

*PERSONNEL/PAYROLL  
PAYMASTER  
TRAINING  
AND  
PROCEDURE  
MANUAL*

# PERSONNEL/ PAYROLL PAYMASTER TRAINING AND PROCEDURE MANUAL



The information contained in this *Personnel/Payroll Procedure Manual* describes the paperwork required to set up a new employee's Personnel/Payroll information in the **Human Resources System MIP**. It also illustrates how the forms are used and provides information about completing them. This manual will provide information describing paperwork for new employees and describe paperwork used to update an existing employee's personnel or payroll records.

WHAT IS A PAYMASTER?

CLASSIFIED EMPLOYEES

NON-CLASSIFIED EMPLOYEES

TEMPORARY EMPLOYEES

STUDENT HOURLY EMPLOYEES

STUDENT EMPLOYEE HANDBOOK

FORM INSTRUCTIONS

MICROIX LEAVE

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## What Is A Paymaster?

A paymaster is the person in each division who has been designated as the liaison between Auraria Business Services Unit and Auraria Human Resources Department. The paymaster has the important responsibility of ensuring AHEC Business Services Unit and AHEC Human Resources Department has all the information needed to accurately process employee paychecks.

## Paymaster Responsibilities

A brief summary of the paymaster's duties is provided below:

1. Know payroll dates and deadlines for personnel paperwork and communicate them to employees.
2. Verify timesheets (if you are an approver) for accuracy in Microix before submitting to Payroll.
3. Pick up paychecks (accompanied by signed confirmation receipt to be returned to accounting), direct deposit advices and other payroll "stuffers" on payday and distribute them to employees.
4. Return unclaimed paychecks (accompanied by signed confirmation receipt to be returned to accounting), and unclaimed direct deposit advices to Payroll.
5. Communicate and inform supervisors of changes to paperwork process, forms, procedures; etc.
6. Ensure personnel and payroll paperwork is complete and accurate.
7. Distribute communications from AHEC Human Resources Department to employees.
8. Maintain a working knowledge of the Paymaster Procedures Manual and Student Employee Handbook.

**Position Description:** These responsibilities should be listed in the paymaster's position description/job description. In addition, an alternate paymaster should be appointed and trained to serve in the paymaster's absence.

## Personnel Paperwork and Procedures

The paymaster, with the assistance of the employee's supervisor, is responsible for ensuring that employee paperwork is completed for new hires, rehires, promotions, demotions, separations, salary changes, supervisory changes, position number, transfers, and cost center changes.

New hire and rehire paperwork should be filled out on or before the first day of work, with the exception of the I-9, which should be filled out on the employee's first day of work. The effective date for new hires and re-hire should be within the **"Bi-weekly Payroll Deadline Schedule"**. This ensures that the information is concise with, our processes into the HR/Payroll systems.

Example: Payroll pay schedule for bi-weekly period 1/6/2018 – 1/19/2018. The effective date and or re-hire date, should also be within the 1/6 and 1/19.

Department supervisors and paymasters can streamline the paperwork process by making sure:

- a) All necessary forms are completed.
- b) Only current forms are used.
- c) All required information is filled in accurately.
- d) All required signatures and dates have been obtained.

**Incomplete, inaccurate, or missing paperwork and forms lacking proper signatures may delay the creation of a personnel record for the employee, and can delay the employee's first paycheck.**

All new employee forms must be forwarded to the AHEC Human Resources Department ***within three days of an employee's hire date*** (sooner if last days of the pay period).

## **Definitions**

### **AHEC Graduate Student**

A student that is enrolled in a graduate level (Master's or Doctorate) degree program with one of the institutions on Auraria Campus (University of Colorado Denver or Metropolitan State University of Denver). A Graduate Student Employee must be enrolled in a sufficient number of credit hours to be considered a full-time student within their respective graduate program.

### **AHEC Student**

A student that is enrolled in at least 6 credit hours a semester and regularly attending classes at one of the three institutions on the Auraria Campus (Metropolitan State University of Denver, University of Colorado Denver or Community College of Denver).

### **Certified**

Applies to employees who successfully complete a probationary or trial service period.

### **Classified Employee**

A person who has completed the competitive process and is selected from an eligibility list to fill a position that is within the state classified system. Governed by the State.

### **Cost Center/Distribution Code**

An accounting unit used to accumulate an agency's expenses.

### **Demotion**

Downward movement of a classified employee to a different class with a lower range maximum.

### **Department**

A subdivision within a unit of the agency (AHEC).

### **Direct Deposit**

The process of depositing a paycheck electronically to an employee's account at a financial institution.

### **Direct Deposit Advice**

A written record of a direct deposit made on behalf of the employee. Also referred to as a *paycheck stub*.

### **Graduating Student**

A student who will be graduating in the current semester.

<b>Foreign/International Student</b>	A student that has entered the United States on a non-immigrant visa (F-1, M-1 or J-1) to attend a minimum of 6 credit hours a semester at one of the three institutions on the Auraria Campus (Metropolitan State University of Denver, University of Colorado Denver or Community College of Denver).
<b>Microix</b>	The time keeping system of record.
<b>MIP</b>	The AHEC Business Services & Human Resources computer system of record.
<b>New Employee</b>	An employee who has never worked within the state Classified system or as a Non-Classified employee of the State or has never worked for the agency (AHEC).
<b>Non-AHEC Student</b>	A student who is enrolled at a Colorado post-secondary or high school institution not on the Auraria Campus and attending a minimum of 6 credit hours (12 hours a week for high school students) a semester.
<b>Non-Classified Employee</b>	A state government employee that is not covered by the State Personnel System.
<b>Payroll "Stuffers"</b>	Any forms, announcements, bulletins, or other materials to be distributed with paycheck/direct deposit advices.
<b>Positive Time Reporting</b>	A method of reporting time to be paid by entering actual hours worked. Used at AHEC for bi-weekly employees.
<b>PPAF</b>	Personnel/Payroll Action Form.
<b>Probation</b>	Applies to all permanent appointments of new employees and may be applied at the discretion of the appointing authority of reinstated former certified employees. The probationary period must not exceed 12 working months, except for specific rules that apply.
<b>Promotion</b>	Upward movement of a classified employee to a different class with a higher range maximum.
<b>Reallocation</b>	Allocating an existing position to another class or level.
<b>Rehire</b>	Return of an employee who previously worked at AHEC.

<b>Reinstatement</b>	Rehiring of a former certified State employee who terminated in good standing.
<b>Salary Change</b>	A change in salary.
<b>Separation</b>	The division of an employee from the agency by resignation, retirement, layoff, dismissal or death.
<b>Student Hourly Employee</b>	A student who works in a non-permanent position as a means of support while they pursue a course of study. Student Hourly employees are employed at will and do not have the rights and benefits provided to permanent employees.
<b>Temporary Employee</b>	A qualified person who is assigned to a non-permanent position. All temporary positions shall be in the Temporary Aide class. Temporary employees are employed at will and do not have the rights and benefits provided to permanent employees. They cannot exceed terms of 9 months in a rolling 12 month period.
<b>Transfer</b>	An appointment of a qualified employee to a different position in the same class or with the same grade maximum.
<b>Trial Service</b>	A period immediately following a promotion, which does not extend beyond 6 months.



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## Classified Appointment

An individual who occupies a full or part-time position in the State Personnel System. The selection and recruitment process is mandated to ensure a qualified workforce within our agency.

## Classified Hiring Process

It is important that the hiring authority contact the Human Resource Specialist to begin the hiring process. Throughout the process of selecting a new employee, the hiring authority and/or the paymaster will be working closely with the Human Resources Specialist to collect and exchange valuable information to develop and implement the most efficient hiring plan for your vacancy. Once communication has taken place with the hiring authority and the Human Resources Specialist, the selection and recruitment process can begin. Please see the attached guideline of the **“Selection Process”**.

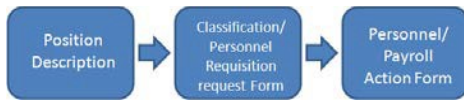
After completion of the selection and recruitment process, the hiring authority will have selected the candidate they would like to hire. Upon a conditional appointment, the selected candidate will be subject to a background investigation. An official offer cannot take place until Human Resources approves the background investigation. The selected candidate will need to fill out a **Background Disclosure and Authorization** form and submit to Human Resources. The background investigation itself will take approximately 24 to 72 hours to complete. After the disclosure of the background investigation has been reviewed and approved, the hiring authority can officially offer the position to the candidate.

Once the offer has been accepted the department and/or hiring authority will begin the **Onboarding Process**, and will be responsible in ensuring the process is complete and the following documents are submitted:

- New Hire or Separation Service Request form- [Servicerequest@ahec.edu](mailto:Servicerequest@ahec.edu)
- Onboarding Checklist

The following forms in addition to the **Background Disclosure Authorization Form** are needed to complete the new hire packet, and submit to Human Resources Department:

- Personnel/Payroll Action Form (PPAF)
- Employment Eligibility Verification Form (1-9) (with copies of documentation)
- Copy of Social Security Card (if not already included as I-9 documentation)
- Employee's Withholding Certificate (W-4)
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution)
- SSA Form-1945
- Social Security Verification Form
- PERA Member Information Form



## THE SELECTION PROCESS

The selection process begins with the position description (PD). The PD is the official job description that lists the general duty statements, descriptions of decision-making, complexity, purpose of contact and line/staff authority. In addition, the PD outlines the essential functions of a job as well as the physical, mental, and environmental attributes needed for work. The PD also clarifies the conditions of employment such as specialized licenses, pre-employment tests, on-call status etc...

Below are some helpful links to completing the PD:

- **Class Descriptions** (CD's currently in use with the Sate System) and Minimum Qualifications\_ [https://www.colorado.gov/pacific/dhr/class\\_descriptions](https://www.colorado.gov/pacific/dhr/class_descriptions)
- ❓ **Blank Position Description:** <https://drive.google.com/file/d/0B6TzqKtgwnt7Y3hXbDYxNDVUaTQ/view>

Once the content of the PD has been finalized, it needs to be signed by the supervisor and appointing authority of the position. The PD is submitted with the following form to Human Resources for processing:

- ❓ **Classification/Personnel Requisition Request Form\_** [https://www.ahec.edu/files/general/Requisition\\_Form.pdf](https://www.ahec.edu/files/general/Requisition_Form.pdf)

The **Classification/Personnel Requisition Request Form** is used to determine the action, type, and funding of a position. The form will need to be filled out completely with the appropriate information in each section of the form.

**Position Information** – Action, type

**Budget Information** – Funding

**Approvals** – Final approval (Signatures of Division Chief and Budget Director)

Once the requisition form is complete and has final approval along with PD can be forwarded to Human Resources for action.

## PROCESS AND TIMELINES

Creation of a new position – once the PD is received in the HR office; it will then be assigned to the HR Specialist for processing. The HR Specialist will review the PD and begin crafting the job announcement.

Once a tentative announcement has been crafted, HR will return the announcement back to the hiring manager for final approval prior to publication. During the announcement period (*approximately 10 business days for open competitive positions, approximately 5 business days for promotional/reallocation announcements*) HR will work with hiring manager to finalize the selection/testing methodology.

A mandatory 5-day pause is in place for applicants to appeal decisions involving whether or not they meet the minimum qualifications listed in the job announcement. Ideally, all testing will be completed and a referral list given to hiring managers **within 60-days** of HR receipt of administrative paperwork.

Once the selection process is complete, a conditional offer can be made; the selected candidate will be subject to fill out a Background Disclosure and Authorization Form and sent to Human Resources. Once this is verified and approved the formal offer can be made, if accepted an initial new hire packet can be processed starting with a **Personnel/Payroll Action form (PPAF)** to officially appoint an employee, along with the new hire packet.

[https://www.ahec.edu/files/general/NEW\\_PPAF.pdf](https://www.ahec.edu/files/general/NEW_PPAF.pdf)

In order to streamline our process better, all forms are located on the HR Website they are available in a fillable format, and can be submitted electronically.

**How to Obtain Forms:** All of the personnel and payroll forms are located on the, Human Resources website: <https://www.ahec.edu/for-ahec-staff/human-resources/personnel/>.

**Benefits:** Benefit information is given to New Classified employees during a scheduled benefit orientation; this will be done by the Human Resources Benefits Administrator.

**New Employee Orientation:** Detailed information regarding policies, procedures, leave accrual, and more is given to New Classified hires during a regularly scheduled employee orientation with the Human Resources Department.

**Questions:** If there are any questions about processing employment paperwork or completing a particular form, contact the AHEC Human Resources Department.

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## Non-Classified Appointment

A position in state government that is exempt from the State Personnel System. The Auraria Human Resources Department has been delegated the responsibility for review and creation of non-classified (exempt) positions. The selection and recruitment of these positions must meet the established criterion for the state and agency to ensure a qualified workforce.

## Non-Classified Hiring Process

The hiring authority will need to contact Human Resources to begin the hiring process, throughout the process of filling and/or creating a non-classified position, the hiring authority and/or the paymaster will be working closely with the Human Resources Specialist to collect and exchange valuable information to develop and implement the most efficient hiring plan for your vacancy. Once communication and expectations of the position have been developed, the selection and recruitment process can begin. Please see the attached guideline of the “**Non-Classified Selection Process**”.

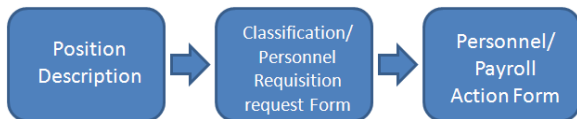
After completion of the selection and recruitment process, the hiring authority will have selected the candidate they would like to hire. Upon a conditional appointment, the selected candidate will be subject to a background investigation. An official offer cannot take place until Human Resources approves the background investigation. The selected candidate will need to fill out a **Background Disclosure and Authorization** form and submit to Human Resources. The background investigation itself will take approximately 24 to 72 hours to complete. After the disclosure of the background investigation has been reviewed and approved, the hiring authority can officially offer the position to the candidate.

Once the offer has been accepted the department and/or hiring authority will begin the **Onboarding Process**, and will be responsible in ensuring the process is complete and the following documents are submitted:

- New Hire or Separation Service Request form- [Servicerequest@ahec.edu](mailto:Servicerequest@ahec.edu)
- Onboarding Checklist

The following forms in addition to the **Background Disclosure Authorization Form** are needed to complete the new hire packet, and submit to Human Resources Department:

- Personnel/Payroll Action Form (PPAF)
- Employment Eligibility Verification Form (I-9)(with copies of documentation)
- Copy of Social Security Card (if not already included as I-9 documentation)
- Employee's Withholding Certificate (W-4)
- Exempt Employment Agreement
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution)
- SSA-1945
- Social Security Verification Form
- PERA Member Information Form



## NON-CLASSIFIED SELECTION PROCESS

The non-classified selection/recruitment process begins with a completed AHEC Non-Classified job description that lists the following regarding the position:

- ☐ Job Summary
- ☐ Essential Functions
- ☐ Financial Responsibility
- ☐ Principal Interaction
- ☐ Accountability or Responsibility
- ☐ Supervision of others
- ☐ Professional Requirements
- ☐ Unique Personal Characteristics

The hiring authority will define the expectations of the position based on the criteria of the duty statements. Once this has been finalized, the job description needs to be signed by the hiring authority, and the **Chief Executive Officer**.

