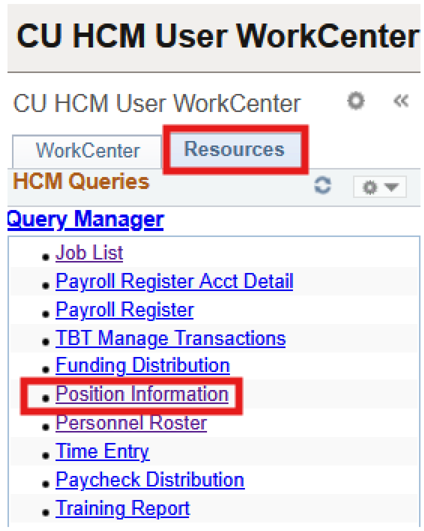
Hiring Hourly Student Employees

Jump to section:

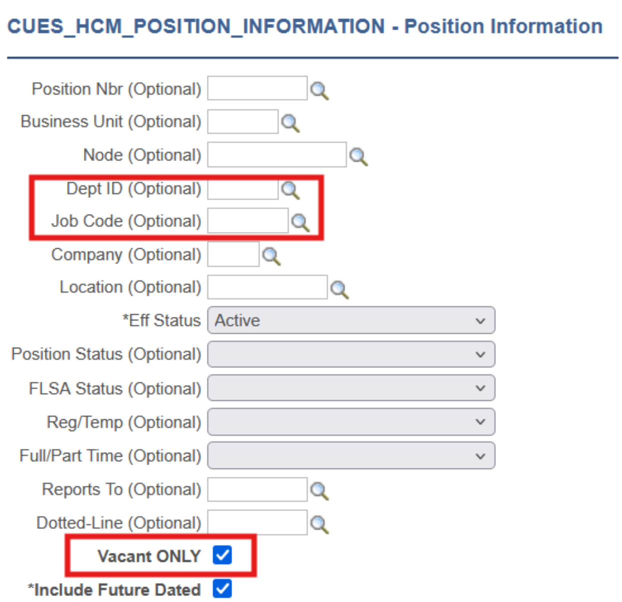
1) **<u>Find a vacant position number</u>**

   a. Go to the HCM WorkCenter then click the “Resources” tab. Then click “Position information”.



   b. Enter the Department ID and the job code of the type of student faculty you are hiring, then check the “Vacant ONLY” box.

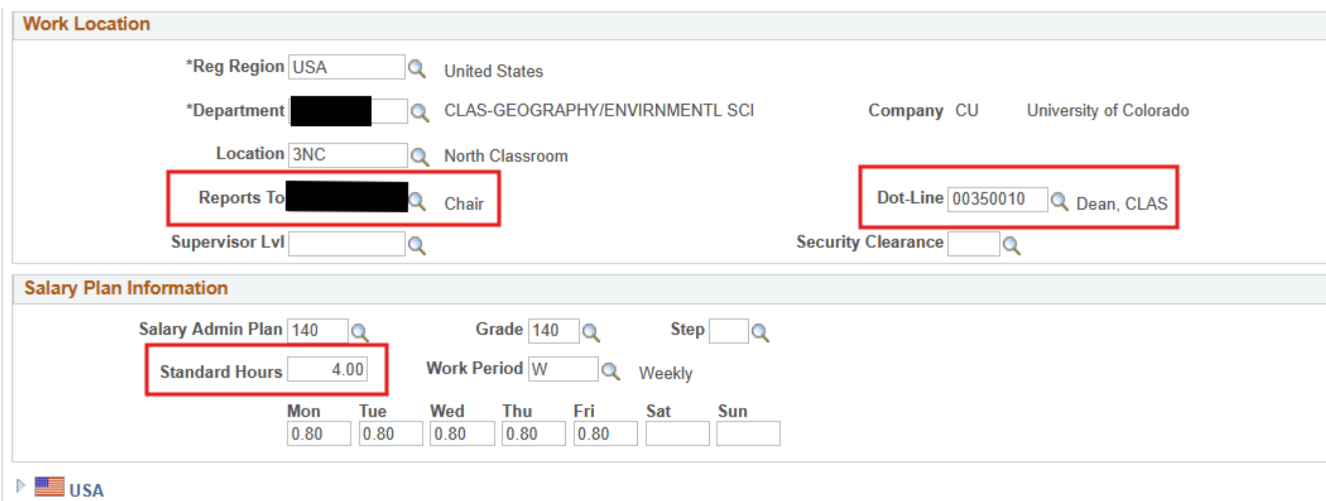
      i. Hourly Student Job Codes
      4101 – 4106 Student Assistant Series (Work Study eligible)
      4301 – Non-CU Student
      1504 – Grader
      1505 – Graduate Research Assistant
      1507 – Undergraduate Research Assistant
      1502 – Graduate Assistant



c. A list of all vacant positions with this job code will populate
    i. NOTE: Since the list shows vacant positions, it is possible that you have already used one to set up another employee. To avoid using the same position number for more than one person, please refer to the "Action Date" column to see when a position number was last worked on.

Row	Position Nbr	Eff Date	Eff Status	Position Status	Status Date	Business Title	Business Unit	Dept ID	Dept Name	Job Code	Job Title	Company	Action Reason	Action Date	Location

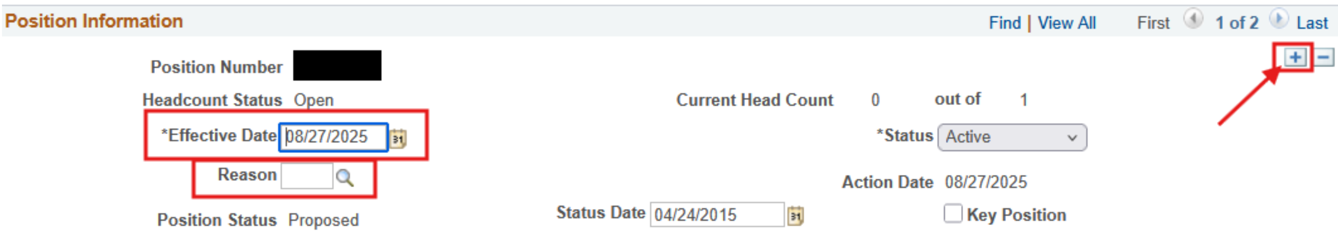
d. Click the position number that you want to use and the "Add/Update Position Info" page will open in a new tab.
e. Review the following information to make sure it is correct:
    i. Reports To
    ii. Dot-Line (should be the Dean's position number 00350010)
    iii. Standard Hours



f. If any information needs to be changed, please proceed to [Step 2: Update position information.](#) If the vacant position is already set up with the information you need, proceed to [Step 3: Update position funding](#).

