

- Enter **all** requests for hourly employees (new hire, returning employee, pay rate increase and funding/project number changes) into the WCNR Intranet:  
<https://intranet.warnercnr.colostate.edu/> (Business Office; HR Request)
- For legal reasons, please do **not** start the employee before receiving approval from WCNR HR Hiring. WCNR HR Hiring needs to review each new hire before they start to ensure that we are following employment laws.
- All jobs located in Colorado are required to be advertised (even if you already have a candidate in mind); jobs located outside of Colorado do not have an advertising requirement
  - Student jobs - posting minimum is 3 days on Handshake
  - Non-Student Hourly jobs - posting minimum is 1 day on TMS
  - If the employee is returning to the exact same project, a posting number will not be needed.
- Supervisors need to submit sick leave in TCP for employee on the correct Leave/Assignment number. 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).
- Minimum wage: As of January 1, 2024, minimum wage in Colorado is \$14.42/hour; if working in Denver, it is \$18.29 per hour.



# Common hurdles

- Reasons for delay in hire and approval include:
  - Employees starting prior to WCNR HR Hiring giving approval; this can cause legal issues as well as delayed pay.
  - Incomplete and/or incorrect information submitted in the WCNR Intranet request (such as missing CSU ID and job posting number if applicable)
  - New hire not responding to the background check and/or paperwork emails
  - Delay in new hire submitting their paperwork
  - Incorrect or non-original documents for Section 2 I9 verification
  - Start date on Section 2 of the I9 incorrect
  - Section 2 of the I9 not being completed in time for Federal Compliance; Section 2 of the I9 should be completed prior to the employee working any hours.
- Sick Leave being reported on the incorrect Leave/Assignment number (the incorrect Leave/Assignment number will cause sick leave to be taken from an incorrect project/assignment).



# Hiring Timelines

Employees may not begin working until a WCNR HR Hiring team member gives the approval.

Please refer to the timeline and plan accordingly. Length of time before approval will depend on multiple factors:

- **Student employee** hire timeline: Allow 1-3 weeks for the hiring process for student employees (from when you enter a new request in the WCNR Intranet)
- **Non-Student hourly (NSH)** hire timeline: Allow 2-4 weeks for the hiring process for Non-Student Hourly employees (from when you enter a new request in the WCNR Intranet)

Additional FAQ: [HR FAQ](#)



# Required Advertising

- All jobs located in Colorado are required to be advertised (even if you already have a candidate in mind); jobs located outside of Colorado do not have an advertising requirement.
  - Student jobs - posting minimum is 3 days on Handshake
  - Non-Student Hourly jobs - posting minimum is 1 day on TMS
  - If the employee is returning to the exact same project, a posting number will not be needed.
- To post on Handshake and/or TMS (or do additional advertising), email [WCNR\\_HR@colostate.edu](mailto:WCNR_HR@colostate.edu) the following information:
  - Position Title
  - Position Summary
  - Responsibilities/Duties (at least 1)
  - Required Qualifications (at least 1)
  - Preferred Qualifications (at least 1)
  - Number of weekly working hours
  - Potential Start date
  - Number of Openings
  - Hourly Pay Rate
  - Application Instructions
  - Application due date



# Advertising Continued

- For **student** job postings, ensure that the following is listed on every job posting: “Employee Benefit information can be found on HR’s Website at <https://hr.colostate.edu/current-employees/benefits/>”
- For **non-student** job postings, ensure that the following is listed on every job posting: “Employee Benefit information can be found on HR’s Website at <https://hr.colostate.edu/wp-content/uploads/sites/25/2021/02/benefits-summary-hourly.pdf> and <https://hr.colostate.edu/current-employees/benefits/>”
- Ensure the long **or** short versions of the Equal Employment Opportunity, Background Check and Diversity Statements are listed on every job posting: <https://oeo.colostate.edu/equal-employment-opportunity-background-check-and-diversity-statements/>
- A statement about COVID regulations is **no** longer needed on the job posting.





