

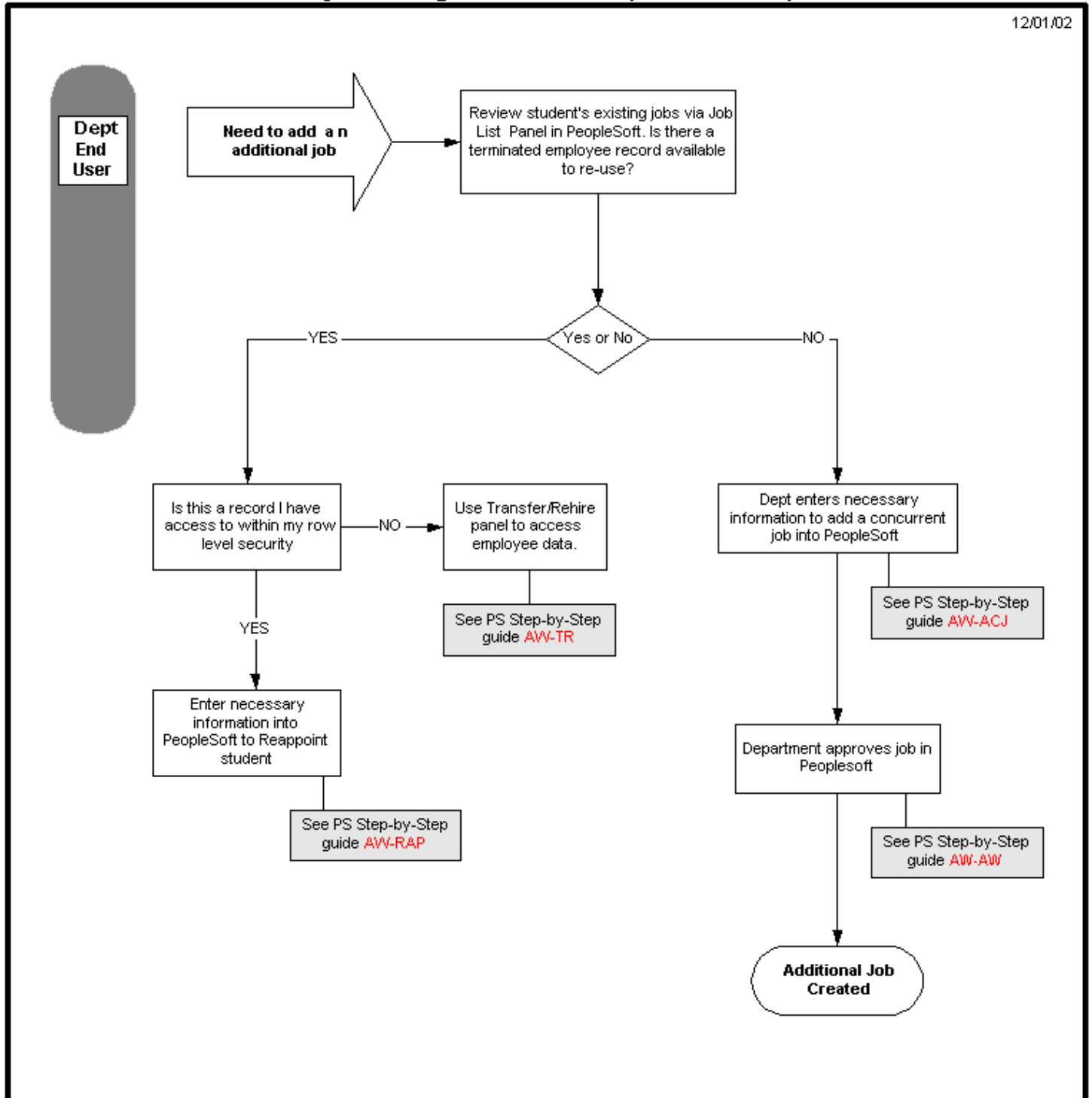
HUMAN RESOURCES BUSINESS PROCESSES

CAMPUS SPECIFIC PROCESSES

BOULDER CAMPUS -Student Faculty

Boulder Student Faculty - Adding a Concurrent (non-summer) Job

12/01/02



NOTES:

This process is used when an employee already has an existing job in the PeopleSoft system and is being hired for an additional job.