The hiring authority will then determine the salary range. The salary range is based on the salary band definitions/compensation ranges for non-classified positions.

Once the AHEC non-classified job description is complete, forward it to Human Resources along with the following forms:

- ☐ **Current Organization Chart**
- ☐ **Classification/Personnel Requisition Request Form**  
[https://www.ahec.edu/files/general/Requisition\\_Form.pdf](https://www.ahec.edu/files/general/Requisition_Form.pdf)
- ☐ **AHEC Exemption Request Form** (only used for new, and or changes to an existing non-classified position)  
<https://www.ahec.edu/files/general/ExemptionRequestForm.pdf>

The **Classification/Personnel Requisition Request Form** is used to determine the action, type, and funding of a position. Fill all the appropriate information in each section of the form.

**Position Information** – Action, type

**Budget Information** – Funding

**Approvals** – Final approval (Signatures of Division Chief and Budget Director)

Once all forms are completed and have been approved along with the appropriate signature authority, they can then be forwarded to Human Resources for action.

Human Resources will review the job description, and determine if the hiring authority anticipates filing the position via a direct appointment or if a selection process will be necessary. If a selection process will be undertaken, Human Resources will work with the hiring authority to craft the job announcement (JA). Once the JA is completed and approved, it will then be placed for announcement in the designated publication for a minimum of one week. During the announcement period, the Human Resources and the hiring authority will develop the selection methodology.

If a direct appointment is made (or after the selection process has been completed) a Background Disclosure and Authorization Form will need to be filled out and set to Human Resources. Once this is verified, the initial new hire forms can be processed starting with a **Personnel/Payroll Action form (PPAF)** to officially appoint an employee.

[https://www.ahec.edu/files/general/NEW\\_PPAF.pdf](https://www.ahec.edu/files/general/NEW_PPAF.pdf)

In order to streamline our process better, all forms are located on the HR Website they are available in a fillable format, and can be submitted electronically.

**How to Obtain Forms:** All of the personnel and payroll forms are located on the Human Resources website: <https://www.ahec.edu/for-ahec-staff/human-resources/personnel/>.

**Benefits:** Benefit information will be given to New Non-Classified employees during a scheduled benefit orientation, set up by the Human Resources Benefits Administrator.

**New Employee Orientation:** Detailed information regarding policies, procedures, leave accrual, and more will be given to Non-Classified new hires during a regularly scheduled employee orientation with the Human Resources Department.

**Questions:** If there are any questions about processing employment paperwork or completing a particular form, contact the AHEC Human Resources Department.



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## Temporary Employees

A **State Temporary Aide Employee** is considered part of the State of Colorado Classification Compensation System. Temporary employees are employed at will and do not have the rights and benefits provided to as permanent employees.

Per Colorado Constitution, a temporary employee may work for the State no more than 9 months in a 12-month period. The 12-month period is not defined as a calendar or fiscal year, but a rolling 12-month period that begins with the Month of the first day of work for the temporary assignment.

State Temporary Aide Employees are bound by many of the same reporting requirements as other employees:

- Personnel Payroll Procedures/Policies
- State Retirement Plan PERA
- Medicare portion of FICA Tax

## Hiring Process

Although temporary appointments are not subject to the competitive assessment process, a temporary employee must be qualified to conduct the duties of the temporary position. Minimum qualifications are determined by the appointing authority depending upon the job requirements as documented in the Temporary Position Description. The applicant's qualifications and the temporary position's minimum qualifications are verified and approved by the human resources office.

The individual departments of AHEC will determine their own interview process.

The hiring authority must submit the following forms to the Human Resources Specialist **BEFORE** making an official offer to any candidate for a Temporary Aide position.

- **Classification/Personnel Requisition Request Form (form is a fillable form and can be sent electronically with approved signatures)**  
[https://www.ahec.edu/files/general/Requisition\\_Form.pdf](https://www.ahec.edu/files/general/Requisition_Form.pdf)
- **Temporary Aide Position Description**
- **Background Disclosure and Authorization Form**
- **Colorado State Application**

After the hiring authority has conditionally selected a candidate to fill the position, upon a conditional appointment, the selected candidate will be subject to a background investigation

for which they will need fill out the **Background Disclosure and Authorization** form and submit to the Human Resources Department.

An official offer cannot take place until the background investigation is completed, and approved by the Human Resources Department. Background investigations take approximately 24 to 72 hours to complete.

Once a candidate has accepted an official offer for a State Temporary Aide position; the initial new hire packet can be processed. The following forms must be completed and submitted to the Human Resources Department:

- Personnel/Payroll Action Form (PPAF)
- Employment Eligibility Verification Form (I-9)(with copies of documentation)
- Copy of Social Security Card (if not already included as I-9 documentation)
- Employee's Withholding Certificate (W-4)
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution)
- AHEC Temporary/Student Policies Signature Sheet
- Social Security Verification Sheet
- Form SSA-1945
- PERA Member Information Form

**How to Obtain Forms:** All of the personnel and payroll forms can be obtained from the Human Resources website: <https://www.ahec.edu/for-ahec-staff/human-resources/personnel/>

### **Work Hours:**

Temporary employees are eligible to only work up to 28 hours per week, total hours regardless of what position they may hold.

**Questions:** If there are any questions about processing employment paperwork or completing a particular form, contact the AHEC Human Resources Department.

### **Rehire Process**

If a department decides to hire an employee for a Temporary Aide position, and has previously worked for AHEC as a Temporary Employee, the department must do the following:

- Ensure that the employee has been separated from the agency for at least 3 months
- Ensure that the employee has not worked with any other State agency as a Temporary Aide during their separation from AHEC

Treat the Rehire of the employee as a New Hire if they have been unemployed from AHEC for longer than 6 months.

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## **Student Hourly Employees**

A Student Hourly Employee is a student who works in a non-permanent position as a means of support while they pursue a course of study. Student Hourly Employees are employed at will and do not have the rights and benefits provided to permanent employees. Students are eligible to work at Auraria Higher Education Center with the intent of pursuing a course of study rather than earning a livelihood. Types of students eligible to work at AHEC can be found under “Definitions” in section 1 of this manual.

Student Hourly Employees are bound by many of the same reporting requirements as other employees. Under certain circumstances, the student employee will be subject to participate in a Supplemental Retirement Plan (TIAA).

- Personnel/payroll procedures and policies
- Medicare portion of FICA tax
- Retirement contributions (TIAA)

## **Hiring Process**

The individual departments of AHEC will determine their own interview process.

Once a candidate is selected to fill a Student Employee position, a New Hire packet will need to be processed. The new hire packet will consist of the following updated forms:

- Personnel/Payroll Action Form (PPAF)
- Student Job Description
- Student Employee Application
- Employment Eligibility Verification Form (I-9)(with copies of documentation)
- Copy of Social Security Card (if not already included as I-9 documentation)
- Employee’s Withholding Certificate (W-4)
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution)
- Background Disclosure and Authorization Form
- AHEC Temporary/Student Policies Signature Sheet
- Social Security Verification Sheet
- Form SSA-1945
- Student Verification Form (with Class Schedule Attached)
- TIAA Application (For students enrolled in less than 6 credit hours or attending a Non-AHEC school)

## Foreign Students/International Students

Foreign academic or vocational, students are allowed to be employed with the Auraria Higher Education Center, the type of student status is of F-1, M-1, or J-1, the designated school official will have determined their immigration status, by issuing Form I-20, Certificate of Eligibility for Nonimmigrant Student Status.

There are several types of allowable employment depending on the immigration status and type of employment.

- ☐ On campus employment
- ☐ Curricular practical training
- ☐ Off-campus employment based on severe economic hardship
- ☐ Employment sponsored by an international organization
- ☐ Optional practical training

Employment with one of the departments on campus, of Auraria Higher Education (AHEC) is considered on-campus employment; students of F-1 status are eligible to work with any of the departments at AHEC. Under certain circumstances, M-1 and J-1 status may have stricter academic policies, and require additional documentation for employment.

The above hiring process and forms will apply, with the exception of TIAA, and the I-9 documentation in most cases will require documents from List A of the I-9 form. List A documents needed are:

- ☐ Unexpired foreign passport
- ☐ Form I-94/I-94A indicating nonimmigrant status
- ☐ Form I-20 Certificate of Eligibility for Nonimmigrant Student Status
- ☐ USA Immigrant Visa
- ☐ Form DS-2019 (for J-1 student employees)

If you would like to have a copy of the Employers Handbook, please contact Nicole Yanez at 303-556-2213 or Tammy Cordova at 303-556-2216 to receive a copy.

**How to Obtain Forms:** All of the personnel and payroll forms are located on the Human Resources website: <https://www.ahec.edu/for-ahec-staff/human-resources/personnel/>

## Transfers

A request to transfer a student from one supervisor to another that is within in the same department will require a PPAF to be submitted. The requestor will be responsible for submitted the PPAF. A transfer from one department to another department will require a PPAF, and any other documentation required if necessary. The requestor is responsible for submitted the PPAF along with new job description and application/resume listing qualifications for the new position.

## Rehire Process

A returning student employee that has been separated from AHEC for longer than 6 months, will be treated as a **New Hire**, including the pay rate, the starting pay which will be the minimum rate of the student level. A new hire packet will be required. A returning student employee returns prior to six months, will be re-hired at the same level and pay when they separated.

The following paperwork will be need for employees returning less than 6 months separation to be submitted to the Human Resources Department:

- Personnel/Payroll Action Form (PPAF)
- Employee's Withholding Certificate (W-4)
- Direct Deposit Form (with voided check or direct deposit form issued by the financial institution)
- Background Disclosure and Authorization Form
- Student Verification Form with Class Schedule Attached
- TIAA application (only if the student must enroll into the Supplemental Student Retirement and has not previous created an account)

**Questions:** If there, are any questions about processing employment paperwork or completing a particular form, contact the AHEC Human Resources Department.

## Guidelines for Student Hourly Employees

Once a Student has been employed, and in order for a Student Hourly Employee to be eligible and or maintain, their employment with AHEC, they must comply with the following guidelines as well as the guidelines established in the ***STUDENT EMPLOYEE HANDBOOK***. The "Summer Off" rule information is indicated in the Student Employee Handbook.

- **New** Student Employees (both U.S. and International) who have never worked for us **are not** able to benefit from the "Summer Off" rule. If they were not enrolled in Spring, they must wait until the Fall semester to start working. We do allow for them to begin as early as 2 weeks prior to the beginning of the semester for training purposes.
- **Ongoing** Student employees **are** able to benefit from the "Summer Off" rule, but they must provide the previous Spring semester schedule and Fall schedule to be considered eligible. Incoming freshman provide orientation confirmation letter.

The following key topics are also listed in the student employee handbook, and that paymasters will be assisting supervisors and the Human Resources Department in enforcing:

❓ **Student Verification Form/Class Schedules:**

Required each semester

❓ **Student Enrollment Status:**

AHEC Student

Non-AHEC Student  
AHEC Graduate Student  
AHEC Graduate Studies Student  
Foreign/international Students

? **Student Pay/Promotions**

? **Work Hours**

## **Student Supplemental Retirement Plan- TIAA**

The student supplemental retirement plan is designed for student employees of Auraria Higher Education Center, required to pay into a retirement fund. **Foreign/International Students are exempt from participating in TIAA.** As a state agency, governed under the State of Colorado, AHEC does not participate in the Social Security Retirement Plan, therefore, student hourly employees are subject to enroll in TIAA and Medicare. Students would only participate into TIAA when not attending one of the three colleges and or no longer meet any of our required student enrollment status. A student employee must fill out the application to create an account with TIAA (unless they have previously established TIAA account while working with AHEC). Applications are available in the Human Resources office and or available thru AHEC's website.

- The paymaster will review any submitted TIAA application for completeness. This will ensure the account can be established without delay.
- Students are responsible for contacting TIAA regarding their specific account or questions regarding the available investment plans. (1-800-842-2252)
- All other general questions can be directed to the Human Resources Department.
- Completed forms will be forwarded to the Human Resources Department.

Students participating in the Student Supplemental Retirement Plan (TIAA) will also be required to pay Medicare FICA Tax. If you have any questions regarding FICA Tax, please contact payroll. The following are guidelines that require enrollment into TIAA:

### **TIAA Enrollment Status:**

- Students that are not enrolled during the summer semester will be required to enroll into the Supplemental Student Retirement Plan.
- Students enrolled in less than 6 credit hours during the summer semester will be required to enroll into the Student Supplemental Retirement Plan.
- A student attending a college other than one of the three institutions on the Auraria campus AND enrolled in at least 6 credit hours is required to enroll into the Supplemental Student Retirement Plan. If they do not meet this requirement, they are not eligible for employment.
- A High School student in grades 9-12 and attending school for at least 12 hours a week is required to enroll into the Supplemental Student Retirement Plan. High School students must provide a class schedule to verify enrollment in at least 12 hours of classes a week. If they do not meet this requirement, they are not eligible for employment.



# Student Employee Handbook

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Auraria Higher Education Center  
Office of Human Resources

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Last Updated: December 21, 2019

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## **Introduction**

Quality student employees are essential to the efficient delivery of services of the Auraria Higher Education Center. As such, our goal as it relates to student employment is to make hiring and retaining student staff a streamlined and effective process. This guide is intended to take away the guesswork and subjectivity as it relates to student positions. This standardized process will allow our agency to more effectively manage our student employees.

## **Auraria Higher Education Center Mission Statement**

The Auraria Enterprise is committed to providing an effective, comprehensive and supportive environment which facilitates the missions of Community College of Denver, Metropolitan State University of Denver and the University of Colorado Denver.

## **Auraria Higher Education Center Vision Statement**

We provide the quality environment that supports quality education.

## **Auraria Higher Education Center Values Statement**

The purpose of the Auraria Enterprise is to support Community College of Denver, Metropolitan State University of Denver and the University of Colorado Denver and to facilitate the achievement of their goals and objectives.

The Auraria Enterprise team is committed to the long-term success and welfare of this organization. We strive to provide a safe and open environment for all employees and commit to the following in our daily activities:

**Respect**

**Courtesy**

**Honesty**

**Trust**

**Consistency**

**Service**

**We commit to living these values by:**

Actively listening to others,

Being open to change,

Involving others in problem solving,

Communicating clear instructions and expectations,

and

Accepting responsibility for our action

## Guiding Principles

Building on AHEC's foundation, the One Auraria Guiding Principles steer us in achieving our mission to provide an effective, efficient, and supportive environment that facilitates the quality education, goals, and objectives of the campus institutions.



### **Own It.**

Everything starts with awareness.

If you see a problem or issue, make it your problem to solve or report.



### **Make An Impact.**

Every action, every decision, and every moment—big or small—makes a difference.



### **Delight Our Customers**

Customer satisfaction is our strongest measure of success.



### **"Yes" Before "No".**

Be committed to finding a solution.

A "yes" mindset opens endless options.



### **Respond With Urgency.**

Outcomes matter.

Don't remain idle—act now without delay and deliver remarkable results.