2) **<u>Update position information</u>**

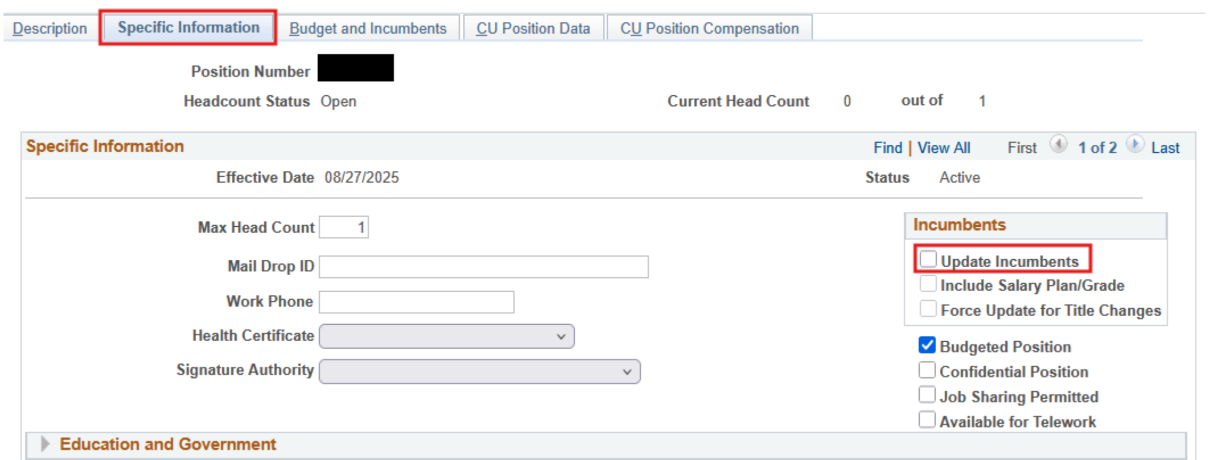
a. Click the plus (+) button to add a new row. Then enter the Effective Date and the Reason code.



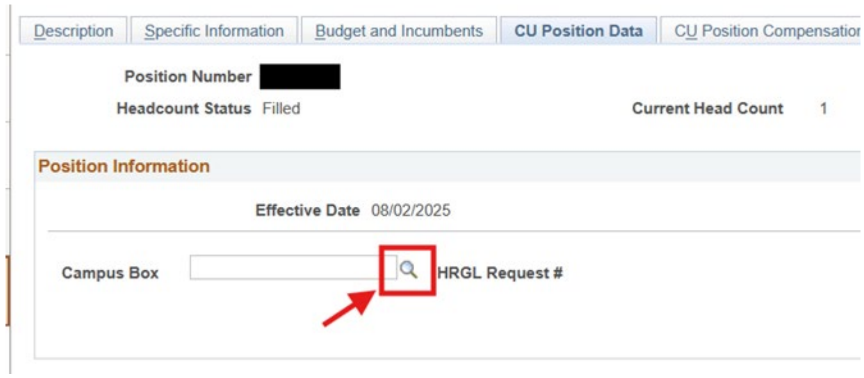
i. NOTE: The effective date should be at least a few days before the appointment begin date. This will allow for changes to be made to the position if needed before the begin date without having to delete position rows.

ii. NOTE: Common Reason codes for position changes are PCT (Change Percent Time/Std Hours) and RPT (Reports to Change). If you need to change both, you can make the change in one position change request. Consult with your HR liaison if any other reason codes are needed.

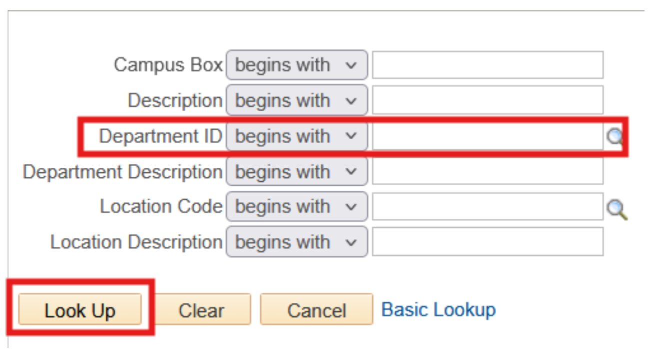
b. Make any necessary position changes. Once the information has been updated, go to the "Specific Information" tab and uncheck the "Update Incumbents" box.



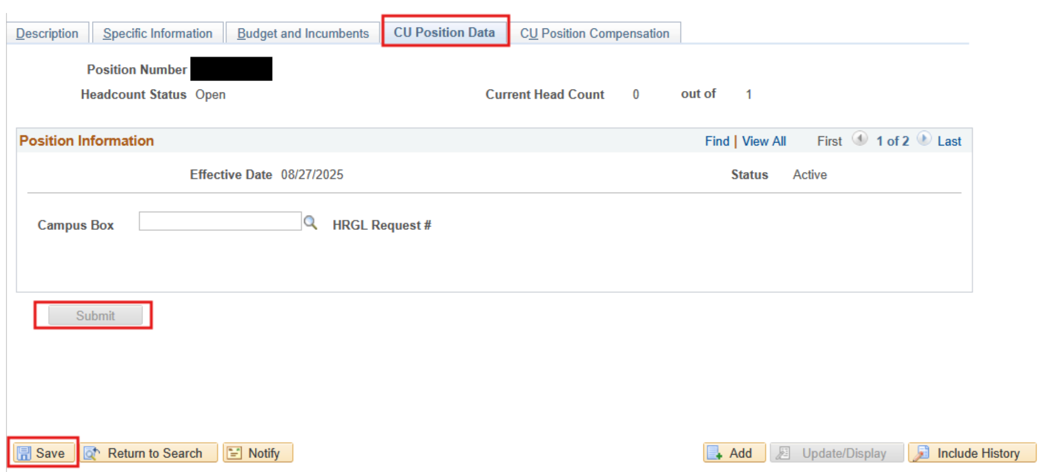
c. Then go to the “CU Position Data” tab and add the Campus Box by clicking the Magnifying Glass icon.



d. Enter the Department ID then click “Look Up” and the Campus Box will pop up for selection.

