



Student Employee Handbook

A practical guide to student employment policies, pay, benefits, and campus resources.

Jordan Student Success Building
890 Auraria Parkway, Suite 310
Denver, CO 80204

[Student Employment Website](#)

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Welcome

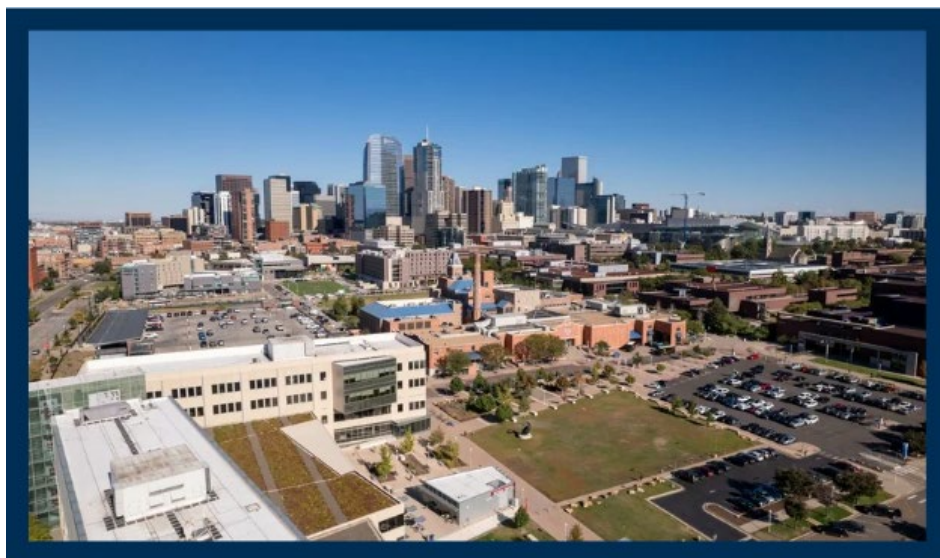
On behalf of the Office of Human Resources, congratulations on your new position at MSU Denver! This handbook is here to help you navigate the Student Employment Program, covering key policies, payroll details, and what to expect in your role.

Your supervisor will be your go-to resource, but we encourage you to take some time to review this handbook, complete any required paperwork for Financial Aid and Human Resources, and get familiar with the semi-monthly payroll schedule. Every department has its own rhythm, so connecting with your team and understanding their expectations will help you feel more at home in your role. If you ever have questions, don't hesitate to ask! Your supervisor is a great first stop, but the Office of Human Resources is always happy to help with employment matters, and the Office of Financial Aid & Scholarships can answer work-study questions.

We're here to support you and can't wait to see you thrive in your new role!

Mission Statement

The Student Employment Program at Metropolitan State University of Denver is committed to supporting students as they succeed in their roles by providing the guidance and resources needed for their growth. This program not only helps students develop leadership skills and gain meaningful professional experience but also ensures they thrive both academically and professionally. Together, we contribute to the success of MSU Denver, where each student employee is a valued member of our community.



SE Program Overview

Student Employment Requirements

- Maintain a semester GPA of at least 2.0 (one full semester of probation allowed). For specifics, please reach out to studentemployment@msudenver.edu
- Be enrolled in at least 6 credit hours during the Fall and Spring semesters. Students who do not enroll in the minimum will automatically be enrolled in the Student Employee Retirement Plan (TIAA) and contribute to Medicare taxes.
- Graduate Students need to be enrolled in at least 5 credit hours during Fall and Spring semesters.
- Work no more than 30 hours per week.
- Work-study students who exhaust their award may transition to hourly employment with departmental and supervisor approval.
- Please note that students need to be degree-seeking to be eligible. The enrollment requirements do not apply for certification completion.

Work Study Program

Work-study provides paid jobs to help students cover educational expenses, funded by federal or state programs. Students earn wages through paychecks up to their awarded amount. Awards are subject to financial aid adjustments, and students must monitor their status and inform supervisors of changes.

Types of Work-Study Awards

- Colorado Work-Study
- Federal Work-Study (required for Off-Campus Work-Study)
- No Need Work-Study

For award information and questions, contact the Office of Financial Aid at finaidwks@msudenver.edu.

International Students

Work Hours

- When Classes are in Session: Up to 20 hours per week during the Fall & Spring Semesters.
- During Breaks: Up to 40 hours per week during the summer semester if an Exception form is completed and there is a business need. If not, they can only work up to 30 hours per week during the summer semester.

