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The role of LSC Payroll/Personnel Department is to provide payroll and human resources guidance to Lory Student Center career staff, graduate assistants and hourly employees. The contact information for the LSC Payroll/Personnel Department is as follows:

**Email:** lscpayroll@colostate.edu
**Phone:** (970) 491-2324

This guidebook is not a replacement of your CSU Human Resources Manual. University guides, manuals, rules, regulations and procedures can be found on the Department of Human Resources (HR) website: [http://hrs.colostate.edu/](http://hrs.colostate.edu/)
When hiring an employee, please make an appointment with LSC Payroll/Personnel to complete hiring forms. Office hours for the hiring of new employees are Monday through Friday 9:00 a.m.–11:30 a.m. and 1:00 p.m.–3:30 p.m.

An eligible student employee is 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. GUEST students and students enrolled in the INTO academic Pathway and English language programs are not considered eligible students. Job openings can be posted on the LSC website or on RAMweb through JobX. JobX is a free service for employers to post and manage job announcements for Colorado State University students. Student Employment Services will post your job announcement for no charge and it will be accessible via RAMweb for up to 30 days. Information for JobX can be found on the Student Employment Services website at http://ses.colostate.edu.

Once an employee has been interviewed and selected, a background check must be completed before the employee is offered the position. Once the background check is completed you will receive work from HR whether or not you may proceed with the hire.

The following forms of identification are required:

- A current US Passport
- A current driver’s license AND original* social security card
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

*Per Federal Law, original documents required, copies CANNOT be accepted

INTERNATIONAL STUDENT EMPLOYEES

International students may not work in excess of 20 hours per week. This limitation does not apply over the winter or summer breaks.

Once an employee has been interviewed and selected, a background check must be completed before the employee is offered the position. Once the background check is completed you will receive work from HR whether or not you may proceed with the hire.

If you hire an international student employee that does not have a social security card, they will need to apply for one as soon as they are hired. To apply, a job offer letter may be obtained from the LSC Payroll/Personnel Office to take to the Social Security Office at 301 S. Howes St., 4th Floor. Additionally, they will need to bring the following documents to complete initial hiring forms:

- A foreign Passport
- Form I-94
- Form I-20
- A voided check, or bank routing and account numbers for direct deposit

ASSET STUDENTS

Students that are attending Colorado State University via the ASSET (Advancing Students for a Stronger Economy) program are not treated as International Student Employees, they complete the same hiring paperwork that regular student hourly employees complete. ASSET Students must also provide an Employment Authorization Document.

NON-STUDENT HOURLY EMPLOYEES

It is University policy that non-student hourly (temporary) employment be restricted to those individuals employed to meet unexpected work-loads, to fill a vacant position while the department evaluates their needs for a permanent replacement, or to provide short-term assistance (seasonal workers, returning retirees helping to train their replacement, etc.).

In any 12-month period (April 2012 to March 2013, for instance) a non-student hourly employee may work only 9 months - this is a per-employee limit so work in one or more departments counts toward the employee’s limit unless a Student at Other Institution form is provided. The 9-month limit is
waived for any person providing a Student at Other Institution form. A 4-month employment break is required prior to beginning a new 9-month period.

Once an employee has been interviewed and selected, a background check must be completed before the employee is offered the position. Once the background check is completed you will receive work from HR whether or not you may proceed with the hire.

Non-student hourlies are covered by Workers’ Compensation and Unemployment Insurance (HR Manual, p. 1-22), and must complete either the PERA Member form or the PERA Exclusion form. Non-student employees are required to provide the same identification as student employees. Employees that are United States citizens will need to provide:

- A current US Passport OR
- A current driver’s license AND an original* social security card OR
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

*Per Federal Law, original documents required, copies CANNOT be accepted

Hourly employees cannot begin working until all hiring forms are completed with LSC Payroll. Hiring paperwork, such as Non-Student Hourly forms and approved background checks, must be furnished to the LSC Payroll/Personnel office before employee starts working.