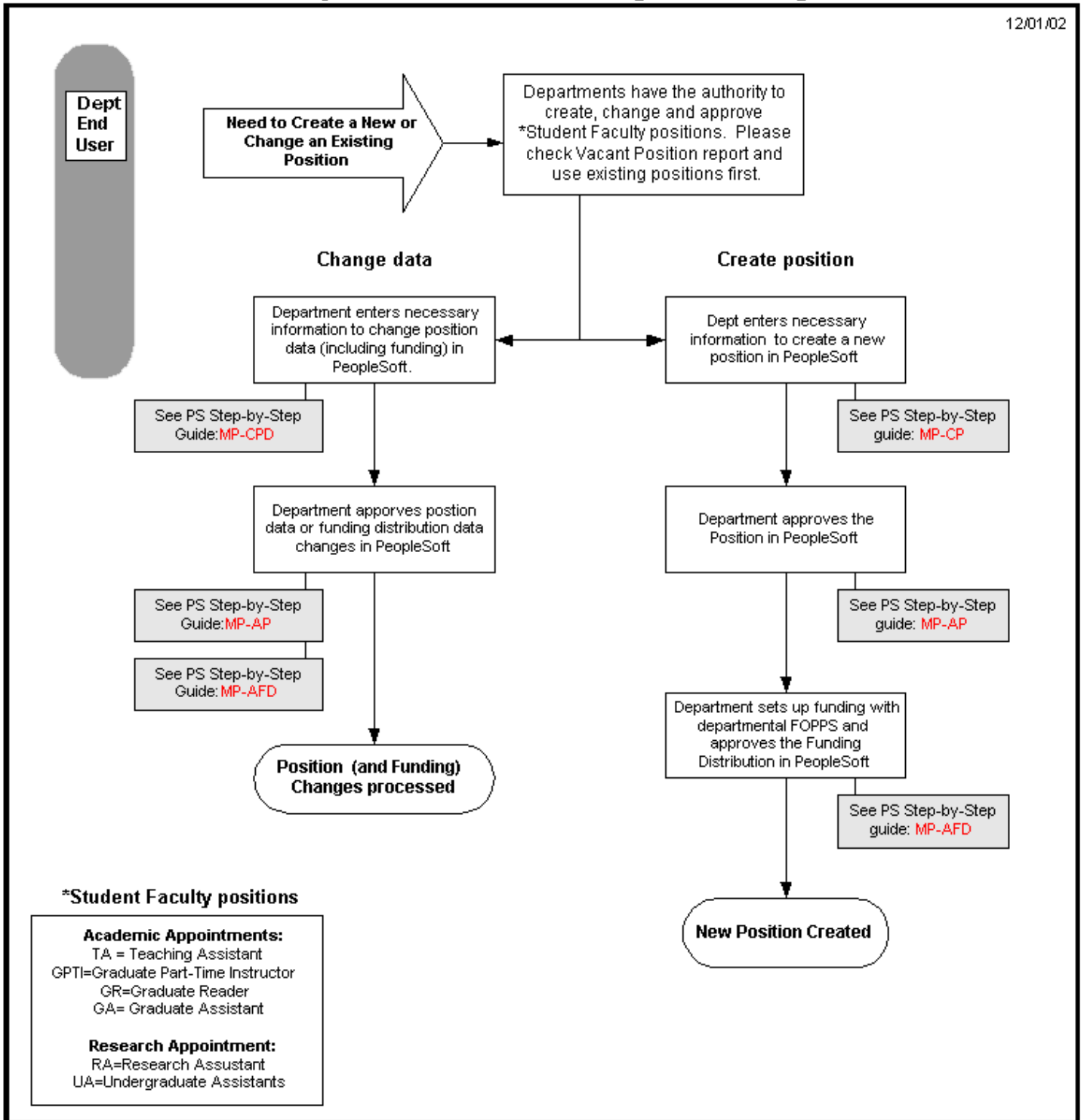
Department must identify an approved position to be used for the appointment.

It is not necessary to collect the hard copy documents again, but verify and/or update student's mailing address and verify student's Direct Deposit Authorization form.

Call PBS for help with Transfer/Rehire, if necessary.