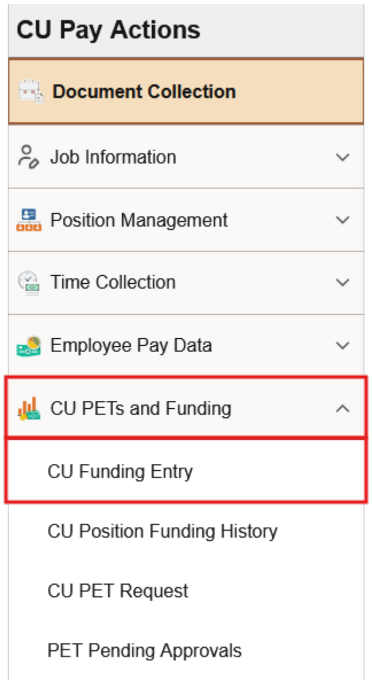


e. After the Campus Box has been selected click “Save” and “Submit”.

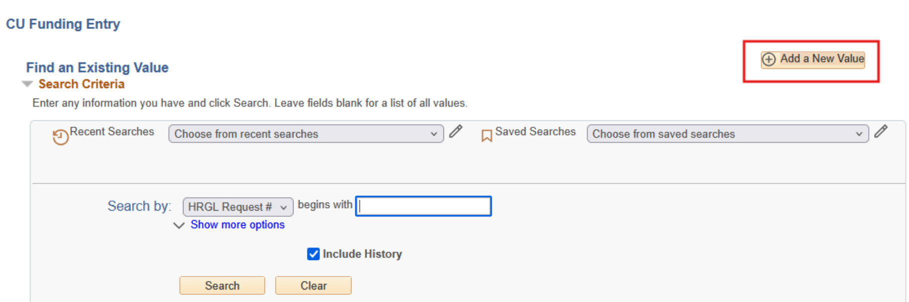


3) **Update position funding**

a. Go to the "Pay Actions" tile, then click "CU PETs and Funding", then "CU Funding Entry".

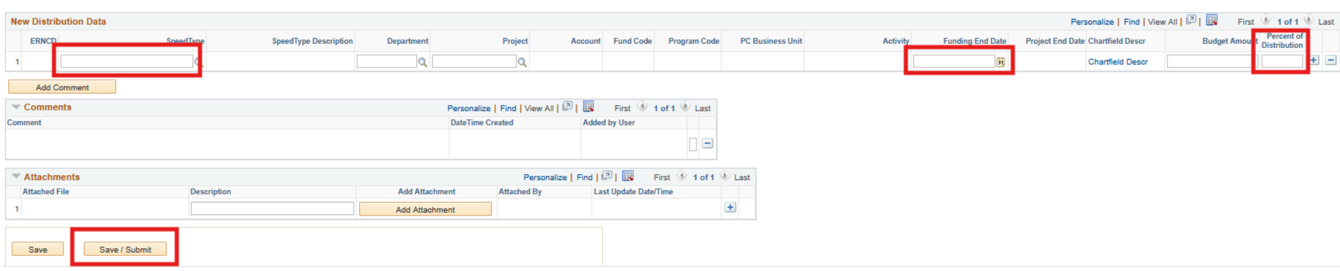


b. Click "Add a New Value".



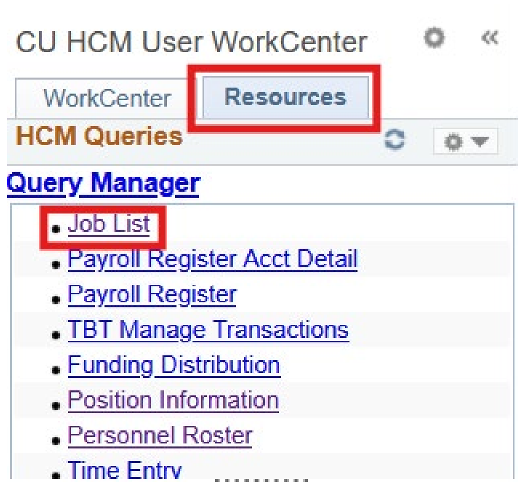
c. Enter the Position Number and the Effective Date. (NOTE: The effective date should be the beginning of the current pay period or the begin date of the appointment if it is in the middle of a pay period.)

d. Enter the Speedtype, Funding End Date if the appointment has an end date, and Percent of Distribution. (NOTE: The end date should be the pay period end date of when the appointment will end.) Then click “Save/Submit”.

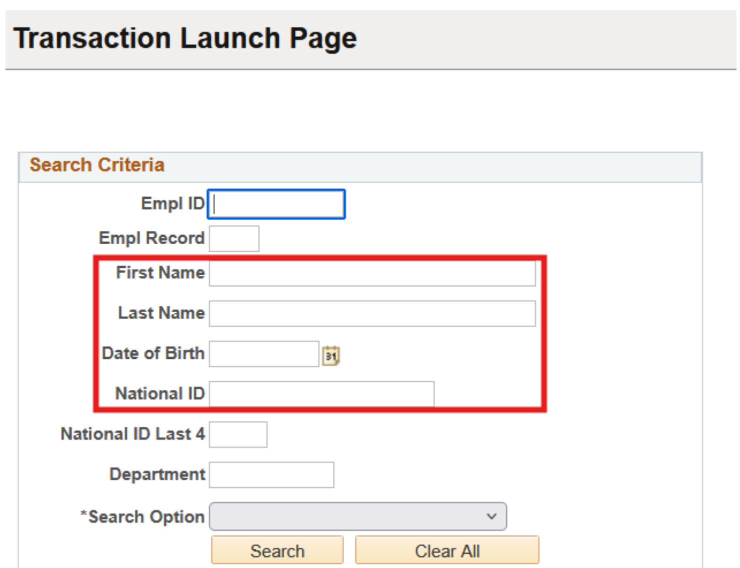


4) **<u>Verify if the student has been previously employed with CU</u>**

a. Go to the HCM WorkCenter, then click the Resources tab and then click the “Job List” query to search if they have previous employment with CU. You can search with First and Last name, and/or Social Security Number.