Employment Requirements

- Submit an Employment Eligibility Form to HR each semester.

Enrollment Requirements

- Undergraduate Students: Must be enrolled full-time (minimum 12 credit hours) during Fall and Spring semesters.
- Graduate Students: Must be enrolled in at least 6 credit hours during Fall and Spring. **Note:** At least one course must be completed in-person. And final semester students are not required to be enrolled in 12 credit hours if they do not need to graduate.

Additional Requirements

- Glacier Form: Please be aware that some additional tax documents will need to be completed.
- Retirement Plan: International students do not participate in the student retirement plan (TIAA).
- Post Graduation Employment: The policy for the semester of employment after graduation does not apply to International Students. International Support Services For additional questions or international requirements, please refer to the [International Student Support Website](#).

Finding A Job

Where Do I Look?

- The primary resource for student employees is the Student Employment Job Board, which can be accessed through our MSU Denver [Student Employment Portal](#).
- Supervisors post job descriptions, rate of pay, and application processes on this job board. Students may also contact individual departments about student employment opportunities.

Are There Application & Hiring Deadlines?

- For work study student employees, once you are awarded, you have three payroll periods (6 weeks) to commence work. If you have not started working within this timeframe, your work-study award will be canceled.
- Please contact the Office of Financial Aid if you plan on starting a job after these three payroll periods. You may still apply for a work study position any time throughout the year/semester, as long as you have a current work study award.
- For Student Hourly Employees, students may accept hourly jobs on-campus any time during the year.

SE Application & Interview Process

- The Student Employment application and interview process is conducted through Workday and requires a resume. While interviews are informal, you should still present yourself professionally, meaning:
 - **Come prepared and make a professional impression.** Review the job description, learn about the department, dress appropriately, and arrive or log in early.
 - **Share your skills and potential.** Highlight relevant experience from student employment, coursework, volunteering, or campus involvement, and be ready to discuss your skills, interests, and career goals.
 - **Communicate confidently and professionally.** Speak clearly, show enthusiasm and willingness to learn, and use examples, such as the STAR method, to explain your experiences.

Onboarding Task Specifics

Once the offer is submitted and the HR Generalist team approves that task, the student must complete a Background Check Authorization, which is an email from HireRight. Once it has been cleared, an HR partner moves the student's application to the Hire stage, which activates their worker profile in the HR Applicant Tracking System. This does not mean the student has been authorized to work; they will have onboarding tasks to complete within their inbox. Those tasks include: *Update Contact Information*, *Update Personal Information*, *Edit Government IDs*, *Tax Elections*, and the *I-9 Form*.

The I-9 Form has two parts; the virtual form that has to be submitted, and an in-person step where the student supplies their [I-9 IDs](#) to our office for verification. Once the I-9 is complete, they are authorized to work. The student employee will then have pending onboarding tasks that are due within 2 business days of their I-9 authorization. These include PERA forms, their confirmation of MSU Denver trainings, etc.

Please note: You are not authorized to begin working unless the Background Check and I-9 has been completed/approved.

Earnings & Timesheets

Student Work Hours

Students may work up to 30 hours per week during classes and 40 hours per week during campus breaks. International students, please refer to page five for specific guidelines. During campus closures and delayed starts, students are not allowed to work. Student employees are expected to arrive on time and work their scheduled hours as assigned by their supervisor.

Please note that supervisors determine job classification, duties, responsibilities, and department budget. These factors must align with the pay matrix provided specifically by the Student Employment Human Resources team.

Campus Closures Due to Weather Conditions

- Full-Day Closure: Campus is closed; no work, in-person classes, or real-time virtual classes will take place.
- Delayed Opening/Late-Start: Campus is closed until a designated time; no work, in-person classes, or real-time virtual classes will take place before this time. Regular schedules resume afterward.
- Early Close: Campus closes at a designated time; no work, in-person classes, or real-time virtual classes will take place after this time until the following day. *Please keep in mind that all types of campus closures are not paid, and this time cannot be recorded as worked time on timesheets.*

The campus holiday calendar can be found on the [MSU Denver website](#).