## Types of Student Hourly Employees

### AHEC Student Employees

An AHEC Student Employee is an hourly employee enrolled and regularly attending classes at one of the three institutions on the Auraria Campus: University of Colorado Denver, Metropolitan State University of Denver, or Community College of Denver. AHEC student hourly employees are required to be enrolled in a minimum of six (6) credit hours while attending one of the three Auraria institutions. As long as a student employee fulfills these requirements, they will maintain their student employment status which means that they are exempt from paying into the Student Supplemental Retirement Plan (TIAA) and Medicare. As a state agency, governed under the State of Colorado, AHEC does not participate in the Social Security Retirement Plan; therefore, student hourly employees are subject to enroll in TIAA and Medicare. AHEC Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY**. However, during the summer semester, if the student is not enrolled or enrolled in less than six credit hours, they are subject to paying into the aforementioned TIAA and Medicare. A Student Employment Verification Form, along with a current class schedule, must be submitted to the Human Resources office each semester they are employed to verify the student's ability to maintain their student employment status.

If a student does not meet these requirements, they are no longer eligible to be classified as an AHEC Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

### AHEC Graduate Studies Student Employees

An AHEC Graduate Studies Student Employee is a student that is enrolled in a graduate level (Master's or Doctorate) degree program with one of the institutions on Auraria Campus: University of Colorado Denver or Metropolitan State University of Denver. A Graduate Student Employee must be enrolled in a sufficient number of credit hours to be considered a full-time student within their respective graduate program. As long as the student employee fulfills these requirements, they will maintain their student employment status which means that they are exempt from paying into the Student Supplemental Retirement Plan (TIAA) and Medicare. AHEC Graduate Student Employees may take off or be enrolled part-time during the **SUMMER SEMESTER ONLY**. However, during the summer semester, if the student is not enrolled or enrolled in less than six credit hours, they are subject to paying into TIAA and Medicare. A Student Employment Verification Form, along with a current class schedule, must be submitted to the Human Resources office each semester they are employed to verify the student's ability to maintain their student employment status.

Once a student does not fulfill these requirements, they are no longer eligible to be classified as an AHEC Graduate Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

## Foreign/International Student Employees

An International Student Employee is a student that has entered the United States on a non-immigrant visa (F-1 or J-1, M-1) to attend a university, college, high school or other academic institutions, including a language training program. As means of financial support, a foreign/international student is allowed to participate in on-campus employment. On-campus employment is designated as work done on the school's premises; this would include work in any AHEC department such as the Bookstore, Parking, Early Learning Center, Facilities Services, etc. In order to be employed, foreign/ international students must be enrolled in a minimum of six (6) credit hours AND attend one of the three institutions on the Auraria Campus; Community College of Denver, Metropolitan State University of Denver, or University of Colorado Denver. **As a limitation of their non-immigrant visa status, a Foreign/ International Student Employee is only permitted to work up to 20 hours a week while classes are in session and up to, but no more than 28 hours per week during official Auraria Campus breaks.**

Each semester, an International student is employed with AHEC, a Student Employment Verification Form along with a current class schedule must be submitted to the Human Resources office to verify the student's ability to maintain their student employment status. Foreign/International Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY** and remain in compliance with student employment standards. Foreign/International students are exempt from paying into the Student Supplemental Retirement Plan (TIAA), however may be subject to some tax exemption; please contact Payroll for questions regarding taxes at 303-556-2211. If the foreign/international student doesn't meet or maintain any of these requirements, they are not eligible for on-campus employment.

## Graduating Student Employees

A Graduating Student Employee can be an AHEC Student Employee, Non-AHEC Student Employee or a foreign/International Student who will be graduating in the current semester and is enrolled in fewer than six (6) credit hours. The graduating student employee will need to provide a letter from their advisor or counselor indicating that they will be graduating in the current semester upon completion of their credit hours. The letter from the student's advisor or counselor indicating that they are graduating must be accompanied by a Student Employment Verification Form, along with a current class schedule; this will be submitted to the Human Resources office to verify the student's ability to maintain their student employment status. This will also verify the student's eligibility to be exempt from paying into the Student Supplemental Retirement Plan (TIAA) and Medicare, only if they are attending one of the three institutions of the Auraria Campus. Otherwise, the letter, Student Employment Verification Form and current class schedule will be used to verify all other graduating student's eligibility to continue working for AHEC while completing their final credits.

Upon graduation, with **the exception of foreign/international students**, and if a department has a business need to continue the employment of a Student Hourly Employee, they may do so in the following way. The department must transfer the employee into a nine (9) month State Temporary Aide position **immediately after their graduation**, during which time the employee would pay into the Colorado Public Employee Retirement Association (PERA) and Medicare. **Please note:** *The supervisor must complete all of the appropriate paperwork and receive all of the appropriate approvals*

*immediately after the student graduates in order to create and fill a State Temporary Aide position. It is **ONLY upon graduation** that a Student Hourly Employee may transfer into a State Temporary Aide position. **Contact the Human Resources Department with any questions regarding this process and for Graduating International Student Employees.***

If a student does not fulfill these requirements, they are no longer eligible to be classified as a Graduating Student Employee and must fall into another Student Hourly Employee category in order to continue student employment with AHEC.

## **Non-AHEC Student Employees**

A Non-AHEC Student Employee is a student hourly employee that does not attend one of the three institutions on the Auraria Campus, but does meet our minimum credit hour requirement of six (6) credit hours or attends high school at least 12 hours a week. This type of employee will meet our student employment status but is required to pay into the Student Supplemental Retirement Plan (TIAA) and Medicare. Non-AHEC Student Employees may take off or be enrolled in less than six (6) credit hours during the **SUMMER SEMESTER ONLY**. Each semester, a Non-Auraria student that is employed with AHEC must submit a Student Employment Verification Form along with a current class schedule to the Human Resources office to verify the student's ability to maintain their student employment status. If a student does not fulfill these requirements, they are no longer eligible to be classified a Non-AHEC Student Employee and will be subject to termination of employment.

## **Work Hours**

**Student hourly employees are eligible to work up to 28 hours per week (total hours, regardless of the number of positions the student may hold).** Foreign/International students, in accordance with the Department of Homeland Security regulations, may not work more than 20 hours per week (total hours, regardless of the number of positions the student may hold) while classes are in session. When the three institutions are on an official break and no classes are in session, international students may work on campus in a student hourly position up to, but not more than, 28 hours a week. Additional employment for foreign/international students is prohibited [8 CFR 214.2 (f)(9)(i) and at 22 CFR 62.23 (g)(2)(iii)].

Students are expected to work the agreed-upon hours, be punctual, and satisfy all reasonable requirements of the employer with regard to performance and behavior standards of the job. The student should notify the employer in advance if unable to work any given day. It is recommended that this expectation be clearly communicated to the student at the interview and upon hiring, in the form of clear instructions about who to notify and how (phone, email). It is the responsibility of the employer to work with the student to come up with a reasonable schedule that meets the employer's needs along with the student's class schedule. There will be times during the semester (e.g. midterms and finals) where student's schedules may need to be adjusted. Planning ahead of time will help reduce the inconvenience to the employer. *Scheduled work hours must not conflict with the students scheduled classes or academic progress.*



## **Responsibilities: (All Student Employees)**

When a student accepts a job, they become a member of a department that depends on them. Please remember that the employees' peers and supervisors rely on their attendance and punctuality. If they believe that they are unable to perform the duties that are expected of them, they need to speak with their supervisor in order to come to an agreement on their schedule and duties.

As part of the Student Employment program students are also expected to:

- Develop a work schedule that does not conflict with the student's classes or studies.
- Communicate with their supervisor if they need time off or plan to be late to work.
- Understand that their supervisor and peers rely on them to work your scheduled hours.
- Act in a professional manner and treat their co-workers with respect.
- Represent the agency in a professional manner when associating with the public.
- Abide by the AHEC Temporary/Student Employee Policies. Violations of these policies while they are working at the AHEC are subject to disciplinary actions, up to and including termination.
- Dress appropriately for their job and abide by any dress code developed by their department.
- Conduct personal business during breaks or on their own time, not during working hours.
- Abide by the AHEC break policies (they must take an unpaid lunch break of at least a half an hour if they are working a shift of 5 consecutive hours or more. Breaks are not to be used to report late or to leave early. Refusal to abide by this policy may lead to termination).
- Give a supervisor at least two weeks' notice, if possible, when terminating employment.
- Do not work over a maximum of 28 hours a week (*20 hours a week for International Students*)
- Know the deadlines for paperwork submission and the time entry windows for each pay period.
- Make sure that the information on their paperwork is correct.
- All AHEC employees must submit a Name/ Address Change Form to Human Resources if they move or change their name. This is to ensure that all W-2's and other important documents will be sent to the employee's correct address.

## **AHEC Student Employee Policies**

### **Non-Smoking Policy**

In accordance with the Governor's Executive Order established January 1, 1991, AHEC prohibits smoking in all campus buildings. This policy also prohibits smoking in campus vehicles including automobiles, shuttles, trucks, vans and golf carts and within 25 feet from building entries, outdoor air intakes and operable windows to minimize exposure to environmental tobacco smoke. Willful violation of this order may subject an employee to corrective and/or disciplinary action.

### **Equal Employment Opportunity**

It is the policy of AHEC not to discriminate against any employee or applicant on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability or other non-job related factors. This policy extends to all terms and conditions of employment. Discrimination violates both AHEC Policy and Title VII of the Civil Rights Act. It is neither permitted nor condoned.

### **Sexual Harassment**

Sexual harassment is defined as any unwelcome interaction between individuals of the same or opposite sex such as sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when such conduct: a) Is made as an explicit or implicit condition of employment; b) Is used as the basis for employment decisions; or such conduct has the purpose or effect of (i) unreasonably interfering with an individual's work performance, or (ii) creating an intimidating, hostile or offensive work environment.

### **Limited English**

Discrimination against persons with limited English proficiency is prohibited. No state agency, authority or employee shall deny or deprive any person of any benefit, privilege or right on the basis of a person's limited English proficiency or the person's language minority background.

### **AIDS**

Executive Order 104-89, state in part, that persons infected with the AIDS virus or perceived to be at risk for the infection are protected in all employment practices. No human rights violations against people infected with AIDS virus shall be tolerated. Persons diagnosed with HIV infection shall not be discriminated against or be subject to any form of harassment within the workplace. Further, strictest principles of confidentiality will be maintained in management of personal medical information. AHEC prohibits any retaliatory action against an employee for opposing a practice which he/she believes to be discriminatory. AHEC's Equal Opportunity Director is the designated person to receive complaints in this area.

### **Nepotism Policy**

It is the policy of the Auraria Higher Education Center that no AHEC employee shall make or participate in the making of personnel decisions or recommendations related to employment conditions which affect a member of their own immediate family or any individual with whom one has a close personal or consensual relationship. This policy applies to all employees (e.g. Classified, Non-Classified, Temporary, and Student). If any questions arise, the AHEC Human Resources Department should be consulted to ensure consistency with the spirit and intent of this policy.

## **Workplace Violence Policy**

Violent behavior or threats of violent behavior directed at a co-worker, supervisor, subordinate, client or any other employee, state property or public facilities will not be tolerated. Violent behavior is defined as any threat or act of verbal, psychological or physical aggression, or the destruction or abuse of property by any individual. Threats can include veil, conditional or direct verbal or written threats intended to harass, endanger or harm the safety of another. Possession of a weapon or firearm as defined by Colorado Revised Statute (C.R.S.) Title 18, Article 12 is prohibited at work, including in a state vehicle. Employees who believe they have been subject to or observed behavior prohibited by this policy should notify their supervisor or another appropriate authority immediately. The appropriate authority or supervisor will investigate and take action when deemed necessary.

## **Drug-Free Workplace Policy**

The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, alcohol, or other drugs in the workplace or a state-owned vehicle by employees of the Auraria Higher Education Center (AHEC) is prohibited. The term "controlled substance" means any drug listed in 21 U.S.C.812 and other federal regulations. Generally these drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, "crack" and amphetamines. They also include "legal drugs" which are not prescribed by a licensed physician, or "legal drugs" which are prescribed but used abusively. The term "Alcohol or Alcoholic Beverage" means beer, wine, and all forms of distilled liquor containing ethyl alcohol. The term "Drug" means any substance (other than alcohol) that has known mind or function altering effects on a person. These include, but are not limited to, substances prohibited or controlled by Colorado and federal laws. Any employee who violates the provisions of this policy statement shall be subject to the appropriate disciplinary action which may include termination. Appropriate action will be determined on a case-by-case basis. I have read the AHEC Drug-Free Workplace Policy statement and for the term of my employment, I agree to:

- 1) Abide by the terms of this policy statement; and
- 2) Notify my supervisor of any federal or state criminal drug conviction for a violation occurring in the workplace or a state-owned vehicle no later than five days after such conviction.

## **Worker's Compensation Designated Provider**

I have been notified by my employer of the procedures to follow in the event I incur a work-related injury or illness. I understand that my employer has designated providers for all work-related injuries and illnesses. I understand that if I do not receive my medical care for work-related and illnesses from the designated providers, I will be financially responsible for that care. I have been informed that written or verbal authorization is required from my employer before I access medical care for non-emergency, work-related injuries and illnesses. Please contact your supervisor or the Auraria Human Resources office at (303) 566-3384 for a list of providers and their contact information.

## **Background Investigations**

In accordance with C. R. S. 24-5-101, the Auraria Higher Education Center (AHEC) will not deny employment opportunities to applicants based solely on the fact that he/she has been convicted of a felony or other offense involving moral turpitude. Notwithstanding, AHEC has a responsibility to protect the health, safety and welfare of its employees and others who have academic, employment, entertainment or other responsibilities on the Auraria campus . In order to ensure that an appropriate

balance is maintained between granting employment opportunities to convicted felons and protecting the health, safety and welfare of people and property on the Auraria campus, the following measures and guidelines shall be implemented and considered by AHEC when considering the qualifications of applicants who apply for employment with AHEC.

- Background checks will be conducted on all students, temporary applicants, and on all finalists for classified and non-classified employment positions at AHEC.
- AHEC Human Resource department (HR) shall be solely responsible for conducting background checks, except that the Early Learning Center and the Auraria Police Department shall be responsible for conducting enhanced background checks on applicants for positions within their own department.
- If a background check reveals that a person has been convicted of, or plead guilty or nolo contendere to a felony or other offense involving moral turpitude or has failed to fully disclose a conviction or deferred adjudication, AHEC's HR department and the appropriate Division Chief will consider the responsibilities of the position and the health, safety and welfare of the agency in determining the qualifications of an applicant for employment.
- Any information related to the criminal record of an applicant shall be kept confidential by HR and the Division Chief, and shall only be released upon specific authorization by the applicant or AHEC's Chief Executive Officer.

## **Timesheets & Time Entry**

Student employees are paid on a bi-weekly basis. Timesheets are legal documents and must be retained by our agency for five years. Hours recorded on the timesheets are generated in Microix by the employees' usage of a time clock, in most cases, and must reflect actual hours worked within a specific pay period. Falsification violates Agency policies, and State and Federal law. Student employees who falsify their punches will be subject to disciplinary action up to and including termination.

- 1) An approver must process and approve all of your timesheets. It attests to their knowledge that the information reported is a true reflection of your attendance.
- 2) AHEC takes timesheet fraud very seriously. Changing, altering, or revising a timesheet without a manager's knowledge is a violation of AHEC and State policies. Also, reporting hours worked when you are not actually conducting agency or State business is also a violation. These situations are all subject to disciplinary action up to and including termination.
- 3) Supervisors who know, or have reason to know, that an employee is committing fraud, may also be subject to disciplinary action. All employees who process and approve timesheets or enter them in the Microix system for payment must remember to check them carefully. Their approval means they are verifying the accuracy of hours listed.