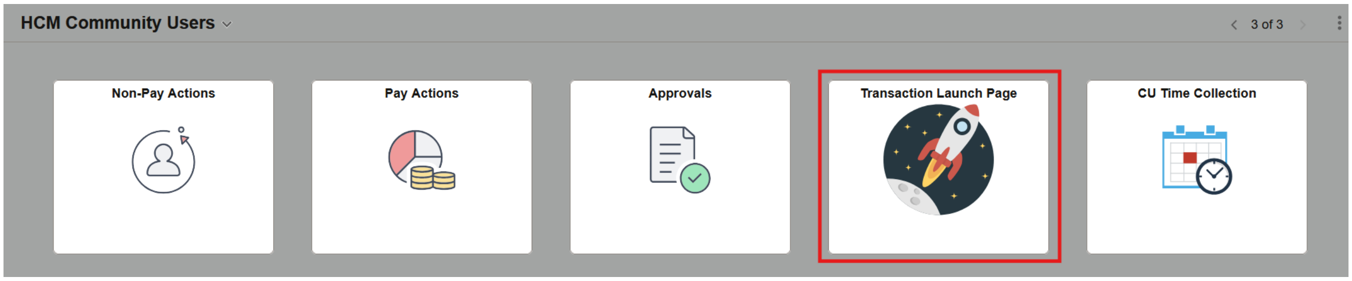
b. You can also verify using the Transaction Launch Page by entering First and Last Name, Social Security Number and Date of Birth.



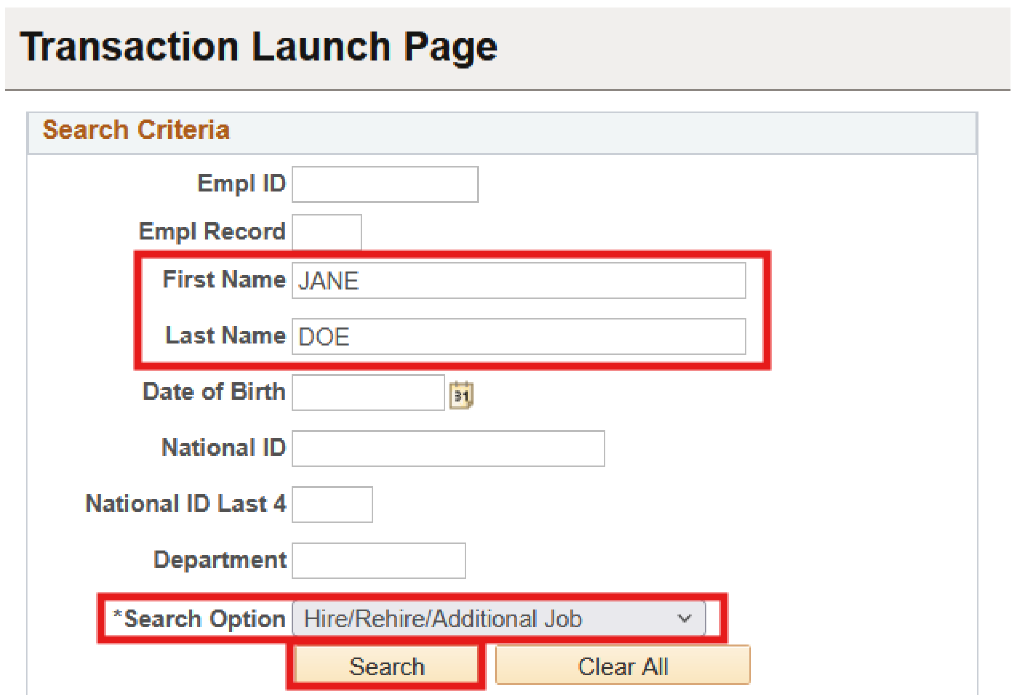
c. If the candidate has not been previously employed by CU, complete Step 5: Hire a Brand New Student Employee. If the candidate has been previously employed with CU complete Step 7: Hire a Returning Student Employee.

5) **Hire a Brand-New Student Employee**

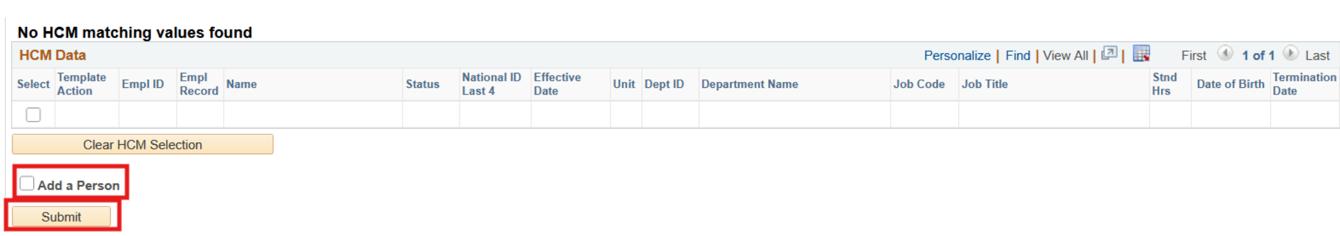
a. Open the Transaction Launch Page tile in HCM Community Users page.