Taxes and Withholdings

- Earnings are subject to state and federal taxes and students claiming "Exempt" must renew their status annually to avoid default withholding.
- International students cannot claim exempt and must refer to their additional tax forms needed when completing onboarding. For more information, please contact the payroll team at payroll@msudenver.edu within the Office of the Controller.
- The student employment team cannot provide you with tax advice; please refer to a trusted tax professional or the IRS for guidance on tax matters.

Time Entry & Manual Payments

Student employees are paid on a semi-monthly schedule, and timesheets must reflect the actual hours worked during each pay period.

Timesheets are submitted through the current Human Resources Application Tracking System and are considered legal documents. Falsifying timesheets is a violation of University, State, and Federal laws and may result in disciplinary action - including removal from the student employment program and dismissal from MSU Denver.

For timesheet and approval deadlines, as well as payday dates, please refer to the semi-monthly payroll schedule, available on the [Student Employment Portal](#)

Manual Process

- Supervisors must review and approve timesheets to verify accuracy. Time will not be processed without supervisor approval.
- If a supervisor is unavailable during time entry, please contact the Office of Human Resources immediately.
- Supervisors must complete this form when requesting a manual check for their students. After two requests within a fiscal year, a supervisor must have their direct supervisor and the appropriate Vice President sign off on the request.
- Both the student and supervisor's signatures are required on Manual Payment Forms.

Late or unapproved timesheets will be processed in the following pay period.

Manual checks are only issued in emergencies, including:

- A supervisor being unable to approve the timesheet before the deadline.
- A system (ATS) glitch that prevents the timesheet from pulling into payroll.
- Other emergencies, which will be reviewed on a case-by-case basis.

Both supervisors and employees are responsible for making sure timesheets are accurate and submitted on time.

Benefits, Workers Comp & Sick Leave

Workers Compensation

Student employees are covered by workers' compensation, and all work-related injuries must be reported to the Benefits Team in Human Resources within 24 hours (no later than 72 hours) to ensure eligibility. Supervisors must inform employees about workers' compensation procedures for on-the-job injuries. The point of contact email is totalrewards@msudenver.edu and use this [Report an Injury](#) link to submit your Workers Comp claim.

Sick Leave

Student employees accrue 1 hour of sick leave for every 30 hours worked, up to a maximum of 48 hours. Please note that leave balances do not pay out when you leave a position.

ADA

The University is committed to providing reasonable accommodations to qualified applicants and employees with disabilities, in accordance with the Rehabilitation Act of 1973. Accommodations are available during the hiring process, to perform essential job functions, and to access workplace benefits. Requests are handled promptly, fairly, and efficiently unless they cause undue hardship. To request an accommodation, contact Total Rewards at totalrewards@msudenver.edu.

FAMLI Leave

As of January 1, 2024, MSU Denver participates in Colorado Paid Family and Medical Leave Insurance (FAMLI) program, which was approved by Colorado voters in 2020. Please connect with the Total Rewards team at totalrewards@msudenver.edu for more information. MSU Partners with SunLife Financial to administer our FAMLI plan.

Student Employment Retirement Plan

Under federal law, student employees who are not enrolled in enough credits may be automatically enrolled in a retirement plan called the Student Employment Retirement Plan (SERP). This plan is managed by TIAA-CREF.

Who is affected?

- Undergraduate students taking fewer than 6 credit hours in a semester.
- Graduate students taking fewer than 5 credits during fall/spring or fewer than 3 credits during summer.

These students will have 7.5% of their gross wages deducted and placed into a TIAA-CREF Student Employment Retirement Plan (SERP). The University does not match or contribute to this account and the money will go into a 403(b) account. For questions, please contact TIAA at 1 (800) 842-2252.

Exemption for graduating students

If you're working in the same semester you're graduating, you do not need to meet the credit hour minimum and will not be enrolled in SERP.

Stopping deductions

Once you're enrolled in 6 or more credits (undergrad) or the appropriate graduate credit level:

1. Write to the Payroll Department by emailing payroll@msudenver.edu asking to stop the deductions.
2. Include a copy of your class registration as proof of enrollment.

After leaving MSU Denver

If you want to withdraw your SERP contributions, contact TIAA- CREF directly. Be aware there may be penalties for early withdrawal.

Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) for Financial Aid

To keep receiving Title IV and state financial aid, students must meet SAP standards, which apply to all credits attempted (including transfer and non-aid periods). SAP is reviewed each semester and before aid disbursement.