## Paychecks

### Direct Deposit

As a condition of employment, it is required that employees enroll in direct deposit. To enroll or change your direct deposit, please fill out a direct deposit slip and attach a voided check, a letter, or a form from your bank indicating the routing and account number for your account. You must not attach a deposit slip to the direct deposit application form when submitting it to Payroll. Note: A voided check is required rather than a deposit slip because the deposit slip has a different routing number and will not deposit into your bank. Your check will be direct deposited on payday in accordance with the bi-weekly payroll schedule.

Every two weeks on payday, Payroll will send the students' pay advices of the deposit to each department in accordance to the payroll schedule. Employees can pick up their pay advices on payday from their supervisor. Please remember that if the campus is closed, you will have to wait until the campus reopens to pick up your pay advice.

Employees should regularly review the information printed on the earnings advice, particularly when expecting a change in wages, changes to deductions, and any direct deposit changes. If they note errors, students should speak with their employers. If students change banks at any time during their employment, they must update Payroll with a new form and voided check. The new form automatically overrides the old information. The employees should leave their old accounts open until after their first wage payments have been deposited into their new accounts. The direct deposit form can be found at:

<https://www.ahec.edu/files/general/DirectDepositForm.pdf>

### Taxes

*Wages earned through the student hourly employment program are subject to both state and federal taxation.* If students are claiming "Exempt" from taxes, students must renew their status each year. Failure to do so will cause you to have taxes withheld at the rate of "Single", which is the highest withholding rate. Deadlines for renewing exemptions are located on the top of the W-4 Form.

Income from U.S. sources is taxable whether you receive it while a nonresident alien or a resident alien unless specifically exempt under the Internal Revenue Code or a tax treaty provision. Please contact payroll or the IRS for information of specific forms and procedures.

### Other withholdings

Student Hourly Employees (excluding International Student Employees) who are taking less than six (6) credit hours (less than full-time for Graduate Studies Students) or that does not attend one of the three institutions on the Auraria Campus will be required to enroll in the Student Supplemental Retirement Plan (TIAA). These students will also be required to pay into Medicare.

### Student Supplemental Retirement Plan and TIAA information

As mandated by the Federal 1990 Omnibus Reconciliation Act, undergraduate student hourly employees who are taking fewer than six credit hours during the summer semester will automatically be required to enroll in Student Supplemental Retirement Plan administered by TIAA and place 7.5% of their gross wages in TIAA's Supplemental Annuity (SRA). Graduate students that are not enrolled in a sufficient number of credits to be considered a full-time student within their respective graduate program during the summer semester are also automatically required to enroll in the Student Supplemental Retirement Plan and place 7.5% of their gross wage in the SRA. Their TIAA deductions will be placed into a student selected retirement account. AHec makes no contributions on behalf of the student employee. Student employees working in the semester in which they will graduate are not held to the above minimum credit hour requirements and are exempt from the Student Supplemental Retirement Plan. Internal Revenue Service (IRS) policies reflect that when a student only needs one class to achieve a degree, withholding is not required. A letter from an academic advisor or department is required as proof that they have less than six credit hours to graduate.

## **Jury Duty**

Student employees summoned to jury duty service must be paid for normally scheduled work hours while serving jury duty. In order to get paid for the time served during jury duty, the employee must provide Payroll with their summons to verify time served and a copy of their work shift. The student employee is only paid for the scheduled work shift not the hours spent on Jury Duty. Please contact Payroll at 303-556-2211 for any further questions regarding processing procedures. Students who were not scheduled to work during jury duty may be compensated by the courts.

## **Benefits and Worker's Compensation**

Student employees are not eligible for benefits. They are not paid for college breaks, holidays, sick days, campus closures, or vacations. However, student employees are covered by worker's compensation. Supervisors are required to advise their employees concerning on-the-job injuries and Worker's Compensation procedures. All work-related injuries must be reported to the Benefits Administrator in the Office of Human Resources within 24 hours after injury. Failure to report an injury within 72 hours may compromise eligibility for worker's compensation benefits. All work related injuries must be reported to risk management within 4 days of the accident pursuant to section 8-43-102 (1) and (1.5), CRS. Additional information about Worker's Compensation can be found at:

<https://www.ahec.edu/for-ahec-staff/human-resources/current-employee-information/workers-compensation/>

## Student Job Class Descriptions

**“Employment must be governed by employment conditions, including pay, which is appropriate and reasonable according to the type of work performed, geographic region and employee proficiency.”**

Therefore, job levels are defined in order to provide the supervisor with a systematic way to determine the relative worth of each job. Jobs are paid at different levels based on the duties and responsibilities assigned to the job, thereby preventing arbitrary pay rates. When developing your student job description, base the information on the criteria and definition of each student hourly level as indicated.

### Student Hourly Level I (\$12.00):

#### Position Class Description:

CRITERIA	DEFINITION
Scope of Job- Job Duties	Standardized tasks- One identifiable set of duties, with little to no variation, position used as a training level, to advance to a higher level student hourly position
Supervision Received & Exercised	Work under direct supervision (none supervisory level)
Skills & Training Required	No job-specific skills required; Training provided at hire
Prior Experience Required	None

### Student Hourly Level II (\$12.25):

#### Position Class Description:

CRITERIA	DEFINITION
Scope of Job-Job Duties	Routine job tasks, require some knowledge to perform the duties and or specific tasks related to the job
Supervision Received & Exercised	Work under direct supervision – some decision making
Skills & Training Required	Job specific skills required-(ex. Advanced training, customer services)
Prior Experience Required	Requires some basic experience related to set duties and tasks

### Student Hourly Level III (\$12.75):

#### Position Class Description:

CRITERIA	DEFINITION
Scope of Job-Job Duties	Job tasks are varied, independent, process and procedures, a development of new task assignments (a degree of experience will be required related to tasks and duties)
Supervision Received & Exercised	Less supervision, of details-work independently
Skills & Training Required	Detailed job-specific skills required-Decision making, interpersonal, and or some leadership skills
Prior Experience Required	3-4 months of previous experience, and or course work or training

**Student Hourly Level IV (\$13.50):****Position Class Description:**

CRITERIA	DEFINITION
Scope of Job-Job Duties	Complex duties with a wide range of responsibilities, possess all the relevant knowledge , experience or skill to perform duties independently
Supervision Received & Exercised	Require minimal supervision-Instruction provided only for a new and unusual situations
Skills & Training Required	Advanced job-specific skills required; Must have ability to frequently exercise strong decision-making skills, leadership skills
Prior Experience Required	6 months of required experience, in a comparable position, and/or specific educational requirements

**Student Hourly Level V (At Division Chief's Discretion):****Position Class Description:**

CRITERIA	DEFINITION
Scope of Job-Job Duties	Highly skilled professional position, generally utilized to fill vacancies or absences on a temporary basis. High level of decision making (ex. Hiring selections, schedule and approve work schedules) Appointment to this position level, as well as pay rate, at discretion and approval of Division Chief.
Supervision Received & Exercised	If applicable, provides functional supervision , oversees supervision of three or more subordinate student employees in absence of supervisor
Skills & Training Required	Mastery of job-specific skills required; Must have ability to frequently exercise strong decision-making skills, supervisor and or leadership skill; Must have training/experience in specific job duties associated with position
Prior Experience Required	Will require significant experience (6 months up to 1 year) Experience will be based on the components of the actual job duties designated by the appointing authority



## Student Position Classifications

DEPARTMENT	AURARIA CAMPUS RELATIONS UNIT					
		STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
	EARLY LEARNING CENTER	-Teacher Aide	N/A	-Assisting Early Childhood Teacher	-Early Childhood Teacher -Admin. Asst./ Receptionist	-Assisting Teacher -Substitute Supervising Teacher
	MARKETING	N/A	N/A	N/A	-Marketing/ Design Specialist	N/A
	HUMAN RESOURCES	-Student HR Receptionist	N/A	N/A	N/A	N/A
	CAMPUS POLICE				Campus Police	
	AURARIA BUSINESS SERVICES					
		STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
	ACCOUNTING & PROCUREMENT	N/A	-Business Services Assistant	N/A	N/A	N/A
	DISTRIBUTION SERVICES	-Mailroom Assistant	N/A	N/A	N/A	N/A
	BOOKSTORE	-Stockroom -Cashier -Book Floor -General Merchandise Floor -Web Sales	-Accounting -Book Office -Vault -Computers -Trafficking -Loss Prevention	-Lead	-Web Technician -Course Pack Technician	N/A
	PARKING & TRANSPORTATION SERVICES	-Hut Attendant	-Ticket Writer -Dispatcher	-Coordinator -Handivan/ Night Rider Driver	-Front Counter/ Count Room -Accounting Technician Assistant	
	STARBUCKS		-Barista		-Shift Supervisor	
	AURARIA OPERATIONS & SERVICES					
		STUDENT 1	STUDENT 2	STUDENT 3	STUDENT 4	STUDENT 5
	SUPPORT SERVICES PROGRAM & SERVICES	N/A	N/A	N/A	-CRC Student Manager -Club Hub Student Manager	N/A
	SUPPORT SERVICES CAMPUS EVENTS SERVICES	N/A	-Event Crew	N/A	-Student Event Manager -Student Event Coordinator	-Audio Visual Technician
	TIVOLI STUDENT UNION SUPPORT SERVICES	N/A	N/A	N/A	-Student Assistant Business Operations	N/A
	SUPPORT SERVICES CUSTODIAN SERVICES	-Student Custodian	N/A	N/A	N/A	N/A
	ACADEMIC SERVICES KING CENTER	N/A	-Box Office Cashier -Student Stagehand	N/A	N/A	N/A
	FACILITIES SERVICES	N/A	N/A	-Equipment Mechanic -Installer/ Sign Maker Data Entry/Front Desk	N/A	N/A
	ACADEMIC SERVICES MEDIA/CLASSROOM SERVICES	N/A	N/A	-Student Technician	N/A	N/A

## Student Promotions

In order for a student employee to move from one Student Hourly Level to another, the employee's supervisor must attach a copy of the most recent ***Student Employee Appraisal Report***, the job description of the position the student is being promoted to **and he/she must** provide adequate documentation indicating the student being promoted has the required experience for the new position. The documentation may be a resume or job application reflecting the knowledge, skills, abilities and/or other characteristics of the student employee.

**PROMOTIONS MUST COINCIDE WITH THE BEGINNING OF A BI-WEEKLY PAY PERIOD AND MAY NOT BE RETROACTIVE.**

## Verifications and References

Companies may contact the Human Resources office regarding verification of employment for a student hourly employee. If employment verification requests are received via mail, fax, or phone, please direct them to the Human Resources Office by telephone (303) 556-3384 or fax at (303) 556-2448. Many students indicate their supervisors as references on employment applications and education applications. Supervisors may, ***at their own discretion***, answer those personal questions regarding quality of work.

## Terminations and Disciplinary Procedures

Students are '**at will**' employees; this means the hiring department can terminate a student with or without cause at any time. Student employees may also be terminated for performance related or disciplinary reasons, such as:

- Lack of performance or attendance
- Falsifications of time sheet (punching in/out for others, staying clocked to perform non-work related tasks, etc.)
- Theft
- Unauthorized or fraudulent use of equipment and/or property
- Violation of AHEC policies

If a student hourly employee is terminated for any reason and deemed to not be eligible for rehire, that employee will be unable to work with any other AHEC department thereafter.

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## Personnel/Payroll Action Form (PPAF)

The Personnel/Payroll Action Form is used to set up a personnel record. It forms the basis for setting up the employee's personnel and payroll record in Human Resource MIP Information System. The PPAF form is also used for any changes that may occur to the employee.

### When the PPAF Is Required

The *entire* PPAF must be filled out for any of the following actions:

Employee Type:	Action:
<b>Classified</b>	New Employee
	Reinstatement
	Transfers
	Discretionary Pay
	Salary Change
	Promotion
	Demotion
	Cost Center Change
	Separation
	Supervisor Change
<b>Non-Classified</b>	New Employee
	Promotion
	Transfers
	Cost Center Change
	Discretionary Pay
	Salary Change
	Separation
<b>Student</b>	New Employee
	Rehires
	Salary Change
	Cost Center Change
	Separation
	Supervisor Change
<b>Temporary</b>	Transfers
	New Employee
	Rehires
	Salary Change
	Cost Center Change
	Separation

## Instructions for Completing the PPAF

The PPAF Form is an Electronic Fillable form, therefore, either the paymaster and or supervisor will be responsible for completed and gathering the information from the employee where the employee would have filled out if the form was in paper format.

### Employee Information

The paymaster or supervisor will enter all requested identification information in this section.

- **Last Name, First Name, & Middle Initial:** as it appears on the social security card
- **Date of Birth:** date as it is shown on documentation provided by employee
- **Current Street Address/ Apt. No./ City/ State/ Zip Code:** address that all correspondence will be sent
- **Phone Number:** best number to contact employee outside of work
- **Gender:** Male or Female
- **Racial/Ethnic Group:** use drop down to select
- **Last four of Social Security Number: REQUIRED, no exceptions**
- **Emergency Contact Name:** person to contact in the case of an emergency were to occur involving the employee
- **Contact Number:** best number to contact the emergency contact
- **Relationship:** relationship of emergency contact to employee

### Action Request

The paymaster or supervisor will enter all requested information in this section.

- **New Employee**
- **Promotion**
- **Demotion**
- **Separation:** *Disciplinary Terminations for all classifications must contact the Human Resources Department*
  - **Separation Reason:** required for all separations
  - **Eligible for Rehire:** required for all separations
- **Salary Change**
- **Cost Center Change/Supervisor Change**
- **Transfer**
- **Rehire/Reinstatement**
- **Position Number Change**

**Comments:** Provide an additional explanation if required or needed to clarify the requested action.

### Classification Information

The paymaster or supervisor will enter all requested information in this section.

- **Employee's classification:** Classified, Non-Classified, AHEC Student, Non-AHEC Student, or Temporary Aide
- **Employee Status (Classified Employees Only):** Select Certified, Probationary, or Trial Service to match the action being performed with the PPAF

- **Full-Time:** Check this box for all Classified employee or Non-Classified employee that will be considered Full-Time with an FTE% of 1.0
- **Part-Time:** Check this box for all Student, Temporary Employees and any Classified employee or Non-Classified employee that will be working less than Full-Time
- **FTE%:** Part-Time employees; Students will always be .50
- **Lunch Code:** Select if the employee will get auto deducted a 30 or 60 minute lunch; or if they will clock in and out for lunch
- **Previous Employment:** Check Yes or No box and identify previous department or agency

### **Job Information-Current Status/Change to**

The paymaster or supervisor will enter all requested information in this section. The **Current Status** column is required for all actions and the **Change To** column is only required when making any changes to employees current information.