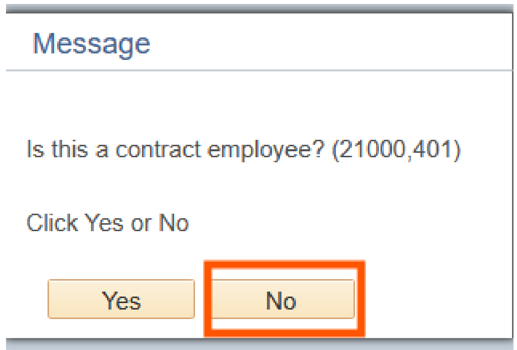
b. Enter the First and Last Name then select "Hire/Rehire/Additional Job" for the Search Option, then click "Search".



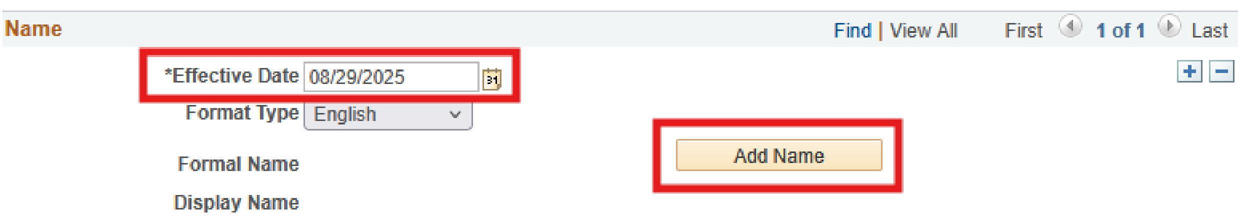
c. Check the "Add a Person" box then click "Submit".



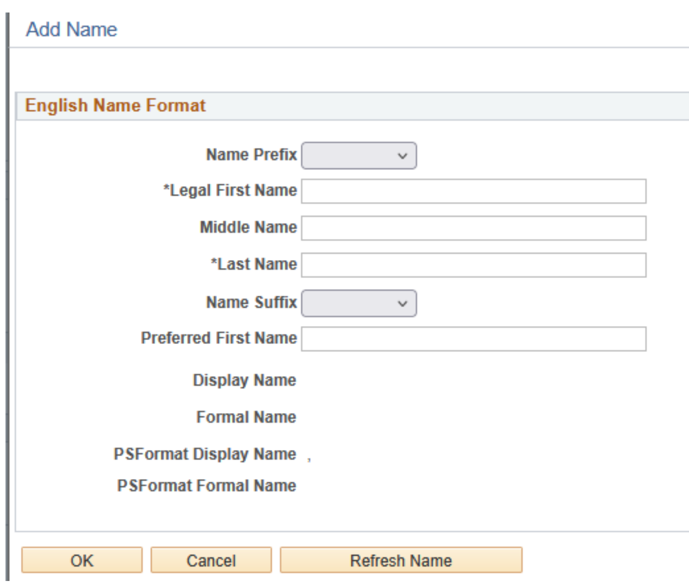
d. A box will pop up asking if it is a contract employee. Select “No”.



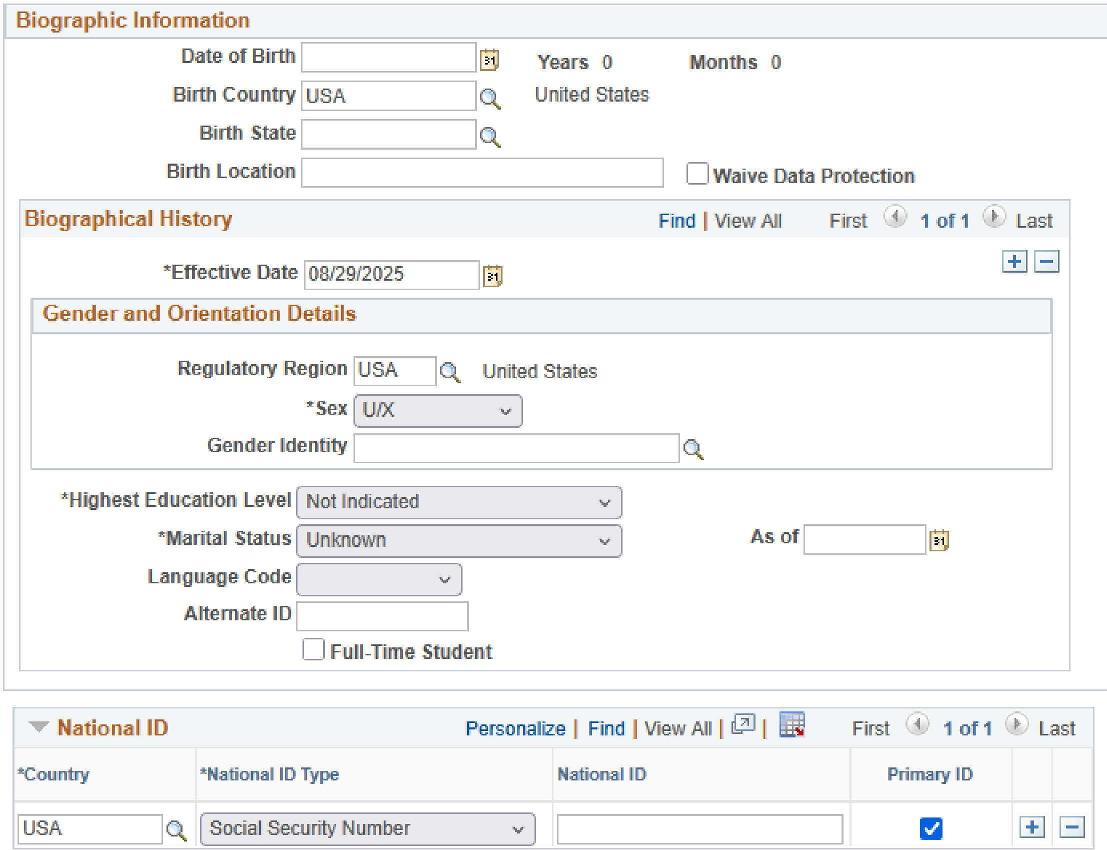
e. Use the Personal Information Worksheet to complete the Biographical Details and Contact Information tabs.
f. In the Name section, the effective date should be the beginning of the contract. Click “Add a Name” the enter the employee’s name.