Boulder Student Faculty - Create a New or Change an Existing Position

12/01/02



NOTES:

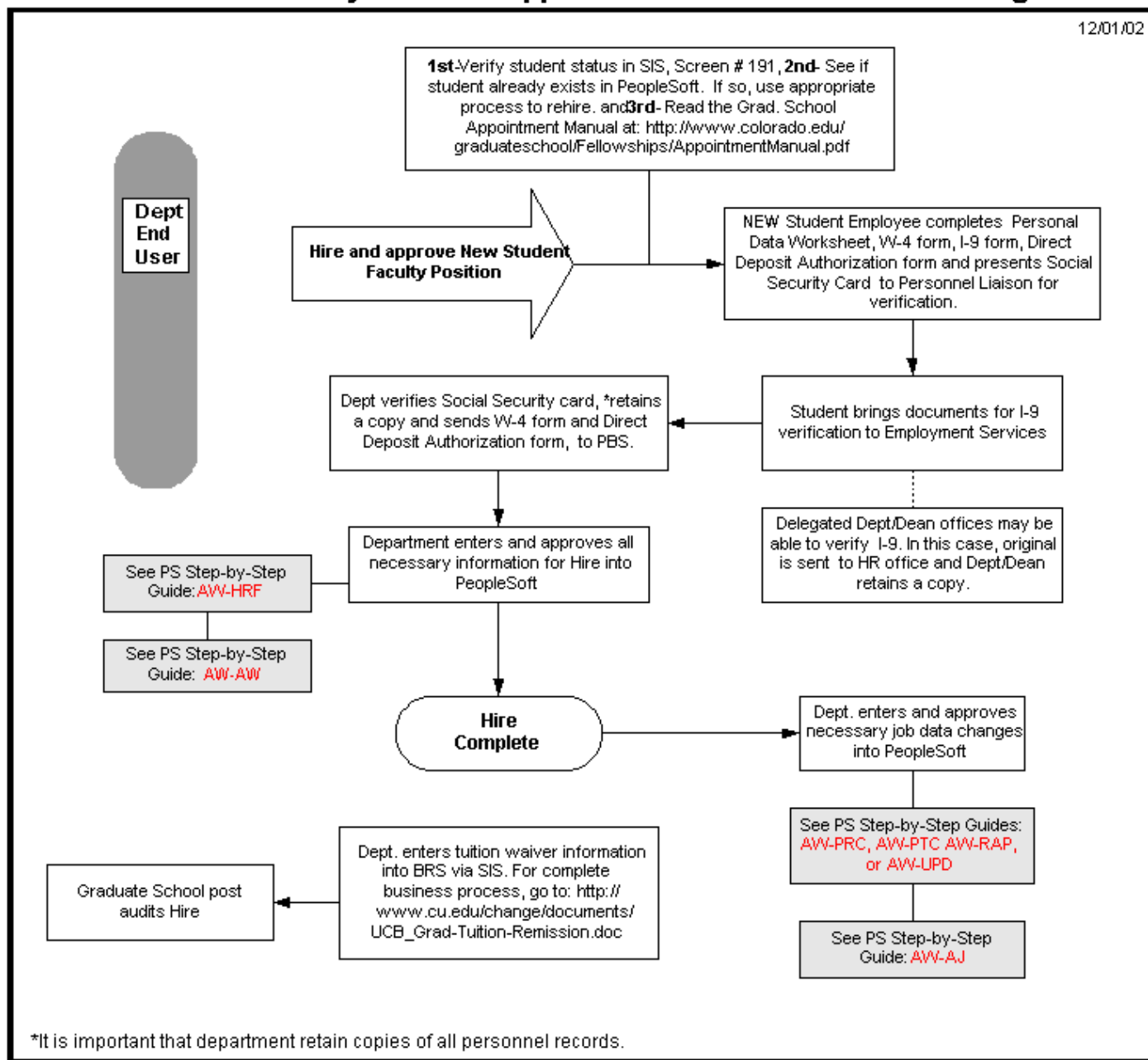
Changes can include such actions as location changes, funding distribution changes, changes in percent of time, FTE reports to appointing authority, etc.

time, title, reports to, appointing authority, etc.

Funding end dates for Student Faculty positions are generally unnecessary, unless the source of funding is from grants or gifts. If grant funded, use Funding End Dates, as this will avoid suspense issues. Please use COMMENTS field to note any changes.