- **Unit:** Auraria Business Services Unit (ABSU), Auraria Campus Relations Unit (ACRU), Auraria Operations and Services Unit (AOSU), or Executive Office (EO)
- **Department:** Academic Support Services, Auraria Campus Bookstore, Auraria Police Department, Business Administration/ Accounting, Developmental Services, Distribution Services, Early Learning Center, Executive Office, Facilities Services, Human Resources, Integrated Marketing & Communications, IT/Telecommunications, Procurement Services, Student Facilities & Services, Student Facilities & Services- CUS (Custodial), Tivoli Starbucks
- **Supervisor Name:** Name of the supervisor to whom the employee will report
- **Position Title:** Title as assigned by State or Student Handbook Classifications (ie. Student 1, 2 3, 4, 5) for positions being filled
- **Classification Code/Job Code:** Only to be filled out for permanent and temporary positions based on State codes
- **Position Number:** Only to be filled in for permanent positions
- **Salary:** Hourly or Monthly rate that has been approved for position being filled
- **Distribution Code:** Used for payroll purposed for position type (also known as Cost Center)
- **Work Flow:** Group designated by the department and/or supervisor for Payroll and Leave approval purposes

### **Signatures**

The paymaster will ensure that all the necessary signatures are obtained for the PPAF.

- **Signatures/Student Employment:** Used only for Student employees
  - **Supervisor:** immediate supervisor/ hiring manager
  - **2<sup>nd</sup> Level Supervisor:** the supervisor of the student's immediate supervisor/ hiring manager
- **Signatures/ Regular Staff:** Used for Temporary, Classified and Non-Classified employees
  - **Supervisor:** hiring manager (if transferring, the new supervisor signature is required)
  - **Division Chief:** Division Chief of the hiring departments unit

**There must always be two signatures.**

### ***Additional Documentation***

- **Terminations-** Upon termination the following documents should accompany the PPAF:
  - Final Timesheet with projected hours through the last day of employment.
  - A resignation letter.

### **Distribution**

Send all PPAFs to the appropriate PPAF email distribution group.

### **Employment Eligibility Verification Form (I-9)**

The Immigration Reform and Control Act known as (IRCA). This Act has been amended many times over the years, but is still the basic body of immigration law. All employees (citizens and noncitizens hired after November 6, 1986 and is authorized to work in the United States will be subject to comply with filling out the Employment Eligibility Verification Form (I-9).

The IRCA authorizes and requires employers to examine documents, which establish:

- a) The applicant's identity.
- b) The applicant's employment eligibility.

**It is important** that the Employer and/or Agency understand the importance of the I-9 form and is responsible to ensure the information is valid and correct. If the agency has knowingly accepted documentation that been falsified or knowingly hires an illegal alien, and/or continues to employ an illegal alien, upon discover will result in a substantial penalty.

### **When the I-9 Is Required**

<b>Classified</b>	New employees Reinstatements (only if separated for a period exceeding the retention period for I-9) Transfers (only if I-9 does not get transferred with personnel file)
<b>Non-Classified</b>	New employees Rehires (only if separated for a period exceeding the retention period for I-9)
<b>Student</b>	New employees Rehires (only if separated for a period exceeding the retention period for I-9)
<b>Temporary</b>	New employees Rehires (only if separated for a period exceeding the retention period for I-9)



## Completing the I-9 Form

On the employee's first day of work they must fully complete Section 1 of the form. During the time that they complete Section 1 the paymaster or supervisor will show the employee the list of acceptable documentation to prove their identity and eligibility to work. The employee will be asked to provide either a document from list A or a document from each list B and list C. **DO NOT REQUEST ANY SPECIFIC FORM FROM THE EMPLOYEE.** If the employee does not have the necessary documentation on their first day of work, when they complete Section 1, they must provide that documentation **within three (3) business days**. In some cases a receipt may be accepted **in lieu of an acceptable document** listed (i.e. a receipt from the Social Security Administration is acceptable for a REPLACEMENT Social Security Card). There are limitations of what is an acceptable receipt in lieu of a document, contact Human Resources, for detailed information. If the employee does not comply and provide the appropriate documentation within three (3) business days they will be taken off of their job.

It is important for the employer and the employee to read the **Anti-Discrimination Notice**, at the top of page one (1) of the form, before completing it.

### Section 1. Employee information and Attestation

- This section is to be completed by the employee no later than the first day of employment. The employee will need to read and fill out all areas as follows:
  - **Name**
  - **Maiden Name (if applies)**
  - **Address**
  - **Date of Birth**
  - **Social Security**
  - **Phone Number**
- Employee must attest to section 1 to his or her citizenship or immigration status.
  - Additional information will be required depending on what the employee has indicated as their immigration status.
- Employee signs and dates the form.

### ***Preparer and /Translator Certification:***

- To be completed and signed if Section 1 is prepared by a person other than the employee.
- Employee needs assistance to complete section I (e.g., employee needs information translated and or someone with a disability).
- Employee must still sign Section 1.

## Section 2. Employer or Authorized Representative Review and Verification

The employer or paymaster or their authorized representative completes this section.

Documents will need to be examined. One document from list A of acceptable documents or a document from List B and From List C acceptable documents.

List A. Documents Establish Both Identity and Employment Authorization

**OR**

List B. Documents Establish Identity Only **AND** List C. Documents Establish Employment Authorization

As part of employment, we as a state agency are required to report wages to the Internal Revenue Services, (Publication 15 Circular E). We require that the employee provide a copy of a Social Security Card this can be submitted as an additional document, and or as a required document on List C of the I-9 form. Please see example(s) of the required information to be filled out on this section of the form.

LIST A	LIST B	AND	LIST C
Document title: Issuing Authority: Document #: Expiration Date: <i>if any</i> Document #: Expiration Date: <i>if any</i>	Drivers License Colorado xxx-xx-xxxx 01/01/2019		Social Security Card Social Security Admin xxx-xxx-xxxx Indefinite
LIST A	LIST B	AND	LIST C
Document title: <u>Foreign Passport</u> Issuing Authority: <u>Nepal</u> Document #: <u>xxxxxxx</u> Expiration Date: <i>if any</i> <u>xx/xx/xxxx</u> Document #: <u>I/94</u> Expiration Date: <i>if any</i> <u>D/S</u>			

**Certification:** Employer or paymaster will need to read, enter date the employee began work, and fill in the required information:

- **Signature**
- **Title**
- **Business Name and Address:** AHEC 1201 5<sup>th</sup> Street Suite 370, Denver, CO 80204
- **Date**

### Section 3. Updating and Re-verification

This section is used to update information on a previous employee also it is used if the employee had a name change or citizenship status.

### International Students

Additional required documents will need to be provided to be employed, and comply with the Employment Eligibility Verification (I-9 form).

The following chart will define the correct documents and information to maintain student employment. As stated above please also provide a copy of Social Security Card.

STATUS	LIMITATIONS	DOCUMENTS NEEDED
F-1 Academic Student	20 hours a week while enrolled (6 credit hours or more), 28 hours a week, during official campus breaks.	1) Foreign Passport 2) Form I-94 or I-94A 3) Form I-20 4) USA Immigrant Visa
J-1 Exchange Students	20 hours a week while enrolled (6 credit hours or more), 28 hours a week, during official campus breaks.	1) Foreign Passport 2) Form I-94 or I-94A 3) Form I-20 4) USA Immigrant Visa 5) Form DS 2019

### Filing

Forward the completed forms and photocopies of documentation to the AHEC Human Resources Department along with the completed forms of the new hire packet. For a copy of the Employers Hand Book (I-9), and all questions regarding this information please contact Human Resources.

### PERA Member Information Form

*Colorado House Bill 1026* requires all employees, with the exception of Student Hourly Employees, to become members of the Public Employees Retirement Association of Colorado (PERA). PERA is the retirement program for state employees and contributions are made to PERA. The Member Information Form is the application used to obtain membership in PERA and make update personal information for permanent employees.

### When the PERA Member Information Form is required

#### Classified

All new employees, reinstatements, transfers, personal information

	updates
<b>Non-Classified</b>	All new employees and rehires, personal information updates
<b>Temporary</b>	All new employees and rehires, personal information updates

### **Completing the PERA Member Information Form**

- Employee provides Social Security Number information
- Member Information Section is the New employee
- Beneficiary information requires employee to provide names and social security information.
- Employees Sign and date the form

This form is also used for the following changes and will need to be submitted to the Human Resource Department for the following:

- Address change
- Name change
- Beneficiary changes

The employee can contact PERA to obtain detailed information regarding Retirement. The reverse side of the form also contains detailed information.

### **Filing**

Forward the completed form to the AHEC Human Resources department along with the completed forms of the new hire packet.

### **Statement Concerning Employment Not Covered By Social Security**

Social Security Form SSA-1945 is to inform employees that their earnings while employed with AHEC are not covered under social security. It explains the potential effects of two provisions in the Social Security law for workers who also receive a pension based on their work in a job not covered by Social Security. It is important that employees read and understand this statement.

#### **Completing the Form:**

- **Employee Name**
- **Employee ID# - Social Security**
- **Employee signature and date**

The employee can contact Human Resources for questions.

### **Filing**

Forward the completed form to the AHEC Human Resources Department along with the

completed forms of the new hire packet.

## **Social Security Verification**

The supervisor and or the paymaster will need to verify the employee's social security. This is done thru Social Security online, access for these services is limited to only the paymaster contact Payroll Department for access. Social Security Verification is required for all employees the following is a list of instructions.

1. Go to the AHEC website; click the plus sign next to "For AHEC Staff". A drop-down list will appear, select "Human Resources". This will bring up a list of options for you to choose from.
2. Select the "Personnel Administration Forms" option. This will open a new window to a page that has all of the forms and publications on AHEC's website. Save this page to your favorites!
3. Scroll down until you get to "New Hire Forms" select the "Social Security Verification Form". This will bring up the form.
4. You are then able to fill in the blanks on the form or print the form out to be filled out. Once you have completed the form, send it to the paymaster to be processed.
5. Once the social security verification form has been processed, the verification form, as well as, the verified social security printed out should be included in the new hire packet.

## **Completing the Social Security Verification Form**

- Name
- Social Security
- Employee Gender
- Employee Date of Birth
- Date of Verification
- Belongs to Employee

Name of person verifying SSN:

- Signs and dates the form

## **Filing**

Forward the completed form to the AHEC Human Resources department along with the completed forms of the new hire packet.

## **Application for Student Employment**

Student applicants must submit a student application to be considered for a student position. This is to confirm required experience, employment and employment history.

## **Completing the Application for Student Employment**

- All areas of the application will need to be filled out as completely as possible
- Applicant will need to sign and date

### **Filing**

Forward the completed form to the AHEC Human Resources department along with the completed forms of the new hire packet.

## **AHEC Policy Information for Temporary/Student Employment**

AHEC provides policies for which employees are required to read and understand these policies. The form is located on the AHEC Human Resources webpage under the Forms and Publications tab and covers the following policies:

- Smoking Policy
- Non-Discrimination Policies
- Nepotism Policy
- Workplace Violence Policy
- Drug-Free Workplace Policy
- Worker's Compensation Designated Provider

The information contained under each policy is of great importance. Once the employee has read the policies, their signature is required on the signature sheet attached to the back of the policy information; this is notification that they have received, read and understand the policies.

## **When the AHEC Policy Information for Temporary/ Student Employment Form Is Required**

<b>Student's</b>	New employees and rehires
<b>Temporary</b>	New employees and rehires

### **Filing**

Forward the completed signature sheet to the Human Resources Department along with the completed forms of the new hire packet.

## **Employee's Withholding Certificate (W-4)**

The Employee's Withholding Certificate, W-4, is a federal form used to calculate the dollar amount of federal taxes that will be withheld from an employee's paycheck.

## When the W-4 Is Required

A W-4 must be on file for *all employees at all times*, starting with the hiring date of new employees:

<b>Classified</b>	New employees, reinstatements, transfers,
<b>Non-Classified</b>	New employees and rehires
<b>Students</b>	New employees and rehires
<b>Temporary</b>	New employees and rehires

## Notes about Completing the W-4

Detailed instructions and worksheets are provided with the form to help the employee complete the form. The following notes answer some of the questions commonly asked:

1. The employee's street address (not a post office box) should be listed.
2. The amount withheld from an employee's paycheck is based on the employee's marital status. Follow and complete Steps 2-4 to get the most accurate tax withholding.
3. The employee may have an additional amount of tax withheld if he or she anticipates a substantial tax payment at year-end. The IRS imposes penalties for underpayment of taxes. To withhold an additional amount, the employee must indicate the amount on Line 4 (c) for each pay period. This amount is only deducted for Federal Income Tax. If additional amount is needed for State Taxes, please complete Colorado Income Tax Withholding Worksheet for Employers (please request from Payroll).
4. If the employee wishes to claim exemption from federal taxes, he or she should **write Exempt** in the space below Step 4 (c). It will be applied to both Federal and State Taxes. In order to claim exemption from federal taxes, the employee must meet the following tests:
  - a) He or she must have incurred no federal tax liability the previous year.  
AND
  - b) He or she must expect to incur no tax liability in the current year.
5. International Students must write NRA in the space below Step 4 (c).

## Filing

If an employee claims "EXEMPT" from Federal Withholding Tax, he or she must file a new W-4 form *each year* by February 1.

The W-4 form is normally kept on file in the employee's payroll record in the AHEC Human Resources Department. The AHEC Human Resources Department files the W-4 with the IRS whenever necessary.

## Employee Direct Deposit Authorization Form

**Auraria Higher Education Center Fiscal Rules**, Section 9-2 requires all employees to have their pay transferred electronically to their chosen financial institution. A location for direct deposit is a condition of employment, failure to comply may result in disciplinary action up to and including termination.

The direct deposit authorization form is used to obtain bank account information needed to set up an electronic transfer.

### When This Form Is Required

<b>Classified</b>	New employees, reinstatements, transfers, or banking changes
<b>Non-Classified</b>	New employees, rehires, or banking changes
<b>Temporary</b>	New employees, rehires, or banking changes
<b>Students</b>	New employees, rehires, or banking changes

### Notes about Completing the Form

1. The employee completes this form, providing all the information requested.
2. A voided check or direct deposit form must be attached.
3. The employee signs the authorization notice.
4. If the employee elects to change banks, the employee will need to complete another direct deposit form for the new account.
5. You may also add additional direct deposits on this form. Additional direct deposits will also need a voided checks or direct deposit forms.

### Exemptions

Lack of a bank account is not considered a valid reason for exemption from the direct deposit requirement. If the employee does not have a bank account, he or she must open one. The Colorado State Employees Credit Union allows any state employee to open a checking account with no monthly fee.



