Please answer and review with your supervisor.

1. When can I access my employee tab and timesheets?
    a. Once I am hired by the supervisor
    b. After I receive an authorization email to work
    c. Once my background check comes back
    d. After I submit my New Hire Packet

2. Where do I access my WebTime timesheets?
    a. Office of the Controller → Payroll → Payroll Secure Dropbox
    b. Student Employment Portal → Timesheets → Spring/Summer/Fall 202X → SM Blank Timesheet
    c. Student Employment Portal → Student Resources → Pay Information →Timesheets & WebTime Entry
    d. Faculty & Staff Hub → Employee Services Menu → Hourly Employee Time Sheet

3. What are the most hours I can work before I am required to take a 30-minute break?
    a. 5 hours 45 minutes
    b. 4 hours 45 minutes
    c. 3 hours 30 minutes
    d. 6 hours 15 minutes

4. When should/can I complete a paper timesheet?
    a. If I work for an off-campus agency
    b. If I don't want to fill out my timesheet online
    c. If either myself or my supervisor misses the deadline to submit the timesheet
    d. Both A and C

5. What GPA must I maintain?
    a. 3.0
    b. 2.5
    c. 3.5
    d. 2.0

6. What are the max hours I can work in one week while classes are in session (pending department approval)?
    a. 30
    b. 20
    c. 40
    d. 25

7. What do I do if I am injured while I am working?
    a. Inform the Department Dean
    b. Report the Injury on the HR website
    c. Go to the Health Center at Auraria
    d. Both A and C

8. How many different positions can I have at one time?
    a. 2
    b. 1
    c. 3
    d. 4

9. What happens if I miss submitting my timesheet? (past time hours)
    a. My supervisor will submit it for me
    b. I need to fill out a paper timesheet
    c. My hours will be added to the next pay period
    d. Both B and C

10. Where can I access the Student Employment Handbook?
    a. Office of Equal Opportunity → Resources
    b. Student Employment Portal → Student Resources
    c. Faculty & Staff Hub → Employee Services Menu
    d. Campus Safety and Compliance → Policy → MSU Denver Student Code of Conduct