**Student Hiring Form**

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| **Supervisor first name:** | **Supervisor last name:** | **Supervisor email:** |
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| **Student first name:** | **Student last name:** | **Student email:** |
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| **Student ID (CU-SIS):** | **Student employee ID:** | **Position:** |
|        |        | Choose an item. |
| **Work study:*** *Work-study is a financial aid award that allows undergraduate and graduate students to work part-time to earn money to pay for educational expenses. Students can be awarded Federal or Colorado Work-study.*
* *If the student is work-study eligible and has work-study funding, then the compensation will be shared with financial aid. If the student runs out of work-study funding (or is not work-study eligible) then the whole compensation will be charged to your speedtype.*
* *Work-study must be appointed as “Student Assistant” on a biweekly payroll schedule. Please remind students that there might be financial implications in being work-study.*
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| Choose an item. |
| **Start of appointment:*** *Students cannot begin working before being properly appointed in the system.*
* *For students already in the HR system, please allow at least 2 business days for the appointment to be entered in the system.*
* *For students not in the HR system, an I-9 Employment Eligibility Verification and background check are required. Please allow at least 7 business days for processing.*
* *If a student is international and has never worked in the US, please allow 3 to 5 weeks for processing. (Student will also need to obtain an SSN.)*
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| Click/tap to enter a date. |
| **End of appointment:*** *If “end of this semester” is chosen, the end date of the appointment will be the Friday just before the “end of semester” Saturday as defined in the CU Denver academic calendar.*
* *Or please specify the date explicitly.*
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| Choose an item. |
| Or click/tap to enter a date. |
| **Number of hours per week:*** *The maximum number of hours a domestic student employee may work during a fall and spring semester is 25 hours per week or 50 hours per bi-weekly payroll period, provided no single week in that period exceed 40 work hours. During the summer the maximum number of hours a student can work is 40 hours per week.*
* *The maximum number of hours a F-1 or J-1 international student employee at CU Denver| Anschutz may work during a fall or spring semester is 20 hours per week. During the summer the maximum number of hours a student can work is 40 hours per week.*
* *Whether the student is domestic or international, this limit on the number of hours is for all employments at CU Denver | Anschutz. This is the student’s responsibility to check that they do not go over the number of hours allowed.*
* *If Student is teaching a 3-credit class, this is 9 hours/week. If Student is teaching a recitation, this is 8 hours/week. If Student is teaching two recitations for the same course, this is 12 hours/week. If Student is teaching two recitations for two different courses, this is 16 hours/week.*
* *Please check if student has other active appointments prior to determining number of hours per week.*
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| **Pay frequency:*** *Hourly are paid biweekly, and Student needs to fill in a timesheet every two weeks, this timesheet needs to be approved by Supervisor biweekly. (See biweekly pay calendar.)*
* *Monthly are paid monthly and do not fill any timesheet.*
* *Contract are paid monthly, do not fill a timesheet, and will receive prorated pay for the first and last month of the contract if they do not start on the first of the month and/or end on the last day of the month.*
* *Work-study position must be hourly.*
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| Choose an item. |
| **Pay:*** *Minimum wage at CU Denver is $17.29/hour as of January 1st, 2023.*
* *For monthly employees with less than 40h00 per week, please pro-rate with a 40h00 workweek to find the FTE, and then make sure the employee is not below minimum wage.*
* *For monthly, please specify monthly rate.*
* *For contract, please specify the full amount for the contract period.*
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| **Speedtype:***Your speedtype will also be charged fringe & benefits for this position, maybe 1%, 2%, this depends on the student, if this is grant related, your speedtype will also be charged indirect cost (55.5%).* |
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| **Description of work:***Please write few sentences explaining the work (e.g., XX will work under the supervision of YY and the job responsibilities are…”* |
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**Other benefits:**

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| **Pay tuition and fees as a part of this appointment:***If yes, we will charge cost of tuition and cost of fees to the speedtype you specify.* |
| Choose an item. |
| **If yes, please indicate max # of credits (for the semester) and speed type:** |
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| **Pay health insurance reimbursement as a part of this appointment:***If yes, we will charge up to $1350 for the semester to the speedtype so as to reimburse for health insurance.* |
| Choose an item. |

*Information about hiring student workers:* [*Click here*](https://www.ucdenver.edu/offices/human-resources/hr-business-partners/employee-categories/student-workers)

*Information on work-study:* [*Click here*](https://www.ucdenver.edu/student-finances/financial-aid/types/work-study)

*Student employment handbook:* [*Click here*](https://www.ucdenver.edu/docs/librariesprovider41/student-employment/student_hourly_employment_handbook.pdf?sfvrsn=8e3963ba_6)

***Sending an email with this form means that you approve the information in the form.*** *Submit to Kayla Spencer (**kayla.spencer@ucdenver.edu**)*