# Background Checks and Paperwork

- If the hire is a brand-new hire to CSU, they will need to complete new hire paperwork prior to being approved to start work (process takes about 7 days), and they may need a background check completed.
- A Criminal background check will be needed for all Non-Student Hourly employees.
- A Criminal background check will only be needed for a student if work will include:
  - Unsupervised Access to secure facilities or access to master keys
  - Cash Handling
  - Access to Controlled Substances, select agents, or other sensitive research materials/information
  - Access to animals/minors
  - 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.
- Background checks take 7-12 days on average to complete



# WCNR Intranet Submission

- Enter **all** requests for hourly employees (new hire, returning employee, pay rate increase and funding/project number changes) into the WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office; HR Request)
- When completing the Intranet request:
  - Enter new hire's legal first name; if the new hire/returning employee goes by a name other than their legal name, please note in the comments
  - If the new hire/returning employee has a CSU ID, include their CSU ID number in the WCNR Intranet request
  - If the student was granted work study, include a copy or screenshot of the work study award
  - If the new hire/returning employee requires additional approvers for TCP, please add that in the comments of the WCNR Request
  - If new hire will be working remotely from home, add work/home address to comments section
  - Ensure all is entered correctly; incorrect information will delay hiring process



# I9 and Paperwork

- Remind the new hire that we cannot accept copies of their supporting documents; originals are needed (i.e. passport, driver's license, social security card, etc.)
- Pre-hire paperwork, including the I9, must be completed by the new hire prior to WCNR HR Hiring releasing the approval to start.
- To ensure timely payment, it is preferred that Section 2 be completed **before** the first day of work. The sooner Section 2 of the I9 is completed, the sooner the new hire's assignment will be fully approved and in TimeClock Plus.
- If you are not authorized to complete Section 2 document verifications, please send the new hire with their **original** documents to the WCNR HR Hiring Office in Room 411.
- If the new hire is fully remote and there is no I9 verifier set-up, please discuss options with WCNR HR Hiring.
- The start date on Section 2 of the I9 must match the correct start date.
- The new hire will show-up in TimeClock Plus approximately 3 days after Section 2 of the I9 is completed.



# Newly Enrolled and Graduating Students

- **Credits:** To qualify to be a student employee, a student must be enrolled in at least one (1) credit.
- **Graduating:** If a student is graduating, and you want them to continue as an employee, we can hire them as a non-student hourly (will need a TMS posting number and background check). Students can work as a student employee approximately one month after their graduation date; this date is determined by Student Employment.
- **Newly registered:** Newly admitted (and registered) students to a degree-seeking program at CSU can work the semester prior to their scheduled enrollment.
- **Summer Term:** If students are registered the prior spring and are registered for the coming fall term, they can be a student employee during the summer. These students are subject to SERP during summer term.
- For additional information about Planned Leave Undergraduate (PLUG), Continuous Registration, or students enrolled in Education Abroad, please contact WCNR HR Hiring.
- Guest Students, CSU Global and CSU Pueblo Students, and Students on Education Abroad are not eligible to be student employees.



# Time Reporting (TimeClock Plus)

- CSU uses TimeClock Plus (TCP) for reporting hours.
  - TCP Training guides <https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/payroll-training/>
- For legal reasons, hours **must** be recorded on/for the correct days and times that the hours were worked.
- To avoid a delay in pay, it is suggested that approvals of worked hours in TimeClock Plus be completed no later than the Friday evening of the pay period end date.
- Ensure funding/project number is correct when approving hours in TimeClock Plus
- If necessary, supervisors will need to enter hours on behalf of the employee.
- Supervisors will need to submit sick leave in TCP for employee on the correct Leave/Assignment number – WCNR HR Hiring can assist with determining this number.
- Weekly Pay Dates: Hourly employees are paid on a bi-weekly pay schedule; depending on start date and approval, first pay could be delayed.
  - <https://hr.colostate.edu/hr-community-and-supervisors/payroll/schedules-and-deadlines/>



# International Hiring

- If you are planning to hire a Foreign National, please ensure to note in the comments of the WCNR Intranet request that they are a Foreign National so that WCNR HR Hiring can ensure that they receive all of the information needed.
- Foreign National Employee New Hire Handout:
  - [https://busfin.colostate.edu/Forms/Tax/ForeignNational\\_New\\_Hire\\_Handout.pdf#zoom=100](https://busfin.colostate.edu/Forms/Tax/ForeignNational_New_Hire_Handout.pdf#zoom=100)
- Employment for F-1 and J-1 Students:
  - <https://international.colostate.edu/iss/resources/employment/employment-for-f-1-and-j-1-students/>
- Students must apply for a Social Security Number (SSN) before starting work.
- During Fall and Spring semesters, International Students cannot work no more than 20 hours per week.
- During Winter and Summer breaks, International Students can work unlimited hours.
- Graduate Research and Teaching Assistantship hours are counted as on-campus employment and limited to the 20 hour per week limit while classes are in session.