Creating a New Position
Approval from the LSC Executive Director and the Vice President of Student Affairs is required to create a new position. An email containing the following information needs to be sent to the LSC Executive Director:

- Name & number of the department hiring for the position
- Job title, employee group, and position number
- Account Number
- Replacement or New position
- Salary Range

The Executive Director will then forward the email on to the Vice President for Student Affairs for approval.

Once approval is granted, the supervisor will create and post the new position through the Talent Management System. After a candidate is chosen, and before the position is offered, a background check is required. Hiring paperwork, such as a signed offer letter and approved background check, must be furnished to the LSC Payroll/Personnel office before the employee starts working.

After the candidate accepts the position, they will complete hiring forms with LSC Payroll. Employees that are United States citizens will need to provide:

- A current US Passport OR
- A current driver’s license AND an original* social security card OR
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

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HIRING A STATE CLASSIFIED EMPLOYEE FOR A VACANT POSITION

Approval from the LSC Executive Director and the Vice President of Student Affairs is required before the process of filling a vacant position is started.

To hire a state classified employee for a vacant position, check with CSU Human Resources Hiring and Selection unit to determine options for filling the vacant position. The position will post and be filled through the Talent Management System. After a candidate is chosen, and before the position is offered, a background check is required. After the candidate accepts the position they will complete hiring forms with LSC Payroll. Hiring paperwork, such as a signed offer letter and approved background check, must be furnished to the LSC Payroll/Personnel office before the employee starts working.

Employees that are United States citizens will need to provide:

- A current US Passport OR
- A current driver’s license AND an original* social security card OR
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

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HIRING AN ADMINISTRATIVE PROFESSIONAL EMPLOYEE

Approval from the LSC Executive Director and the Vice President of Student Affairs is required before the process of filling a vacant position is started.

Administrative Professional positions are positions that are exempt from the State Personnel System under Colorado statutes, but are not faculty positions. The classification of a particular position as an administrative professional position must be coordinated with Human Resource Services. A search process is required for all Administrative Professional positions, unless you are requesting an alternative appointment. Please see the Office of Equal Opportunity website for guidelines on the search process. Administrative professional positions will be created and filled through the People Admin Talent Management and Applicant Tracking System. After a candidate is chosen, and before the position is offered, a background check is required. Upon completion and approval of the background check, an offer letter must be drafted using the templates found on the Office of the Provost website under Resources & Information for Faculty and Administrative Professionals. After the candidate accepts the position they will complete hiring forms with LSC Payroll. Hiring paperwork, such as a signed offer letter and approved background check, must be furnished to the LSC Payroll/Personnel office before the employee starts working.

Employees that are United States citizens will need to provide:
- A current US Passport OR
- A current driver’s license AND an original* social security card OR
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

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Hiring Graduate Assistant Appointments:
Graduate assistants assist with academic programs and research, but are first and foremost students. Assistantships should aid in the orderly progression toward degree goals and not delay or hinder this progression. Assistantship awards offer a stipend to the student in return for certain specified services to the University. This stipend is treated as income (subject to withholding taxes) and both the University and the student agree to a formal contract when an assistantship is arranged. More complete information on Graduate Assistants is available through the Graduate School or the Graduate Assistant Appointment Manual.

Once a candidate has been interviewed and selected, a background check must be completed before the employee is offered the position. Once the background check is completed you will receive work from HR whether or not you may proceed with the hire.

Generally, Graduate School Assistant (GSA) appointments are hired as follows:
- a. Students must be admitted to Graduate School/SAHE Program
- b. Contact Graduate School for list of applicants
- c. Interview applicants and select a candidate
- d. Candidate will complete all hiring forms at LSC Payroll

Employees that are United States citizens will need to provide:
- A current US Passport OR
- A current driver’s license AND an original* social security card OR
- A current driver’s license AND an original* birth certificate
- A voided check, or bank routing and account numbers for direct deposit

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e. Student will sign the Notice of Graduate Assistantship Nomination and Assistantship Appointment
BENEFITS

Administrative Professionals and State Classified employees on Regular or Special appointments of half-time or greater are eligible for benefits as of the date of appointment unless otherwise noted. Please refer to the University Human Resources website for additional information regarding benefits available to you.

