

Supervisor Guidelines for Hiring Hourly Employees

Contents

Hourly Hiring Q&A	2
Q: What information do I need to send WCNR HR for a Handshake or TMS posting?	2
Q: I need to hire a student, what do I do?	2
Q: Does the new student employee need a criminal or motor vehicle check?	2
Q: I need to hire a non-student hourly (NSH), what do I do?	2
Q: My student hourly is graduating, but I want them to continue working as a non-student hourly (NSH), what do I do?	3
Q: There is a newly registered student who starts at CSU in the Fall; when can they start a student employment assignment?	3
Q: I have a returning hourly employee, what do I do?	3
Q: Do hourly employees receive sick leave benefits?	3
Q: Can my non-student hourly (NSH) continue working for more than 9 consecutive months?	3
Q: How do I find out how much time my employee has left on their NSH eligibility?	4
Q: My employee missed entering their hours and the TCP pay period is closed, what do I do?	4
Q: My employee missed entering their hours and the TCP pay period is still open, what do I do?	4
Q: I'd like to give my student/NSH employee a raise, how do I do that?	4
Q: My employee needs to complete Section 2 of the I9 before they can start work, what do I do?	4
Q: When are hourly employees paid?	4
Timeline for Hiring Process	4
Recruitment Process	5
Hiring Process	5
I9; Section 2	6
TimeClock Plus and Work Schedule	7
Leave and Benefits	7
CSU Vehicle Policy	8
Work Study Information	9
Students not enrolled in classes	9
International Students	10
Additional Information (all hourly)	10
Additional information (Students)	11
Additional Information (Non-students)	11

Hourly Hiring Q&A

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.
- More information: <https://hr.colostate.edu/hr-community-and-supervisors/onboarding/background-checks/>

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 (NSH), 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: There is a newly registered student who starts at CSU in the Fall; when can they start a student employment assignment?

A: If the student will be new to CSU in the Fall, and you want them to work in the summer prior to Fall semester, their start date for (student) summer employment can be approximately early-mid June; if needing to start prior to early-mid June, they will need to be set-up as a non-student hourly until we can convert them to student employee in early-mid June.

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 see the Leave and Benefits section below. WCNR HR can also assist if needed.

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 past the eligibility period, 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 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 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/>

Timeline for Hiring Process

- **New employee to CSU that will need a background and/or motor vehicle check, allow 4-5 weeks** for new hire processing after submitting request in WCNR Intranet. All non-student hourly new hires (or terminated) will need a criminal background check. Most student employees will not need a criminal background check.

- **New employee to CSU that will not need a background or motor vehicle check, but will need new hire paperwork (student only):** allow **8-10 business days** for processing after submitting request in WCNR Intranet.
- **Current active/suspended employee (in any CSU department) with no background or motor vehicle check:** allow **2-4 business days** for processing (WCNR HR will let you know if this is the case).
- **Motor vehicle check needed:** allow **3-4 weeks** for processing. NOTE the motor vehicle check must be requested as it is not automatically completed with the background check. Employees must have a motor vehicle check completed to be approved to drive on behalf of CSU.

Recruitment Process

CSU **requires** all jobs located in Colorado to be advertised; for student jobs, the minimum is 3 days on Handshake, and for non-students the minimum is 1 day on TMS. WCNR HR can advertise on Handshake and TMS (see Q&A section for more details on what to send WCNR HR for the posting). WCNR HR can advertise in other locations if requested, and can provide advertising location suggestions as well.

Required statements on advertisements:

- 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 OEO and Background check statement are on every job posting (can use the long or short version): <https://oeco.colostate.edu/equal-employment-opportunity-background-check-and-diversity-statements/>

Interview & Selection Guidelines: <https://career.colostate.edu/interview-selection-guidelines/>

Sorry letters: Hiring manager should send “was not selected” (sorry letter) communications to all applicants that were not selected. Example sorry letters can be found at: <https://oeco.colostate.edu/media/sites/160/2019/07/Regret-letter-language.pdf>.

Hiring Process

1. Once a candidate is selected, let the new hire know that you will be submitting their information for hire and that WCNR HR will be following up. A reminder that if a criminal background check is needed, their position is contingent upon successfully passing a background check.
2. Enter new hire information into WCNR Intranet: <https://intranet.warnercnr.colostate.edu/> (Business Office, HR Request)
 - All requests for hiring, reinstating, initiating background checks, and changes to existing employees (pay rate, etc.) must be submitted electronically at the WCNR Intranet link.
 - It is crucial that the information for new hires be correct when being entered in the WCNR Intranet

request (legal name, email address, phone number). This information is directly entered in CSU systems for background check and payroll purposes. If an employee goes by a name other than their legal name, please note this in the comments section. Incorrect information may lead to a delay in hiring processing and pay.