Boulder Student Faculty- Hire and Approval Process and Job Data Changes

12/01/02



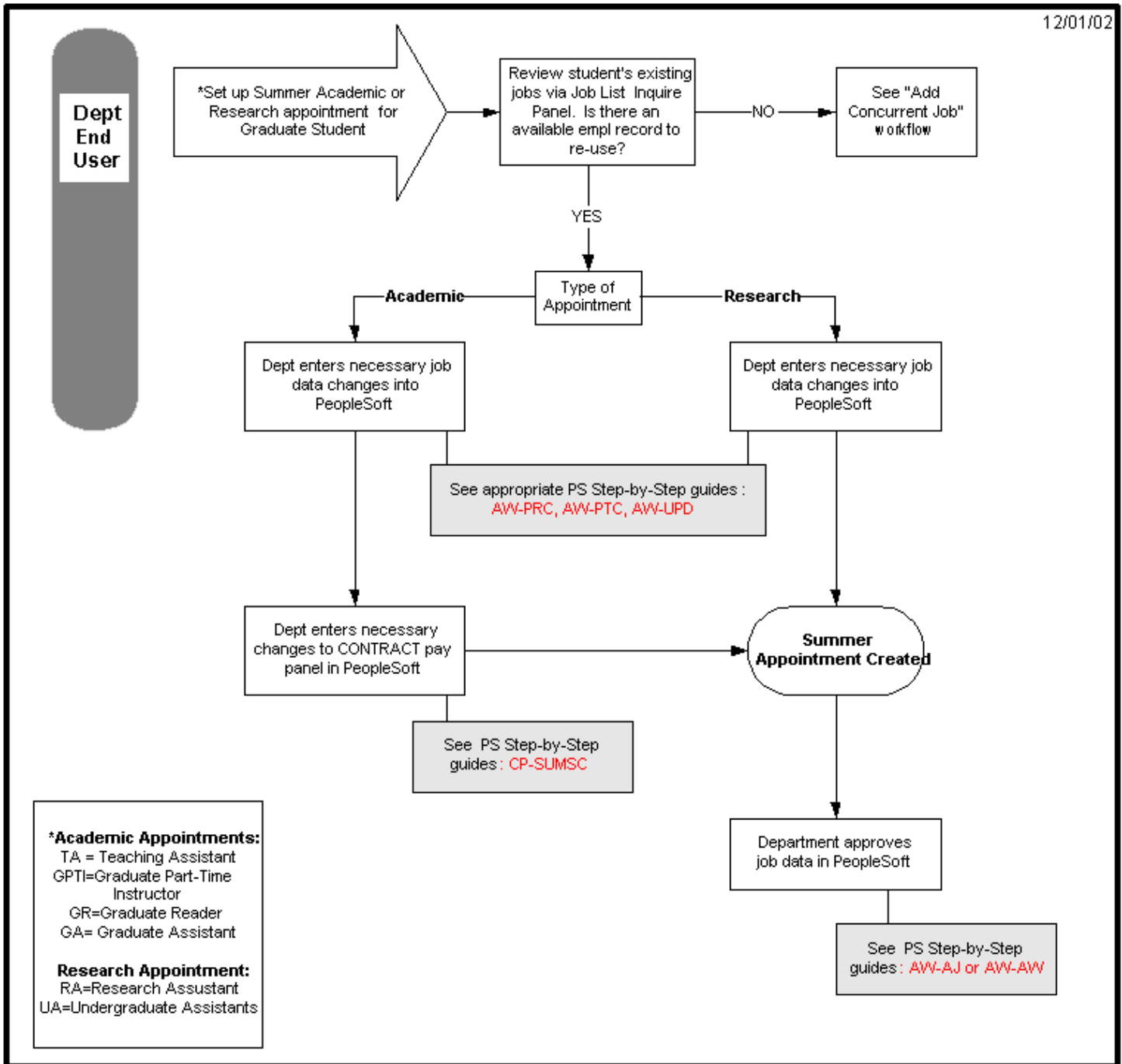
NOTES:

- The name entered into PeopleSoft must be exactly the same as on the new employee's Social Security Card. Please complete the Emergency Contact panel.
- Foreign/International students (non-resident aliens) **MUST** see a tax specialist in PBS for tax and visa processing and **MUST** have a Social Security number.
- Direct deposit is MANDATORY for student employees. Complete information can be found at: http://europa.cusys.edu/pbs/pbs_documents/_Toc8719612
- See following for Social Security Card policy: <http://www.cu.edu/pbs/res-lib/policies/ssn/ssnveri-ucb/ssnveri-ucb.html>
- See following for I-9 policy: <http://www.cu.edu/pbs/res-lib/policies/i-9/i9-ucb/i9-ucb.html>
- See following for Student Retirement information: http://europa.cusys.edu/pbs/pbs_documents/PBS-GUIDE_05-02.doc#_Toc8719744
- Job changes can be for % time, pay rate, appointment end date, etc.
- Reappointments can consist of appointing a student from a Fall to a Spring appt., a new AY appt. for a student who

had previous appts., and/or changing a student from an RA to a TA when the student has one active job at a time. When possible, make all changes at one time. Refer to the Graduate School Manual for further details.