- Family Medical Leave Act (see description below)
- Workers’ Compensation (see description below)
- Sick/Annual Leave Accruals
- Ten (10) Paid Holidays per year

HR will contact new employees regarding the following benefits:

- Health/Dental Insurance (optional)
- Life Insurance
- Retirement
- Mandatory Retirement Programs
- Sick/Annual Leave Accruals
- Ten (10) Paid Holidays per year

As a supervisor, you should be familiar with the following benefits available to your employees:

Family and Medical Leave (FML) is an unpaid leave intended to allow eligible employees to take time off from work for qualifying family and medical events in accordance with the Family and Medical Leave Act of 1993.

- Per CSU policy FML runs concurrently with other applicable paid leaves (sick/annual/ injury, STD)
- Typically, sick leave (subject to regular sick leave provisions) and annual leave (unless receiving STD) must be used before an employee can be placed on unpaid leave during FML
- Requires the employee be returned to the same position or an equivalent position after taking the leave including pay, employment benefits, and terms and conditions.

In conjunction with the Family Medical Leave Act, the State provides for up to thirteen weeks of leave for State Classified, up to twelve weeks for Administrative Professional, under specific circumstances:

- Birth and care of a newborn
- Adoption or foster care or placement of a child
- Care for the employee’s spouse, son or daughter (under 18), or parent who has a serious health condition
- Serious health condition of the employee

FMLA Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, and have 1250 hours of service in the previous 12 months.

Employee/Supervisor must notify LSC Payroll/Personnel as soon as leave is requested. LSC Payroll/Personnel will complete required forms for employee on FMLA which include: Notice of Eligibility and Rights & Responsibilities, Certification of Health Care Provider for Employee’s Serious Health Condition, Designation Notice, and Fitness to Return to Work Certification (if applicable).

Ongoing FML must be renewed annually, it is the responsibility of the employee and supervisor to contact payroll/personnel regarding renewal.

Workers’ compensation insurance provides employees with appropriate medical care and a portion of lost wages following a work-related injury, illness or disease. An employee who is injured on the job or suffers an occupational illness must submit an online report within 4 days at [https://live.origamirisk.com/Origami/IncidentEntry/Welcome](https://live.origamirisk.com/Origami/IncidentEntry/Welcome) using their CSU ID Number. Failure to do so can result in the loss of one day’s benefits for each day’s failure to report. **Supervisors must initiate the report if the injured employee does not.** If the report is not submitted within 4 days following the date of injury or disease diagnosis, an explanation of reasons for late reporting...
must accompany the report. Failure to submit a report within 4 days can result in the loss of
benefit to the employee and the Lory Student Center is subject to fines for each day that the
report is late. In the case that treatment is necessary, a list of Authorized Treating Physicians
can be obtained at the link above or in the LSC Payroll Personnel Office (276). In the event
of emergency, go to the nearest hospital or emergency room. Follow up care is then done
with one of the authorized providers. All lost work time should be reported to LSC Payroll/
Personnel. For further details and return to work information see Office of Risk Management
Workers’ Compensation website.

TIMEKEEPING

**Timeclock**
Hourly employees must clock in. Hours worked must be approved by the supervisor by the
Monday following the end of the pay period. Supervisors must complete a Data Access and
Signature Authority form and return it to LSC Payroll/Personnel. Once access is approved by HR
Data Systems, the supervisor will be able to approve time clock hours.

**Timesheets**
Salaried employees that are non-exempt, meaning they are eligible to earn overtime or
compensatory time, are required to fill out a monthly timesheet. Timesheets will be distributed by
LSC Payroll/Personnel each month. The Supervisor is required to verify that hours worked and
leave taken are correct and sign the timesheet weekly. The timesheet must be turned in to the LSC
Payroll/Personnel Office at the end of each month.

**Leave System**
Leave requests are submitted through the Division of Student Affairs Leave System. Once a leave
request is submitted by the employee, the supervisor will receive an email to approve or deny the
request. The supervisor is responsible for verifying that the employee has ample leave to use, and
to approve or deny the request accordingly.