- NOTE if selecting Work Study, you will need to add a copy of their work study award to the request.
 - **Criminal History background check:** All Non-student hourly employees will receive a criminal history check. For a **student** employee, if you would select “yes” to any of the following, then a criminal background check will be needed (and you would select ‘yes’ in the request):
 1. Unsupervised Access
 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
 6. Motor vehicle check
 7. More information: <https://hr.colostate.edu/hr-community-and-supervisors/onboarding/background-checks/>
 - Enter Handshake job posting number or TMS number (required for jobs located in Colorado)
 - You do not need to list an end date. The hourly assignment 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).
 - In the Comments section, enter any additional supervisors who can approve the TimeClock Plus entries. If no back-up TimeClock Plus approvers are listed, the Supervisor listed will be the only TCP approver for the employee.
 - In the Comments section, if the new hire will be working from home, you will need to note this as well as add their home address.
3. Section 2 of the I9 will need be completed (see I9; Section 2)
 4. WCNR HR will cc you on emails to new hires throughout the process and will send the employee an onboarding email.

I9; Section 2

It is the supervisor’s responsibility to identify who will be completing Section 2 of the I9. Section 1 is completed by the new hire during their employment paperwork process. To finalize the new hire paperwork, Section 2 of the I9 **must be** completed timely (on or before the first day). If there is more than a 3-day delay in completing Section 2 of the I9, we will be out of Federal compliance and the new hire must stop working until Section 2 is completed (this will likely also result in a delay of pay). WCNR HR 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 Team can complete Section 2 of the I9 in the Michael Smith Natural Resources building in room 411.

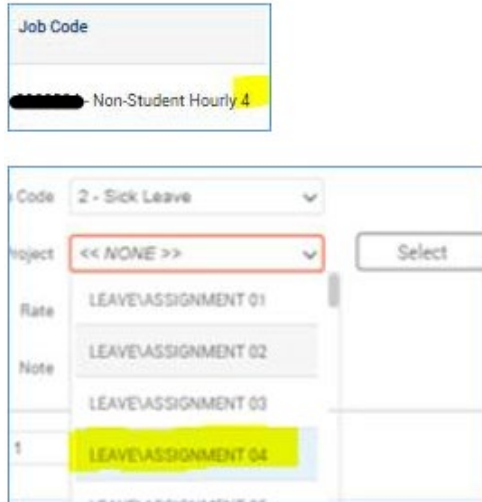
TimeClock Plus and Work Schedule

- Due to the timing of the paperwork completion and routing through the university for approval, many new hire assignments will not be visible in TCP in the first few days of work. The supervisor is responsible for adding missing hours worked to TCP on the employee's behalf. To enter missed hours:
 - Go to <https://aar.is.colostate.edu/> (if off-campus, will need to be logged into Global Protect and Duo)
 - 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**
- TimeClock Plus training guides (including how to approve time and make edits) can be viewed at: <https://hr.colostate.edu/hr-community-and-supervisors/training-and-professional-development/payroll-training/>
- When approving hours, make sure the correct account number is selected. Correct missed punches.
- **Sick leave use:** see Leave and Benefits section below
- **Overtime:** Any time worked in excess of 40 hours per week (Sat-Fri) must be compensated at a rate of time and a half. The employee nor the supervisor have the right to change or bypass overtime eligibility; by law, the employer must compensate for time worked over 40 hours/week. Prior authorization is required from the supervisor before the employee may work overtime. If an alternate schedule is needed, please let WCNR HR know. Work study employees are **not** eligible for overtime. International employees may have restrictions on number of hours they can work (see International section).
- For questions about TCP, please contact WCNR_Budget@colostate.edu.

Leave and Benefits

- **Sick leave:** All employees at CSU are eligible to accrue and use accrued sick leave (even if working less than 20 hours per week). Hourly employees accrue 1 hour of sick leave for every 30 hours worked; leave accruals can be viewed on the employee's TCP page. Sick leave hours are deducted from project funds. If the employee has more than one assignment, you need to ensure the Leave/Assignment number correlates to the correct assignment (Job Code); see below for how to determine the Leave/Assignment number. WCNR HR can assist as well. If the Leave Assignment number is not correct, the employee will **not** be paid correctly for the sick leave hours. Hourly employees are not eligible for other paid time off such as vacation or paid holidays.
 - Information about sick leave: <https://hr.colostate.edu/new-colorado-leave-benefits/>
 - Manager information to enter sick leave for employees in TCP: https://hr.colostate.edu/wp-content/uploads/sites/25/2021/01/bw_sick_leave.pdf
 - More information is available at CSU Human Resources [Benefits](#).

To determine leave assignment number, look at the last number under “Job Code”; in this example, the Leave Assignment is 4:



- **Medical Benefits (Student):** Health care information for student employees can be found at: <https://hr.colostate.edu/current-employees/benefits/other-employee-types/> and <https://career.colostate.edu/resources/student-employee-benefits/>
- **Medical benefits (Non-student):** Non-student hourly employees are eligible for health insurance after 90 days of working 30+ hours weekly. CSU Benefits will reach out to NSH employees who qualify once they get close to their 90 days. For questions on NSH benefits, reach out to Brittany Phillips at Brittney.Phillips@colostate.edu; (970) 491-0855. A supervisor can email Brittany directly to get the insurance paperwork going earlier (if they know/guarantee that 30 hours per week will be worked). More health care information for NSH employees can be found at: <https://hr.colostate.edu/current-employees/benefits/other-employee-types/>

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

Work Study Information

- A student can have 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>

Students not enrolled in classes

Planned Leave Undergraduate (PLUG)

Undergraduate students enrolled in PLUG qualify to be student employees if they plan to attend classes again the following semester (in spring semester that means fall semester; in fall semester that means spring semester). Undergraduate students who are registered in PLUG may be employed as student hourly employees the term immediately preceding the Planned Leave term and during the Planned Leave term itself. The deadline to request Planned Leave is 12:00 PM MT (Noon) on the Thursday prior to the start of classes for fall and spring terms.