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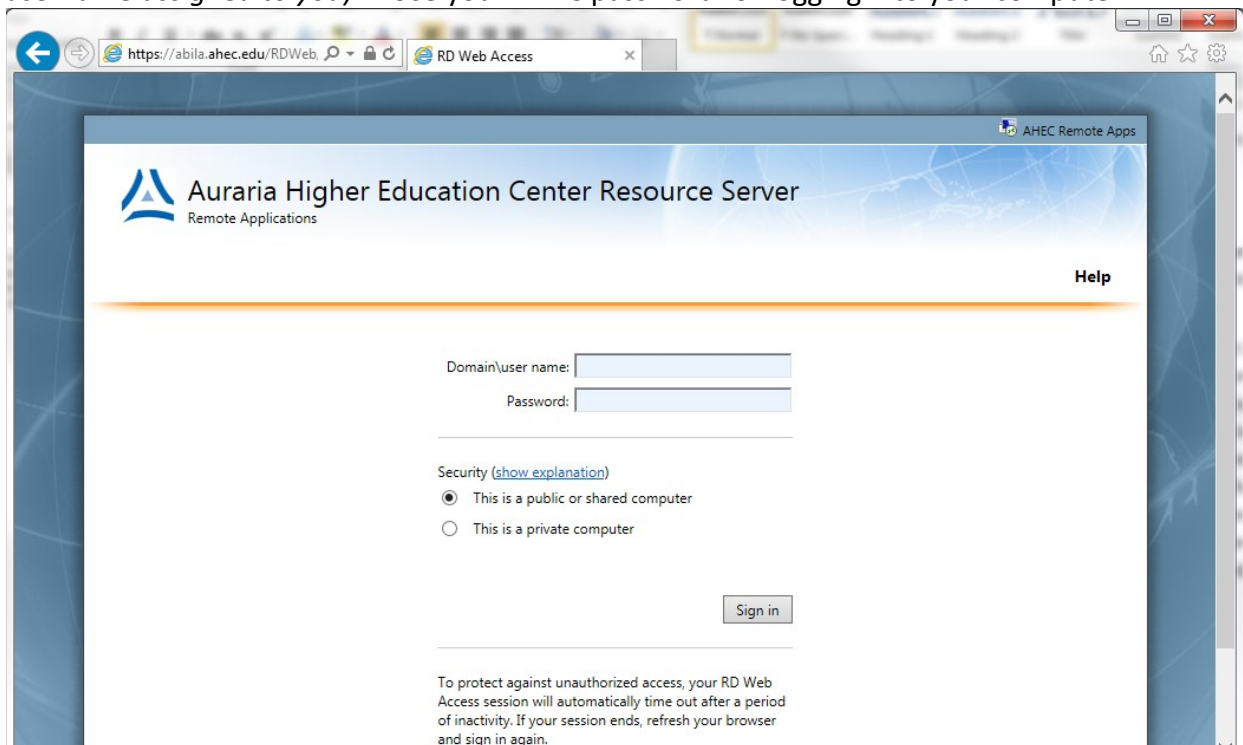
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## Microix Leave

All new employees will be entered into Microix by Human Resources through a daily upload from MIP.

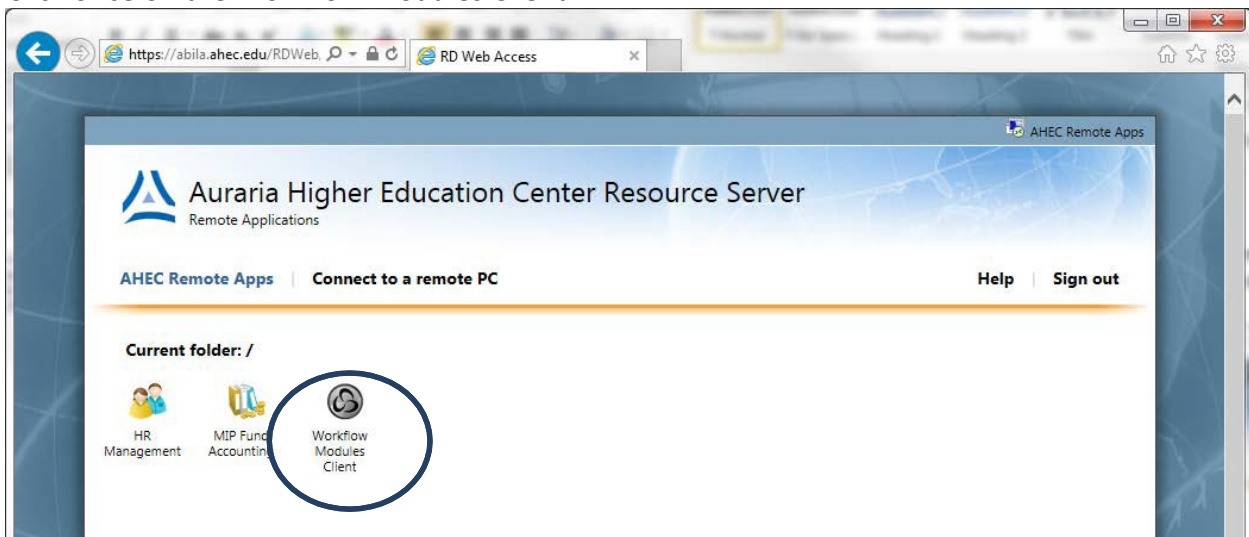
## Logging in to Microix

Double click MIP Package Icon on your desktop. Login with: domain\username as “ahec\(*ahec’s username assigned to you*)”. Use your AHEC password for logging into your computer.

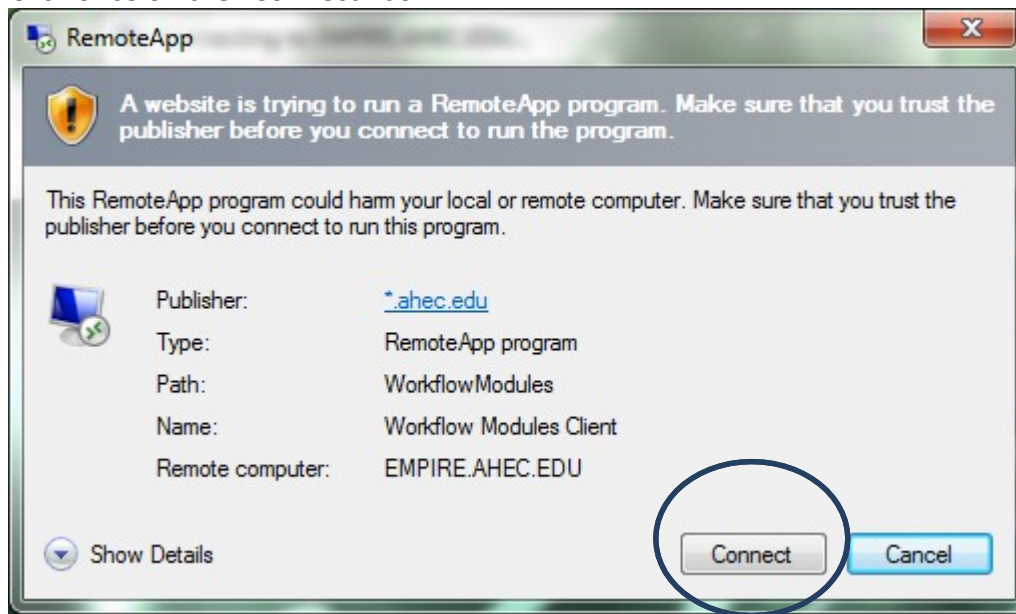


The screenshot shows a web browser window with the URL <https://abila.ahec.edu/RDWeb>. The page title is "Auraria Higher Education Center Resource Server" and it includes a "Remote Applications" link. The main content area has a login form with fields for "Domain\user name:" and "Password:". Below these fields are two radio buttons for "Security" with labels "This is a public or shared computer" (selected) and "This is a private computer". A "Sign in" button is located below the radio buttons. At the bottom, a note states: "To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again."

Click once on the Workflow Modules Client.



Click once on the "Connect" box.



Your default for Microix login should pop up. If not, please contact Gary Borkan at 303.556.2409

Click the Login box to enter Microix.

A login form for Microix, Inc. The form is titled "Microix, Inc." and contains two main sections: "Organization Information" and "Login Information". In the "Organization Information" section, there are two input fields: "Abila" with the value "AHEC" and a search icon, and "Microix" with the value "MWFMData". In the "Login Information" section, there are two input fields: "Login ID" with the value "gardnerl" and "Password" which is empty. At the bottom of the form, there are three buttons: "Login" (highlighted with a blue circle and a green checkmark icon), "Reset Password" (with a lock icon), and "Cancel" (with a red prohibition icon).

Your default home page will look like this.

Workflow Modules 2017

Budget Purchase Order/Invoice Timesheet Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch Time Clock History Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options S...

Home Page

**My In-Process Documents**

Date	Description	Status
Type: Timesheet		
12/14/2017	TimeSheet for paydate 11/30/2017	Accounting
12/14/2017	TimeSheet for paydate 12/29/2017	Accounting
1/3/2018	TimeSheet for paydate 01/31/2018	Accounting

**Message Board**

Category	Posted By

**Awaiting Approval**

2100 1800 1500 1200 900 600 300 0

1987

**Pay Period Hours**

1 0.8 0.6 0.4 0.2 0

**Leave Balance**

1 0.8 0.6 0.4 0.2 0

**Top 5 Vendors (YTD Purchases)**

1 0.8 0.6 0.4 0.2 0

**Top 5 Items (YTD Purchases)**

1 0.8 0.6 0.4 0.2 0

User Name - LEONIDA F. GARDNER Organization Name - NPS40577 - AHEC Abila Server Name - ASPEN, Version: 2017.001.9 S/M Expire Date - 3/12/2018

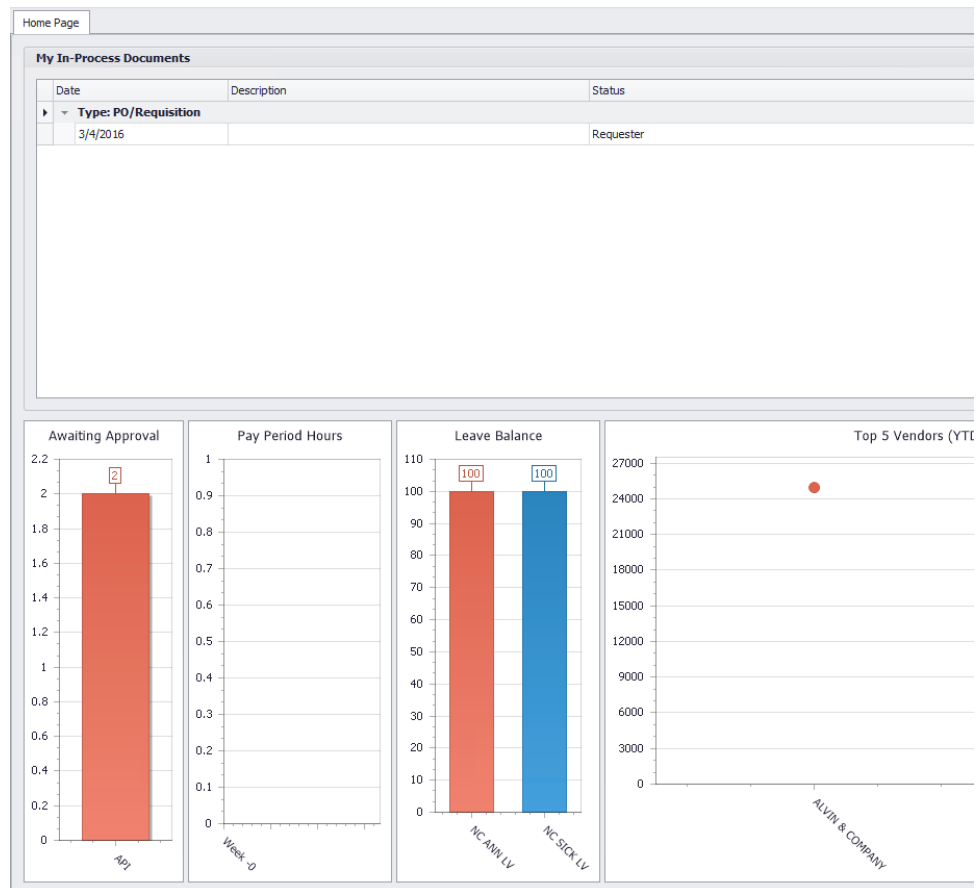
Prior to processing timesheets in Microix, the employee must submit all leave requests for the month in which you are creating. Those leave requests need to be approved by your approver in order to populate into your timesheet properly. All approved leaves will adjust your accrued leave balances. Once the leave is approved or denied, requester will get an email with the result (if no email received, please check your junk emails). It will remain in Microix until you create your timesheet. You can also see if a leave request has been approved by clicking on the icon "Request Leave." Each leave submitted will have either: (R) for requested with no decision made on the leave, (A) for approved, or (D) for denied.

Please follow the procedures for Requesting Leave in Microix.

# Microix Leave Request Procedure

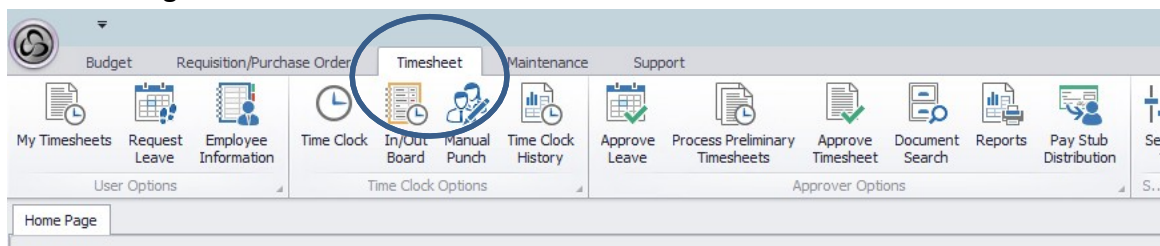
## Step 1: Log in and Access Home Page

After logging in, you will see your home page. Here you will find documents that are In-Process, Awaiting Approval, Pay Period Hours, and Leave Balance.



## Step 2: Requesting Leave

From the Home Page select the Timesheet ribbon:



Select “Request Leave” which will open a Leave Request form:

The Leave Request form for ANNA M. LYNCH includes the following sections:

- Request Information:** Fields for From, To, Leave Code, Type, Hours Per Day (0), and a checkbox for Use Shift Hrs.
- Notes:** A text area for notes, with a warning: (Please do not enter any medical information.)
- Leave History:** A table with columns: LeaveDate, WeekDay, Leave, Requested, Taken, Difference, Status, and Notes.

Fill in the information for the leave you wish to request, particularly the following fields:

- From” and “To” indicates the dates. Example: If I want to request off July 10 – 14<sup>th</sup>, fill in 07/10/2017 as “From” and 07/14/2017 as “To”.
- The “Leave Code” tab indicates type such as Sick, Annual, Jury Duty, Bereavement, etc. as well as leave balances.
- The “Type” drop down selection indicates FMLA designation.
- “Hours Per Day” indicates the amount of leave, such as 4, 8 or 10 hours.
- A note must be included.

This is an example of a request for 3/14/2018 – 3/16/2018 at 8 hours per day:

The screenshot shows a web form titled "Request Information". A blue circle highlights the "From" field (3/14/2018), "To" field (3/16/2018), "Leave Code" dropdown (CL ANN LV), and "Hours Per Day" field (8). Other visible fields include "Type" (dropdown), "Use Shift Hrs" (checkbox), and a "Notes (Please do not)" section with the text "Short Vacation".

Once completed, select “Submit” with the green arrow at the bottom right of the screen:

The screenshot shows the bottom of the form with a row of buttons: "Submit" (with a green arrow icon), "Edit" (with a pencil icon), "Delete" (with a red X icon), "Toggle FMLA", and "Print" (with a printer icon). The "Submit" button is circled in blue. A timestamp "2:26 PM" is visible at the bottom right.

You will be prompted to approve the total amount of hours and type of leave you requested:

The screenshot shows a dialog box titled "Leave Request". It contains a question mark icon and the text: "Are you sure you want to submit 24 hours of CL ANN LV leave for approval?". At the bottom, there are two buttons: "Yes" and "No".

Click yes if the request is accurate or no if you wish to edit the request before submitting.