# Work Study

- A student cannot have more than one work study assignment at a time at CSU.
- A brand-new work-study assignment can begin on any date; however, a transferred work study assignment can only start on the Saturday that begins a pay period.
- Hours that fall in-between work study dates, or hours that are worked after the work study is exhausted, will count as Time Entry wages/hours.
- Student Employment and work study dates: <https://financialaid.colostate.edu/student-employment/#1626367516819-c315fcf8-16e8>
- Federal Work-Study Students and Federal Awards: <https://www.research.colostate.edu/osp/2022/05/04/federal-work-study-students-and-federal-awards/>
- Work Study Allocation table: <https://financialaid.colostate.edu/resources-for-employers/#1625156660703-0856627b-b480>
- If the student was granted work study, include a copy or screenshot of the work study award in the WCNR Intranet request; a Handshake number is needed for work study appointments.



# Non-student hourly Eligibility

- State constitution states that in any 12-month period, a Non-Student hourly employee may only work 9 months.
- 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 the nine-month limit is reached in a twelve-month period, a mandatory four-month break is required.
- Student at Other Institution exemption - "A Non-Student Hourly may be exempt from the nine-month work limit if they qualify as a student at another institution. Students 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 should be submitted to the HR Records by February or October for the school term of the year using the Verification of Student Status form (taken from CSU HR website: <https://hr.colostate.edu/hr-community-and-supervisors/classification-and-compensation/non-student-hourly/>)"





# End dates

WCNR HR will not submit an end date in the system for hourly employees; they will remain active in the system and TimeClock Plus until one of the following occurs:

- 1) You request for WCNR HR to terminate or suspend their assignment;
- 2) They graduate or are no longer enrolled (if they are a student);
- 3) They don't work for a certain number of months (at which time the system will auto-suspend their assignment). Generally, an hourly assignment will be auto-suspended by the system at around 4 months of no time reporting. If you would like the hourly to return to work, please submit a WCNR Intranet request and WCNR HR will reactivate the assignment and will let you know when they are approved to return to work; a background check and hiring paperwork will likely not be needed.



# CSU Vehicle Policy

The CSU Vehicle Policy has been updated. Please take the time to read the new policy.

Here are a couple of important departmental requirements:

- Departments must have a CSU Vehicle Authorization Form on file for each driver (for both assigned vehicles and rentals).
- Each driver of a University-owned vehicle must have a motor vehicle records (MVR) check conducted and approved within the past 12 months. A motor vehicle check will be conducted upon hire if requested (this should be noted in the new hire Intranet request). This initial check will cover the employee for the first 12 months of work. If it has been more than 12 months since the motor vehicle check was conducted, and the employee will be driving a University owned-vehicle, upload completed CSU Vehicle Authorization form with a copy of the driver's license to the secured portal: <https://su.warnercnr.colostate.edu/?curl=1BB5781CDF751D3EDDFAD96FAC36A694>

When naming your documents in the secure portal, please do so as follows:

- First Name: MVR
- Last Name: Department Name
- Forms can be combined into one file for ease in uploading



# Additional Information

- **Medical Benefits:** Non-student hourly employees may qualify for health benefits (if working 30+ hours average weekly for the first 90 days of employment). The Benefits Department will reach out to the employee closer to their 90 days if they qualify; if you'd like the Benefits Department to reach out sooner, please let WCNR HR Hiring know.
- **Accommodations:** If an employee mentions that they need accommodations, contact WCNR HR Hiring for guidance with communications and resources.
- **Sick leave:** All hourly employees (including students) accrue one hour of sick leave for every 30 hours worked (there is no minimum # of weekly hours needed for sick leave accrual):
  - Sick leave accruals can be viewed on the employee's TCP page.
  - Hourly employees are not eligible for other paid time off such as vacation or paid holidays.
  - Sick leave hours are deducted from account listed in TCP.
  - Supervisors need to enter and approve sick hours for their employees utilizing the sick leave assignment number that correlates with their assignment number
- For questions about **workers compensation, performance**, or additional supervisor guidance, please contact the WCNR HR Hiring Team.
- **Minimum wage:** As of January 1, 2024, minimum wage in Colorado is \$14.42/hour; if working in Denver, it is \$18.29 per hour.



# Thank you!

If you have questions, please  
contact a WCNR HR Team member  
at [WCNR\\_HR@colostate.edu](mailto:WCNR_HR@colostate.edu)  
or stop by our office in the Michael  
Smith Natural Resources building in  
room 411



WARNER COLLEGE  
OF NATURAL RESOURCES  
COLORADO STATE UNIVERSITY