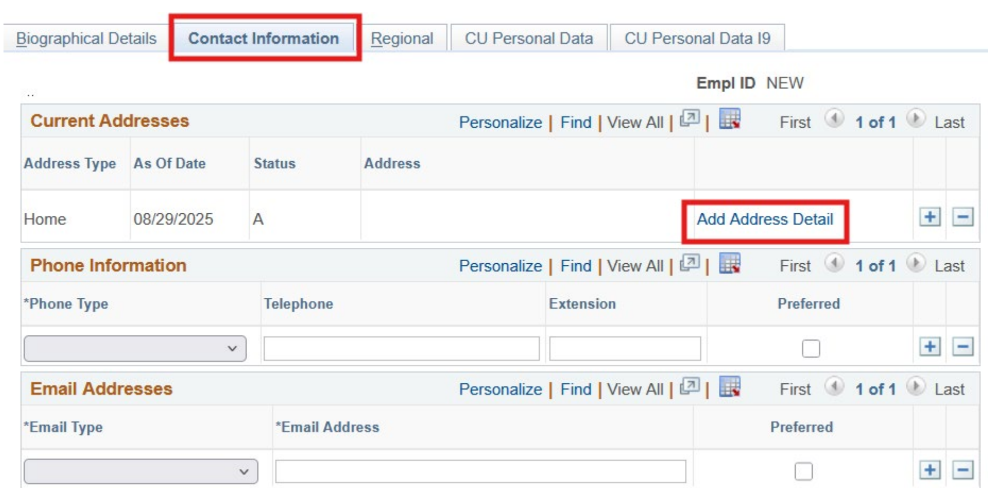
g. Enter the employee’s name then click “OK”.



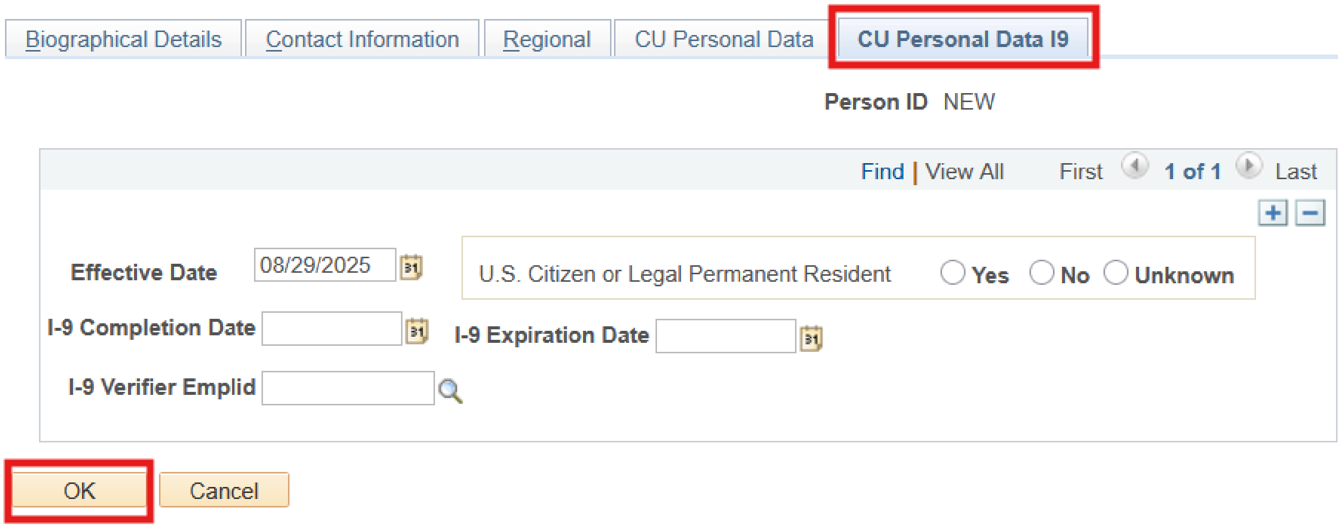
h. Complete the Biographic Information section.
   i. NOTE: Select "USA" for the Regulatory Region to enter the Sex and Gender Identity.



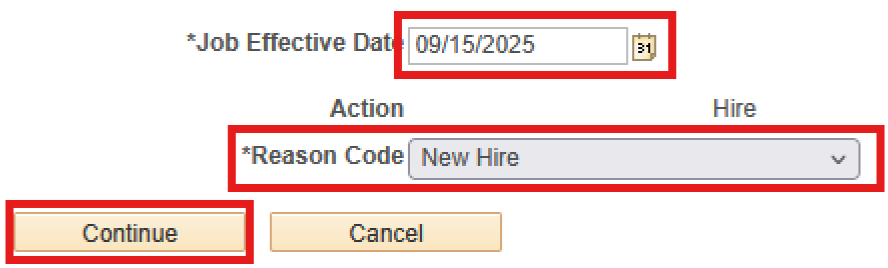
i. Go to the "Contact Information" tab to move forward. Click the "Add Address Detail" link to add an address. A phone number and email should also be entered.



j. Move on to the "CU Personal Data" tab. Information does not need to be added to the Regional and CU Personal Data tabs. Click "OK".