Continuous Registration

Graduate students who are "continuously registered" qualify to be student employees. Continuous Registration must be completed before the census date for both fall and spring terms for the individual to qualify as a student employee.

Education Abroad

Students cannot work remotely while on Education Abroad. Students can work before they leave and when they get back (and they can use work study award before they leave and when they get back).

Summer Term

During the summer, students are not required to register for credits if they were registered the prior spring and are registered for the coming fall term. These students are subject to SERP during summer term.

Guest Students, CSU Global and CSU Pueblo

Guest Students, CSU Global and CSU Pueblo students are not eligible to be student employees.

International Students

If you are hiring a Foreign National, please share the Foreign National Employee New Hire Handout with new international employees so they know how to contact Business and Financial Services to complete their tax forms:

(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, can work no more than 20 hours per week.
- During Winter and Summer breaks, 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.

US nationals may work from a treaty country for a certain threshold number of days, as defined within the applicable treaty. However, for a foreign national employee, no such threshold period applies, and they become subject to local taxation immediately upon commencing work abroad.

From BFS Foreign Tax department May 2024 – “A foreign national is not subject to US taxation while working anywhere outside the US. They are either subject to local taxation or taxation by their country of origin, depending on the circumstances. We have an employer’s obligation to withhold, however we are not equipped to facilitate international payroll. Therefore, to limit risk, we would generally overlook a work trip abroad (to the home country or a third country) for a duration up to two weeks while on CSU payroll.”

If you have a foreign national employee OR a US national employee who you’d like to work outside of the US, please contact WCNR HR PRIOR to the employee working outside the US so the WCNR HR Team can find out what options are.

Additional Information (all hourly)

- **Weekly Pay Dates:** Paid hourly on a bi-weekly pay schedule: <https://hr.colostate.edu/hr-community-and-supervisors/payroll/schedules-and-deadlines/>
- **Accommodations:** If an employee mentions that they need accommodations, contact WCNR HR for guidance with communications and resources.
- **Performance issues:** If an employee is having performance issues, please contact WCNR HR for assistance through the performance management process.
- If an employee is injured or involved in an incident while conducting work for CSU, a report should be submitted. If the employee is unable to submit the report, the supervisor is responsible for the submission:
 - **To report an injury or incident:** <https://rmi.colostate.edu/workers-compensation/file-an-incident/>
 - If **you** have questions about workers’ comp, contact workcomp@colostate.edu; (970) 491-6745
 - Tick bites should be reported **once** per season regardless of the number of bites during the season.
- Additional Supervisor Guidelines:
 - <https://career.colostate.edu/employers/>

- <https://career.colostate.edu/employer-resources/>

Additional information (Students)

Performance Evaluations: For employee development purposes, the Career Center recommends conducting performance evaluations **once a year**. Student employee development tools can be found at the Career Center website: <https://career.colostate.edu/campus-employment/campus-employers/sed-toolkit/>.

- Example of student staff evaluation templates can be found at <https://financialaid.colostate.edu/resources-for-employers/#1625156688190-1f0400d3-2f1a>
- Additional information can be found at <https://career.colostate.edu/employer-resources/student-employment-evaluation-report-basic/>

Additional Information (Non-students)

- **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. Supervisors should understand how CSU calculates 9-months of eligibility and plan accordingly. WCNR HR can answer questions about eligibility and end dates if needed.
- **Eligibility exemption:** A Non-Student Hourly may be exempt from the nine-month work limit if they qualify as a student at another institution; a [Verification of Student Status at Other Institution](#) form is required for this exemption.
- If an NSH employee is no longer working, but may return, WCNR HR can suspend the assignment until they return (as opposed to terminating). No paperwork or background check would need to be completed unless the assignment is terminated (either by WCNR HR, or if the gap is so long that CSU automatically terminates the assignment). Enter a WCNR Request to return them to active.
- For CDL drivers, supervisors must correspond with Danette French at CSU to coordinate the appropriate forms prior to operating Heavy Equipment (and/or equipment requiring a CDL) for CSU.
 - Danette.French@colostate.edu; (970) 491-6349
- **Additional Non-student hourly guides:** <https://hr.colostate.edu/hr-community-and-supervisors/classification-and-compensation/non-student-hourly/>
- For questions about **Travel**, please contact WCNR_Budget@colostate.edu
- For additional questions, contact WCNR_HR@colostate.edu