After you click yes the request will be forwarded to the person assigned as your leave approver in the workflow:

The screenshot shows a dialog box titled "Microix Workflow Modules". It contains the text: "Forwarding leave request to Lisa M. Finn for approval." At the bottom, there is an "OK" button.

Once you click OK the leave you requested will populate the bottom of the form:

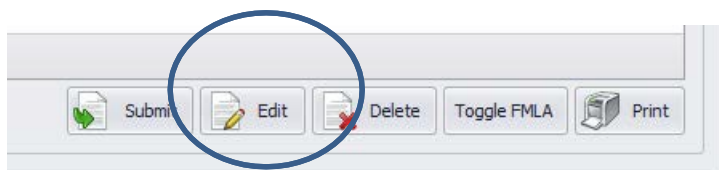
Request Information				Notes (Please do not enter any medical information.)			
From	5/12/2016	Leave Code	FLA				
To	5/14/2016	Hours Per Day	8				
<input type="checkbox"/> FMLA <input type="checkbox"/> Use Shift Key							

LeaveDate	WeekDay	Leave	Requested	Taken	Difference	Status	Notes	Type	ApprovedDate	DateSubmitted
5/14/2016	Saturday	NC ANN LV	8.0000	0.0000	8.0000	R	Short Vacation		1/1/1900 12:00:00 AM	4/14/2017 2:38:03 PM
5/13/2016	Friday	NC ANN LV	8.0000	0.0000	8.0000	R	Short Vacation		1/1/1900 12:00:00 AM	4/14/2017 2:38:03 PM
5/12/2016	Thursday	NC ANN LV	8.0000	0.0000	8.0000	R	Short Vacation		1/1/1900 12:00:00 AM	4/14/2017 2:38:03 PM

### Step 3: How to Correct a Submitted Request

If you have made an error, click "Edit" with the pencil at the bottom right of the screen:



You will be prompted to make a leave modification for the row indicated by the arrow:

LeaveDate	WeekDay	Leave	Requested	Taken
5/14/2016	Saturday	NC ANN LV	8.0000	0.0000
5/13/2016	Friday	NC ANN LV	8.0000	0.0000
5/12/2016	Thursday	NC ANN LV	8.0000	0.0000

*Note: if you are **reducing** the number of hours you are requesting, **you must use a negative number**. Using a positive number will **increase** the number of hours you are requesting for that day.*

Leave Modification

How many hours would you like to adjust your requested leave by?  
(Use a negative number to reduce the requested hours)

Your leave balance is '200.74'

OK

Cancel

A Modification request will be sent to the person assigned as your leave approver:

Microix Workflow Modules

Fowarding modification request to Lisa M. Finn.

OK

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## Monthly Payroll Deadline Schedules

AHEC Payroll publishes a Monthly Time Schedule listing for monthly pay periods. It is very important for paymasters to ensure that all employees know these dates and turn in their paperwork and submit timesheet. A sample of this follows.

The following deadlines apply to monthly employees:

1. Personnel paperwork must be turned in on or before the date that is listed on the schedule.
2. Timesheets must be submitted on or before the 5<sup>th</sup> of the month. If the 5<sup>th</sup> of the month falls on a Saturday, Sunday or a holiday timesheets must be received by the 4<sup>th</sup>.
3. Monthly employees are paid on the last day of the month, if the last day of the month falls on Saturday, Sunday or a holiday the employees will be paid on Friday. On the June 30<sup>th</sup> payday, payday will be the 1<sup>st</sup> working day of July.

The schedule provides the following information:

Pay Period	The month of current pay.
Personnel Paperwork Deadlines (10:00 a.m.)	Personnel paperwork must be received in the AHEC Human Resources Department by 10:00 a.m. on or before this date.
Timesheet Due Date	All timesheets must be submitted to Payroll on or before this date.

## How to submit a Monthly Timesheet

Prior to processing Monthly timesheets in Microix, the employee must submit all leave requests for the month in which you are creating. Those leave requests need to be approved by your approver in order to populate into your timesheet properly. All approved leaves will adjust your accrued leave balances. Once the leave is approved or denied, requester will get an email with the result (if no email received, please check your junk emails). It will remain in Microix until you create your timesheet. You can also see if a leave request has been approved by clicking on the icon "Request Leave." Each leave submitted will have either: (R) for requested with no decision made on the leave, (A) for approved, or (D) for denied. Please follow the procedures for Requesting Leave in Microix.

All AHEC employees except, student and temporary employees are paid monthly. Monthly employees may or may not be eligible for overtime and shift differential pay. This is determined by job category under the Fair Labor Standards Act (FLSA). The State of Colorado Compensation Plan indicates which positions are eligible for overtime and /or shift differential pay.

It is the approvers' responsibility to make sure all timesheets are entered and approved in Microix. Timesheet are due to payroll usually the by the 3<sup>rd</sup> or 4<sup>th</sup> day of the following month (depending on the month).

The approver is responsible for ensuring that:

1. All daily and weekly totals are accurate.
2. Each timesheet has been filled out completely.

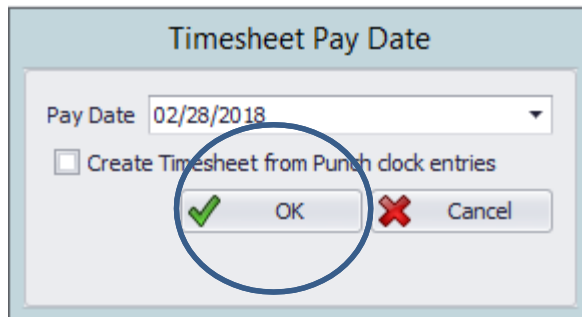
Monthly employees who are not eligible for overtime and do not use the time clock will use timesheet to report exceptions to the employee's normal monthly salary, such as leave without pay (LWOP). It is also used to record different types of paid leave taken, such as annual leave, sick leave and holidays.

## How to process Monthly timesheets without time clock entries

Click on the icon "My Timesheets." The next screen will bring up all your timesheets that have already been created and the status of each timesheet.

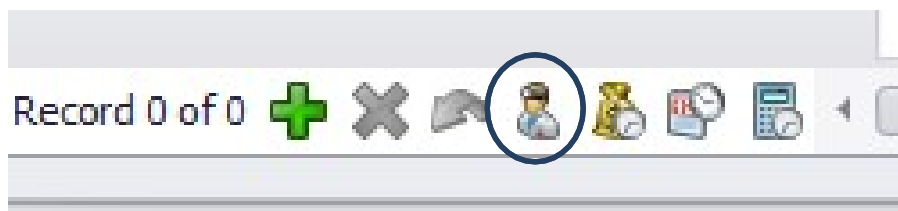
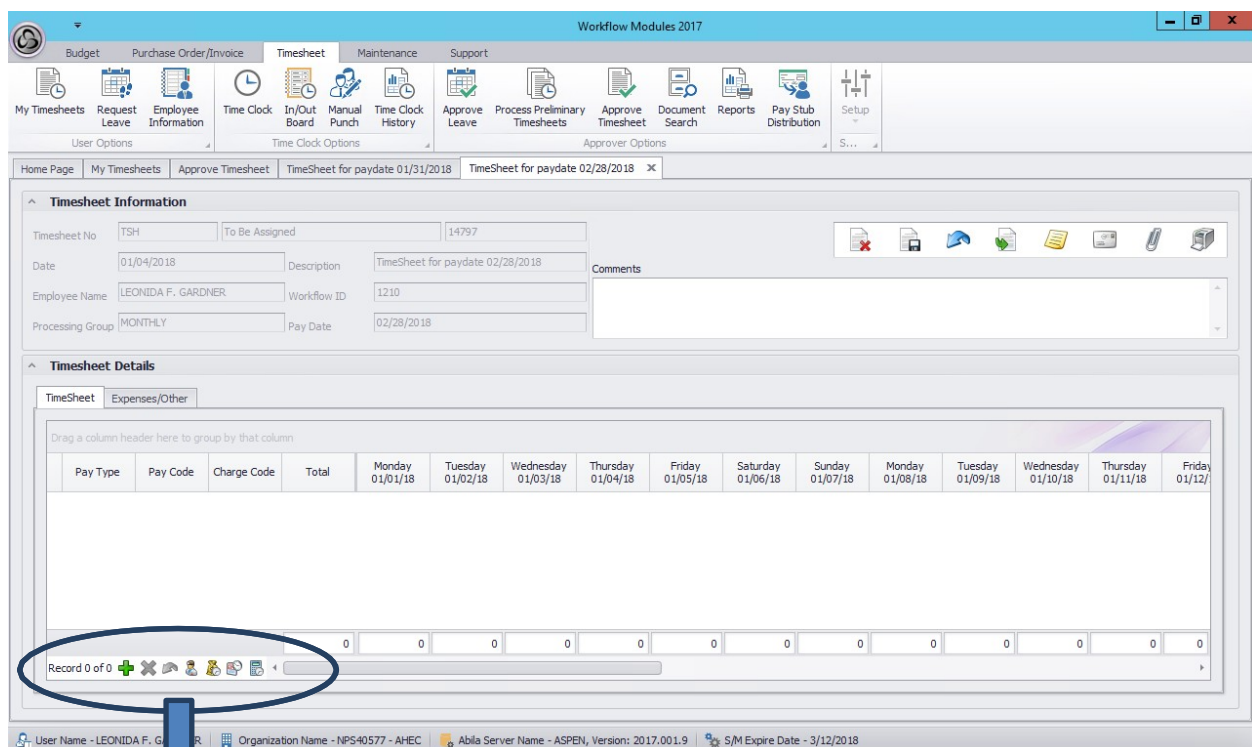
Doc Type	Document No	Date	Document Description	Workflow ID	Pay Date	Att...
<b>Document Status: 0.5 - Preliminary Timesheet Documents (DIANDA COE)</b>						
TSH	TS-5031	12/14/2017	TimeSheet for paydate 12/29/2017	1210	12/29/2017	
1						
<b>Document Status: 7 - Accounting Documents (LEONIDA F. GARDNER)</b>						
TSH	TS-5573	1/3/2018	TimeSheet for paydate 01/31/2018	1210	1/31/2018	
TSH	TS-5030	12/14/2017	TimeSheet for paydate 11/30/2017	1210	11/30/2017	
2						
3						

Once all leaves have been approved, a timesheet can be created by clicking the icon "New." Choose the Pay Date using the drop down. Pay Dates are one month after the pay period is done (i.e., January timesheet has a Pay Date of February 28<sup>th</sup>). For Pink Timesheets, the "Create Timesheets from Punch clock entries" should not be checked. Click "OK."



Your new timesheet is ready for processing.

On the bottom left-hand corner of the timesheet, go to the fourth icon "Insert Requested Leave/Paid Holidays" and all your leaves will be populated into your timesheet.



Once populated, your timesheet will appear as below. Scroll throughout the month to verify that all leaves have populated correctly.

**Workflow Modules 2017**

Budget Purchase Order/Invoice **Timesheet** Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch Time Clock History Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options

Home Page My Timesheets Approve Timesheet TimeSheet for paydate 01/31/2018 TimeSheet for paydate 02/28/2018

**Timesheet Information**

Timesheet No TSH To Be Assigned 14797

Date 01/04/2018 Description TimeSheet for paydate 02/28/2018

Employee Name LEONIDA F. GARDNER Workflow ID 1210

Processing Group MONTHLY Pay Date 02/28/2018

Comments

**Timesheet Details**

Timesheet Expenses/Other

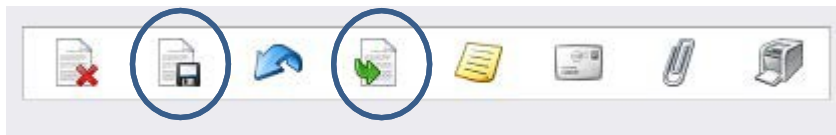
Drag a column header here to group by that column

Pay Type	Pay Code	Charge Code	Total	Monday 01/01/18	Tuesday 01/02/18	Wednesday 01/03/18	Thursday 01/04/18	Friday 01/05/18	Saturday 01/06/18	Sunday 01/07/18	Monday 01/08/18	Tuesday 01/09/18	Wednesday 01/10/18	Thursday 01/11/18	Friday 01/12/18
Paid Leave	HOLIDAY	3270	8	8											
Paid Leave	NC SICK LV	3270	4				4								

Record 1 of 2

User Name - LEONIDA F. GARDNER Organization Name - NPS40577 - AHEC Abila Server Name - ASPEN, Version: 2017.001.9 S/M Expire Date - 3/12/2018

Save your timesheet on the top portion of your timesheet by clicking second icon “Save Changes,” then click the fourth icon “Submit for Approval,” click “OK” to forward to approver.



## How to process Monthly timesheets with time clock entries

First, you are going to check time clock entries for missing punches  
From the timesheet ribbon, select the time clock history button

**Workflow Modules 2017**

Budget Purchase Order/Invoice **Timesheet** Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch **Time Clock History** Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options

Home Page

Select the pay period dates you are currently working on (example: 12/01/17-12/31/17 pay period, pays on 01/31/18)

Workflow Modules 2017

Budget Purchase Order/Invoice **Timesheet** Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch Time Clock History Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options S...

Home Page Time Clock history X

**Filter Option**

From 12/1/2017 To 12/31/2017 Find Print

**Time Clock Entries**

Week PUNCHDATE

PUNCHTYPE	PUNCHTIME	SOURCE	HOURS	CHARGEID
-----------	-----------	--------	-------	----------

Your time clock entries will show up, any missing punches will be highlighted in red. Only your approver can fix or add time clock punches. You will have to get them corrected before you create a timesheet.

Once your time clock entries are all correct, you can start creating your time sheet.

From the timesheet ribbon, select the My Timesheet button

Workflow Modules 2017

Budget Purchase Order/Invoice **Timesheet** Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch Time Clock History Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options S...

Home Page

Click on the "New" button at the bottom of the screen

Workflow Modules 2017

Budget Purchase Order/Invoice **Timesheet** Maintenance Support

My Timesheets Request Leave Employee Information Time Clock In/Out Board Manual Punch Time Clock History Approve Leave Process Preliminary Timesheets Approve Timesheet Document Search Reports Pay Stub Distribution Setup

User Options Time Clock Options Approver Options S...