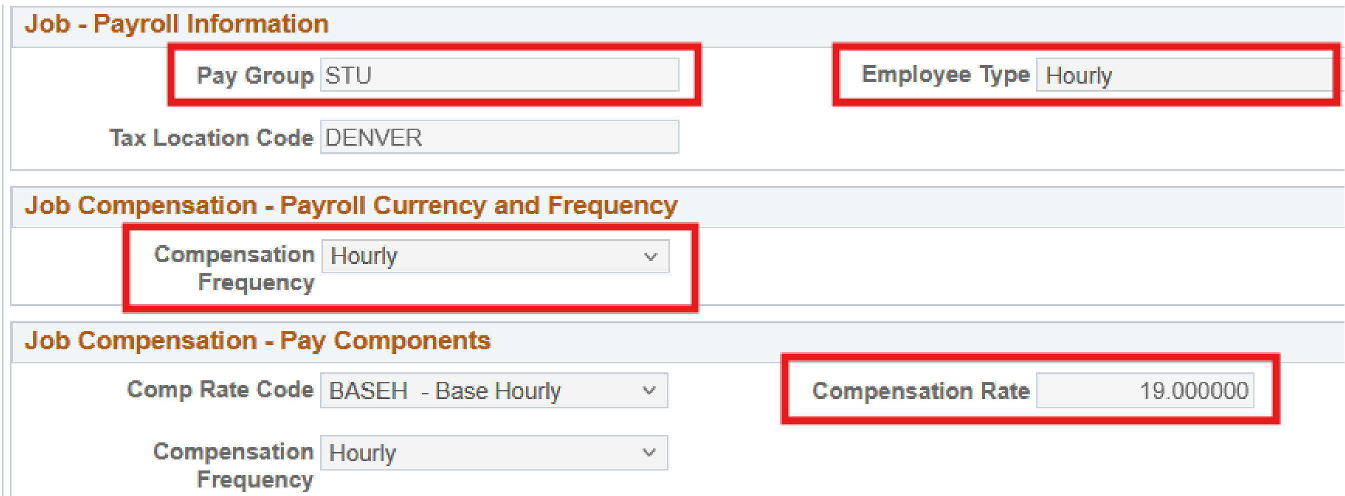


k. Enter the Job Effective Date as the beginning of the appointment. Then the Reason Code will be "New Hire". Click "Continue".



l. Enter the Position Number in the Work Location – Position Data section.

m. Enter the Pay Group as “STU” for Student Assistants, Graders, or Graduate Assistant, OR “STG” for Research Assistants, the Employee Type as “Hourly”, the Compensation Frequency as “Hourly”, then enter the salary amount for the contract in the Compensation Rate box.

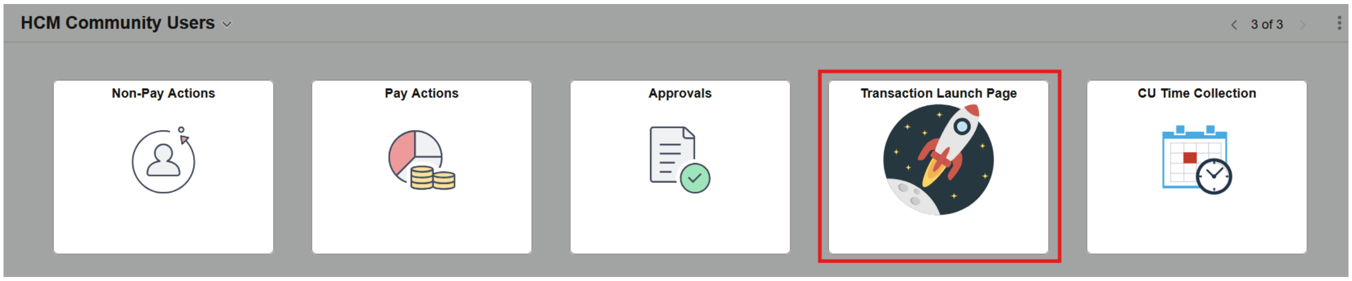


n. Hourly student appointments will auto-approve with the exception of Research Assistant appointments. Email a copy of the Research Assistant offer letter to CLAS.Contracts@ucdenver.edu to notify your HR Liaison that the transaction has been submitted. Once they approve the transaction, they will confirm when the offer letter is ready to be routed for signatures.

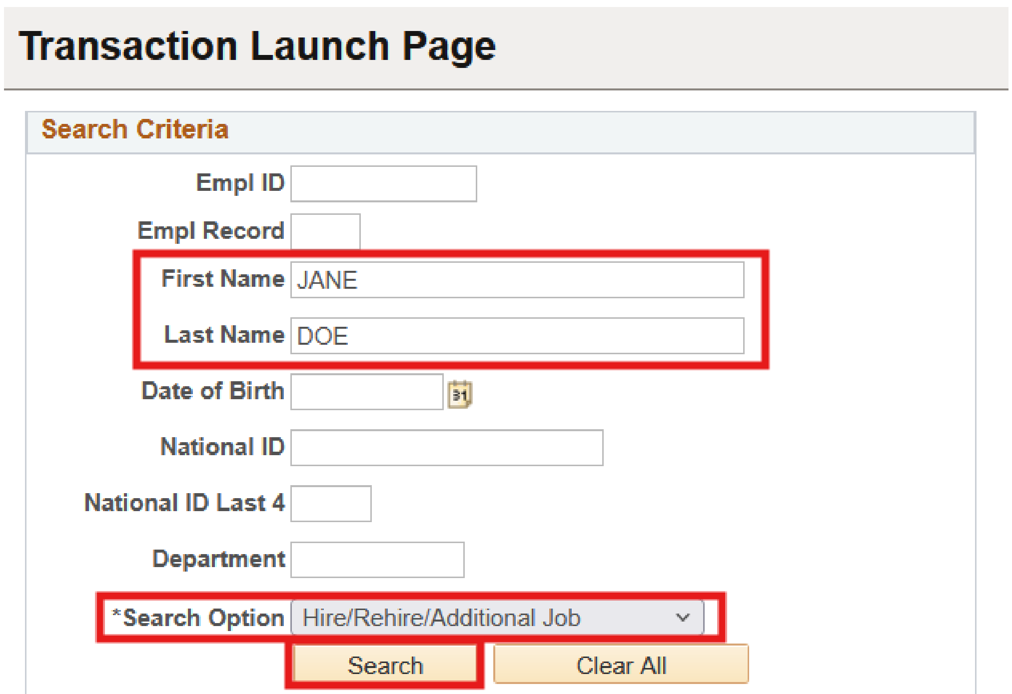
You are also welcome to contact your HR liaison to review your completed hourly appointment to confirm the details are correct.