Boulder Student Faculty - Summer Appointments

12/01/02

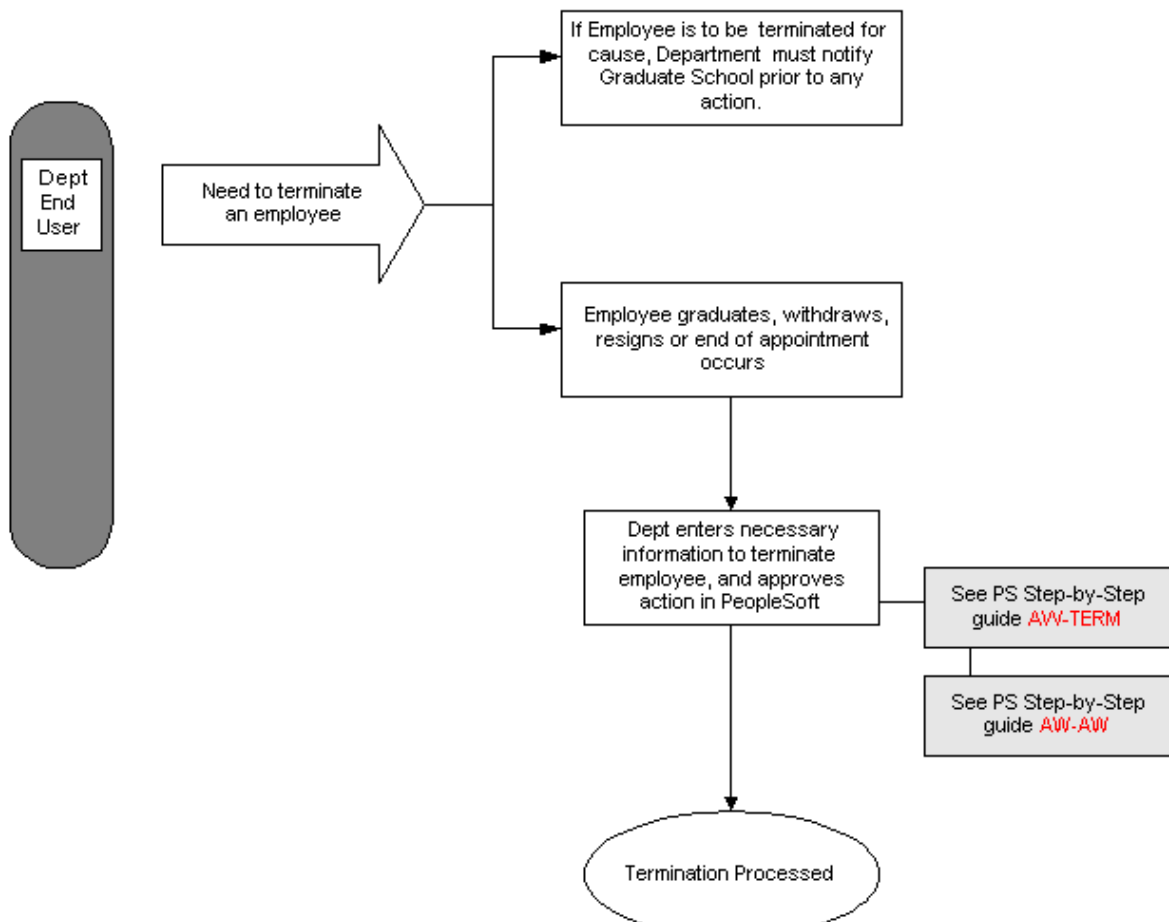


NOTES:

Summer appts MUST be separate from AY appts. Refer to Summer Session memo for Policies and Procedures re: comp rates, pos #'s, FOPPS info, etc. for ACADEMIC appointments. You can not have two contracts w/ overlapping dates on the same empl. record, nor can you have contracts with beginning and end dates in the same pay period on the same record, i.e., you can not have an A and B term on the same record.

Boulder Student Faculty - Termination Process

12/01/02



NOTE:

All terminations for cause require GraduateSchool approval. Notify Graduate School PRIOR to action.
Student Faculty jobs will automatically be terminated 120 days after the appointment end date unless department takes some other action.