**Overtime**
Overtime is accrued for all non-exempt employees by working more than 40 hours in one
work week (a work week is defined as Saturday through Friday). Overtime must be approved
in advance of the hours worked. If an eligible employee earns overtime, the overtime must be
approved by the supervisor with their signature on the monthly timesheet and either paid to the
employee at the overtime rate or accrued as comp time at a rate of 1.5 hours for every overtime
hour worked. If a student has more than one job on campus, it is the combined hours of both jobs
that determine whether or not the student will earn overtime. Work-study employees are not eligible
for overtime.

**Work-Study**
There are two types of Work-Study. Need-based work study is awarded based on financial need
as determined by the Free Application for Federal Student Aid (FAFSA). Merit work-study is not
based on financial need and no FAFSA is required. Applications are available on RAMweb in early
February for the following academic year. Jobs must be located before applying. Awards are made
on a first-come, first-served basis. Work-study employees are not eligible for overtime.

**Student Employees with Requirements**
International student employees are prohibited from working more than 20 hours per week, during
the fall and spring semesters. The 20 hour per week limit does not apply to winter or
summer breaks.

**Deadlines**
Time clock hours must be approved by the end of business on the Monday following the end of the
hourly pay period.

State classified non-exempt time sheets are due by the 5th of each month.

All leave approvals and requests must be completed by the 5th of the month following the month of
the request.

Overtime, on-call and shift differential are submitted to HR by LSC Payroll/Personnel by the 10th of
the month.

**Pay Rate Increases**
All hourly pay rate increases must be approved by the Director of the department. Increases that
raise the hourly rate above the minimum rate of GSAs must be approved by the LSC Executive
Director. To determine the minimum rate of GSAs, refer to the annual memorandum distributed by
the Dean of the Graduate School. The supervisor should send an email to lscpayroll@colostate.
edu with the employee’s name, increase amount, effective date, and department Director approval.
Pay rate increases must be received in advance and will be effective the first day of the current pay
period or the first day of the next pay period.
The CSU Diversity Symposium is held in September of each year. For details about the symposium, visit the Office of the Vice President for Diversity website.

All employees are required to complete Sexual Harassment Awareness Training. Shortly after their official start date, every new employee (students, non-students and career staff) will receive an email from Workplace Answers with a unique link, allowing the employee to access the training module.

Eligibility for benefits initiates the orientation training requirement. University Employee Orientation is for new employees, and employees who have recently become eligible for benefits after a period of employment by CSU. Employees in either category are required to attend this training, if they work in the Fort Collins area with a 1/2 time or greater appointment.

University employees who began working before orientation was available are welcome to attend at any time. The goal is to complete orientation within 90 days of benefits eligibility whenever possible, and within the first year at most.

Note: Orientation is not focused on the employee benefits package. For questions about the employee benefit plans for health, dental, disability, retirement, and life insurance please contact the Benefits Office: (970) 491-6947 (MyHR). The Benefits Office mails benefits information to eligible employees. The material is time-sensitive. These benefits are not covered at the orientation training due to different plans for faculty, administrative professional, state classified and other salaried staff.

Supervisor Training

LSC Orientation for New Student Employees

Performance Management Training is required for all supervisors. More information can be found at State Classified Performance Management Training on the HR website.

Training information can be found on the Organizational Development website.
PERFORMANCE EVALUATIONS

State Classified

State Classified Performance Evaluations:
Performance Management Program (PMP) is a state-mandated program and, as a state institution, Colorado State University is required to implement this program for its state classified employees. This process is comprised of three required steps: planning, mid-year review, and final evaluation. The state classified performance cycle ends in March. Supervisors are required to conduct performance evaluations and planning for the next performance cycle during the month of April. Detailed information can be found in the Performance Management Program User Guide on the HR website.

Administrative Professional

While the Administrative Professional performance management process is not governed by a universal set of rules like the State Classified system, each administrative unit is required to establish formal procedures for the annual evaluation of their Administrative Professional staff. Please see Administrative Professional Evaluation Guide on the HR website for more help.

OTHER INFORMATION

Background check request form is found on the HR website
http://www.hrs.colostate.edu/hr-liaisons/QH-request-background-check.html

Setting up eID and email can be found on the eIdentity website
https://eid.colostate.edu/

Parking information can be found on the Parking and Transportation Services website
http://parking.colostate.edu/