Home Page My Timesheets X

Document Status

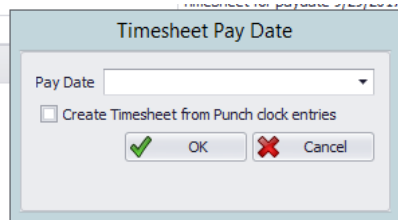
Doc Type	Document No	Date	Document Description	Workflow ID	Pay Date	Attach...
<b>Document Status: 7 - Accounting Documents (LEONIDA F. GARDNER)</b>						
TS#	TS-4190	11/21/2017	Timesheet for paydate 12/29/2017	1210	12/29/2017	
TS#	TS-3881	11/7/2017	Timesheet for paydate 11/30/2017	1210	11/30/2017	
TS#	TS-3073	10/2/2017	Timesheet for paydate 10/31/2017	1210	10/31/2017	
3						
<b>Document Status: 14 - Documents Transferred to Aftab</b>						
TS#	TS-2194	9/1/2017	Timesheet for paydate 9/29/2017	1210	9/29/2017	
TS#	TS-1405	8/1/2017	Timesheet for paydate 8/31/2017	1210	8/31/2017	
2						

Record 1 of 5

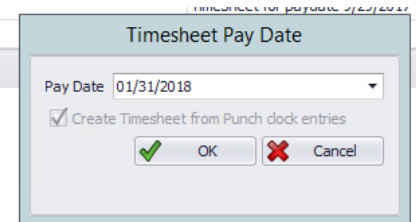
Retrieve Records 30000

New Edit View Recall Approve/Reject Set Date Print

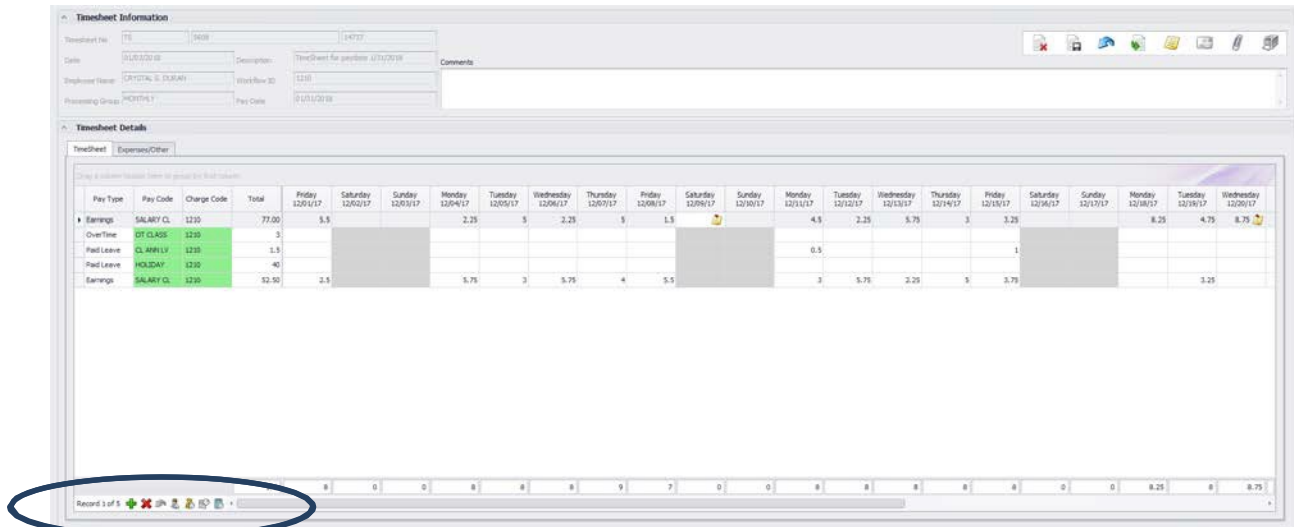
A pop up window will appear to select pay date



The Create Timesheet from Punch clock entries check box will appear checked and greyed out (click OK)



You have now created a timesheet and will have to insert leave and holidays using the 4<sup>th</sup> icon on the lower left hand corner of your screen

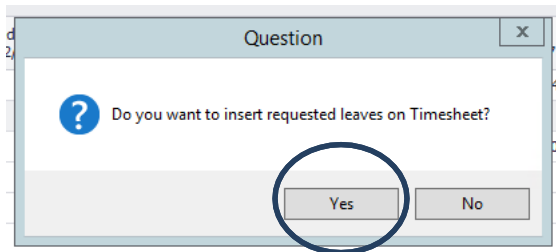


	Friday 12/08/17	Saturday 12/09/17	Sunday 12/10/17	Monday 12/11/17	Tuesday 12/12/17	Wednesday 12/13/17	Thursday 12/14/17	Friday 12/15/17	Saturday 12/16/17	Sunday 12/17/17	Monday 12/18/17	Tuesday 12/19/17	Wednesday 12/20/17	Thursday 12/21/17	Friday 12/22/17	Saturday 12/23/17	Sunday 12/24/17	Monday 12/25/17	Tuesday 12/26/17	Wednesday 12/27/17	Thursday 12/28/17	Friday 12/29/17	Saturday 12/30/17	Sunday 12/31/17
Earnings																								
OverTime																								
Paid Leave																								
Paid Leave																								
Earnings																								

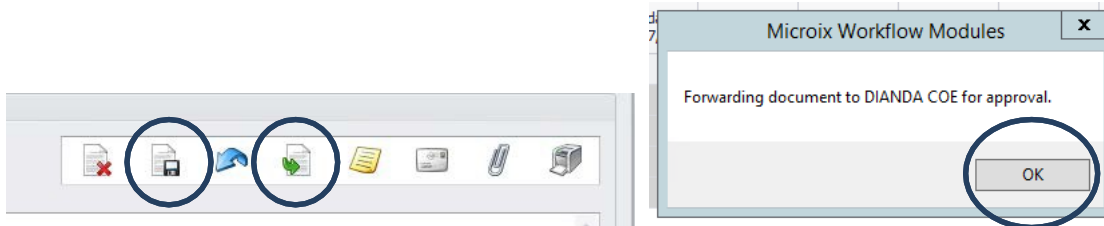
Here is a closer look at the buttons



After you click the button, you will get this pop up window. Select yes to insert leave.



Your timesheet is now ready to save (2<sup>nd</sup> icon) and submit for approval (4<sup>th</sup> icon)



Click "ok" to submit.

## Compensatory Time

Comp. Time- Earned and Used is a set up in Microix, if departments wish to have comp. earned set up for their employees, please contact Nicole Yanez (303) 556-2213.

## Leave without Pay (LWOP) Guidelines

Normally an employee gets paid for the current month's regular hours and is paid for the previous month's shift, overtime, LWOP, and additional regular hours. This is due to the fact that payroll receives the timesheet three business days after the month ends.

In the best interest of AHEC, payroll needs to ensure an employee does not leave employment being overpaid. For example, this could happen with an employee who has LWOP in a month and separates prior to working the full month.

The following is the guideline for payroll on how to pay an employee who has leave without pay. This is to ensure that employees leaving while being overpaid are kept to a minimum.

LWOP will be deducted in the current month except for employees that have 24 hours or less, they will be deducted in the following pay period.

The paymaster/approver must immediately notify the AHEC Human Resources Department if they know of an employee who is going into LWOP. They must also submit an estimated timesheet on these employees by the 15<sup>th</sup> of the current month.

Monthly employees who are eligible for overtime can indicate to pay overtime on timesheet in Microix.

## **Payday Procedures**

The paymaster may pick up their departments envelopes on payday from AHEC Business Services Unit. The envelopes contain the following:

1. The employee's paychecks or advices.
2. Special memo's that might need to be attached to the advices or checks.

If the paymaster is not available to pick up payroll materials, the alternate paymaster should be assigned to do it, and the Payroll Specialist must be notified in advance.

When picking up the paychecks and pay advices, the paymaster will need to sign a payroll signature sheet. This sheet is used to determine if the paymaster received all the paychecks and pay advices that they should have. The paymaster needs to count the checks and advices and enter their count in the space provided. This count must match the Payroll Specialist. Once the count is matched, the paymaster must sign the payroll signature sheet acknowledging receipt.

The paymaster must never open the payroll safe and retrieve their envelopes without someone from AHEC Business Services Unit to help them.



## **Contents**

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## Bi-Weekly Deadline Schedules

AHEC Business Services Unit publishes a Bi-Weekly Time Schedule listing bi-weekly pay periods. It is very important for paymasters to ensure that all employees know these dates and turn in paperwork and timesheets on time. A sample of this follows.

The following dates and deadlines apply to bi-weekly employees:

1. Personnel paperwork must be turned in two days before the end of the payperiod by 10:00 a.m. unless otherwise noted on the schedule.
2. Timesheets must be turned in by 12:00 p.m. of the Monday following the end of the pay period unless otherwise noted on the schedule.
3. The pay date for bi-weekly employees is every other Friday, except for the last payroll in June; it will be paid on the first business day in July.

The schedule provides the following information:

Pay Period Start Date	The first date in the payroll period.
Pay Period End Date	The last date in the payroll period.
Personnel Paperwork Deadlines (10:00 a.m.)	Personnel paperwork must be received in the AHEC Human Resources Department by 10:00 a.m. on or before this date.
Timesheet Due Date	All timesheets must be submitted in to Payroll on or before this date.
Pay Date	The date paychecks are distributed to employees.

## How to process a Bi-Weekly Timesheet

### Fixing Missed Punches

Before processing student timesheets, missed punches must be fixed. In your Reports tab, Report Name = Time Clock Missed Punches, Report Layout = Default Layout, Enter a Date Range = Pay Period currently processing. Print report and fix punches.

Report Name: Time Clock Missed Punch

Report Layout: [Default Layout]

Enter a Date Range: From 3/17/2018 To 3/30/2018

Row Format

Workflow Last Name First Name Date Total IN

3270-3

In Process Preliminary Timesheets, choose the WorkFlow and PayDate to fix the missed punch based off the Time Clock Missed Punch report. When you pull up the employee's name in Time Clock Entries, your missed punch will be highlighted in red. To fix the punch, use the green "+" key in the bottom left-hand corner to add a punch. To edit a punch, changing a punch from "in" to "out" or vice versa, use the fifth icon (Edit Entry) to change the punch. Verify that the punch is either In or Out; the time is either AM or PM; the date is correct; and all entries must have a reason for the adjustment.

Workflow and Payroll Filter

Workflow: 3270-3 PayDate: 04/13/2018

Timesheets: Summary Time Clock Entries

Employee Name: SANDRA J. FRANCISCO

Week: 12 (SUM=18.75)

Punch By	Charge Code	Type	Time	HH:MM	Elapsed Time	Sys Time	Notes	CPU	Lunch Rule	Rec Type
Date: Monday, March 19, 2018 (SUM=4.5)										
CLK	3270	IN	8:00:00 AM	8:30		4.5	3/19/2018 7:58:18 AM		10.2.3.11	255
CLK		OUT	12:30:00 PM	0:00		0	3/19/2018 12:27:13 PM		10.2.3.11	255
Date: Tuesday, March 20, 2018 (SUM=5)										
CLK	3270	IN	12:00:00 PM	5:00		5	3/20/2018 11:58:33 AM		10.2.3.11	255
CLK		OUT	5:00:00 PM	0:00		0	3/20/2018 5:07:02 PM		10.2.3.11	255
Date: Wednesday, March 21, 2018 (SUM=4.5)										
CLK	3270	IN	8:00:00 AM	4:30		4.5	3/21/2018 7:55:43 AM		10.2.3.11	255
CLK		OUT	12:30:00 PM	0:00		0	3/21/2018 12:36:12 PM		10.2.3.11	255
Date: Thursday, March 22, 2018 (SUM=4.75)										
CLK	3270	IN	12:15:00 PM	4:45		4.75	3/22/2018 12:09:09 PM		10.2.3.11	255
CLK		OUT	5:00:00 PM	0:00		0	3/22/2018 5:07:28 PM		10.2.3.11	255
Date: Friday, March 23, 2018 (SUM=0)										
CLK	3270	IN	8:00:00 AM	0:00		0	3/23/2018 7:57:32 AM		10.2.3.11	255
Record: 18.75										

Time Clock Entries for SANDRA J. FRANCISCO

Punch Type: IN Time: 8:00:00 AM

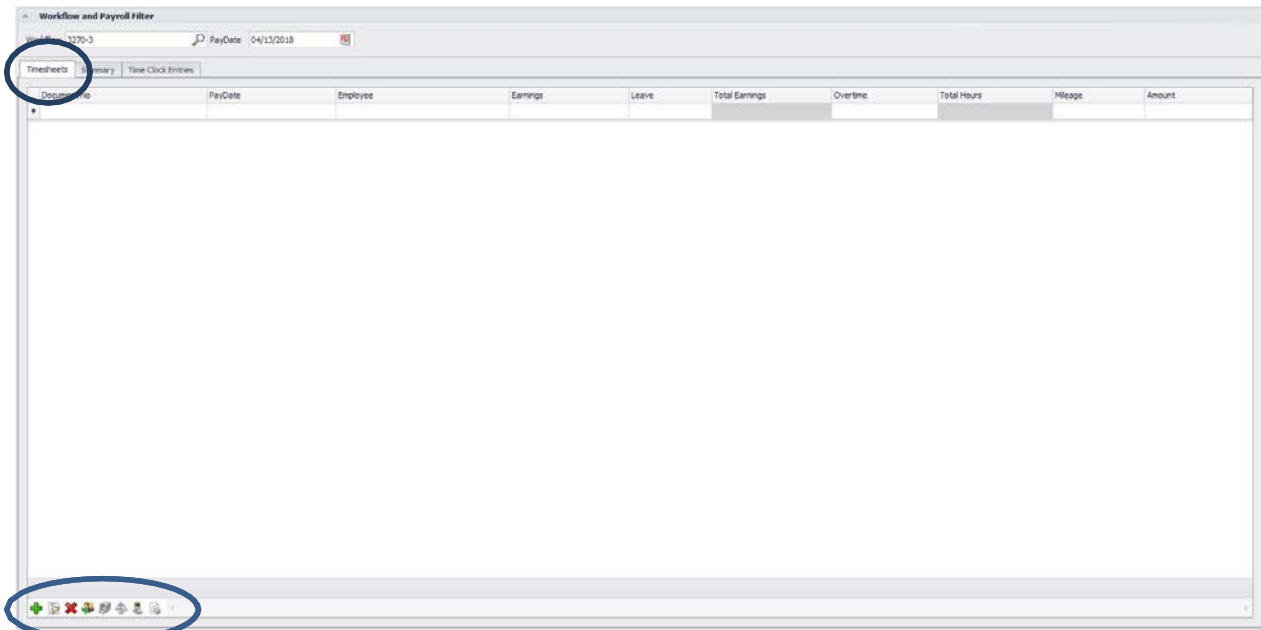
Charge Id: 3270 Date: 3/19/2018

Notes:

Save Cancel

Click "Save" if you're done fixing all missed punches. If not, click "apply" and continue fixing all missed punches. Verify that all the punches are correct. When complete for all time clock entries, click the fourth icon (Save Punchclock Entries) and then click the sixth icon (Create Preliminary TimeSheet). Proceed to the next missed punch adjustment.

When all missed punches are fixed, verify the rest of your employees' time clock entries. If they are correct; Create Preliminary TimeSheets. When you are done verifying all the employees, the Preliminary TimeSheets created will appear in the Timesheets Icon.



To submit all your timesheets, highlight all the employees by clicking once on the first line and shift click the last employee line. Use the fourth icon on the bottom left-hand corner (Submit Selected TimeSheet for Approval). You're done with submitting your students' timesheets.

## Payday Procedures

The paymaster may pick up their departments envelopes on payday from AHEC Business Services Unit. The envelopes contain the following:

1. The employee's paychecks or advices.
2. Special memo's that might need to be attached to the advices or checks.

If the paymaster is not available to pick up payroll materials, the alternate paymaster should be assigned to do it, and the Payroll Specialist must be notified in advance.

When picking up the paychecks and pay advices, the paymaster will need to sign a payroll signature sheet. This sheet is used to determine if the paymaster received all the paychecks and pay advices that they should have. The paymaster needs to count the checks and advices and enter their count in the space provided. This count must match the Payroll Specialist count. Once the count is matched, the paymaster must sign the payroll signature sheet acknowledging receipt.

The paymaster must never open the payroll safe and retrieve their envelopes without someone from AHEC Business Services Unit to help them.