6) Rehiring a Returning Student Employee

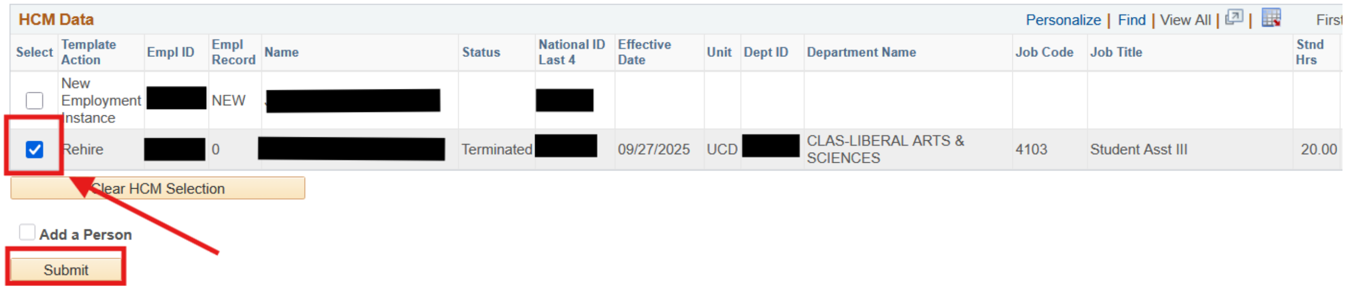
a. Open the Transaction Launch Page tile in HCM Community Users page.



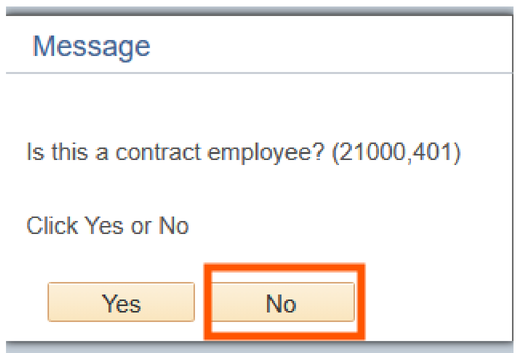
b. Enter the First and Last Name then select "Hire/Rehire/Additional Job" for the Search Option, then click "Search".



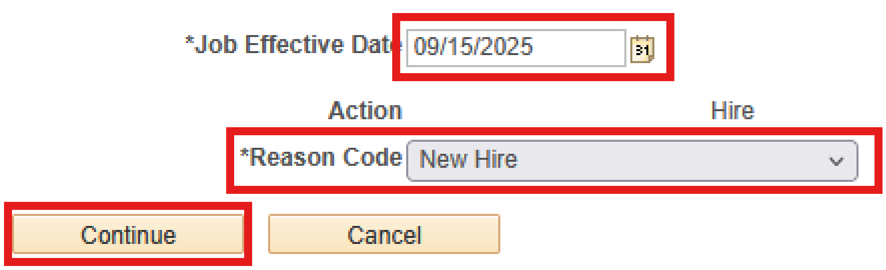
c. Check the box next to the record you want to rehire then click “Submit”. NOTE: Select the lowest record number to rehire into.



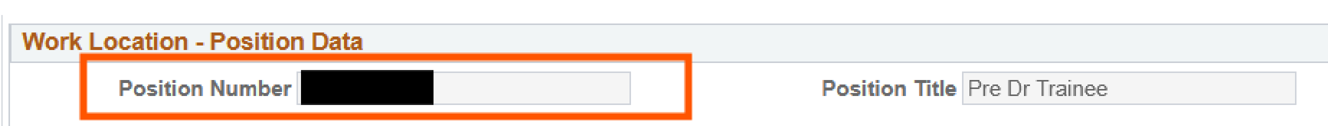
d. A box will pop up asking if it is a contract employee. Select “No”.



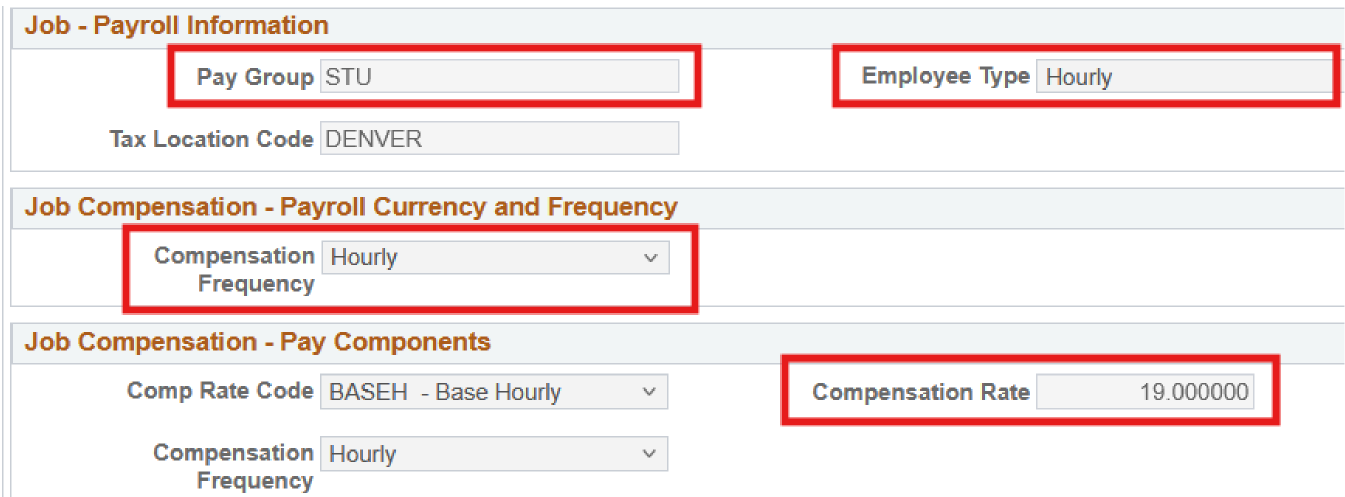
e. Enter the Job Effective Date as the beginning of the appointment. Then the Reason Code will be “Rehire” or “Additional Job” depending on current employment. Click “Continue”.



f. Enter the Position Number in the Work Location – Position Data section



g. Enter the Pay Group as “STU” for Student Assistants, Graders, or Graduate Assistant, OR “STG” for Research Assistants, the Employee Type as “Hourly”, the Compensation Frequency as “Hourly”, then enter the salary amount for the contract in the Compensation Rate box.



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