Good Standing

Cumulative GPA $\geq$ 2.0

What It Is

This is the second tier in MSU Denver's academic standing policy, applied after two consecutive semesters with a GPA below 2.0 or if a student is readmitted with a GPA below 2.0.

Requirements While on Academic Recovery

- Earn a semester GPA of 2.20+ each term.
- Limit course load: Up to 13 credits in Fall/Spring and up to 7 credits in Summer Work toward raising overall GPA to 2.0 or higher to return to Good Standing.
- Follow advisor recommendations, which may include: Retaking courses using academic policies (e.g., Best Grade Standards, Admin Withdrawal) accessing support services (Tutoring Center, Writing Center, etc.)

Academic Probation- Employment

If we have a student that has fallen below enrollment, their semester after they fell below enrollment will be their probationary period. Failure to improve will make you no longer eligible for student employment until your GPA is at or above 2.0.

Summer Student Employment Guidelines

Summer employment is separate from the regular academic year. Eligibility for the Summer Student Employment Program requires students to be enrolled for the fall semester. Students who have graduated are not eligible, except for graduating seniors who may work one semester post-graduation in their current department.

Work-Study Employees

Required employment and financial aid forms must be submitted by the specified deadlines. If you have any further questions about Summer Work Study reach out to the Office of Financial Aid.

Hourly Employees

- Not enrolled for summer: May work 30 hours per week during classes and 40 hours per week during breaks, with proof of fall registration.
- Graduate students not enrolled in summer: Eligible for 30 hours per week during classes and 40 hours per week during breaks, with proof of fall registration.
- Graduating seniors: May work in the summer after spring graduation or choose to work in the fall. Please note that student employees can only work during *one* of these semesters, not both.

International Students

- Must intend to enroll full-time (12 credits) for fall if not enrolled in summer. They may work 30 hours per week while classes are in session and 40 hours during breaks. Employment requires submission of an Employment Eligibility Form for International Students. *For details, see page 5.*

Additional Notes

Supervisors must submit an Exception Request Form for any student working over 30 hours per week while classes are in session.

Evaluations & Terminations

Evaluations

Supervisors are encouraged to evaluate student employee performance each semester and provide feedback on what they are doing well and where they can improve; performance reviews are an important part of development.

Terminations

- Voluntary Termination: Students may end their employment at any time. A two-week notice is recommended but not required.
- Involuntary Termination: Supervisors need to connect with their Senior HR Partner for next steps.
- Final Paychecks: Final checks will be paid out dependent on their payment elections.
- Post-Termination Employment: Students terminated for reasons unrelated to policy violations may seek employment in other campus departments. Open positions can be accessed through the [Student Job Board](#).

Job and Hours Reductions

Supervisors may reduce hours or eliminate positions due to a lack of work or funding. If this occurs, students are encouraged to explore other employment opportunities to maintain their desired work hours. Please visit the [Student Job Board](#) to consider openings in other departments.

Complaints Process

If you and your supervisor were unable to come to a solution or if you feel like you are unable to speak directly with your supervisor here are some places on campus where you may file a complaint: [Deans Office](#), [Student Conduct and Conflict Resolutions Services](#), or the [Equal Opportunity Office](#).

Disciplinary Procedures

When performance concerns arise, supervisors are encouraged to take a supportive and progressive approach to help student employees improve. Whenever possible, the following steps should be taken before considering termination based on performance:

- Begin with one coaching conversation. If supervisors need assistance with coaching, reach out to humanresources@msudenver.edu in order to be connected with a Senior HR Partner.
- Then follow up with one documented verbal coaching conversation to clarify expectations and offer guidance.
- Follow up with up to three written verbal warnings, giving the student clear opportunities to improve.

This process helps ensure students are given feedback to grow and the opportunity to succeed in their role. That said, in cases involving serious policy violations, immediate termination may be necessary. These include, but are not limited to: Harassment, fraudulent reporting of hours, destruction of property, theft, and misuse of university resources.

Other Things To Know

Paychecks

Students who do not enroll in direct deposit in Workday, can pick up their paychecks on payday in the Cashier's Office in JSSB Room 140.

Dress Code

Student employees should dress in a manner suitable for work in an institution of higher education. Supervisors and departments may instate their own dress code for student employees.

Jury Duty

Employees are paid for their normally scheduled hours on days they serve jury duty. If released before their shift ends, pay ends at the time of release. If jury duty exceeds their scheduled hours, they are only paid for the hours they were scheduled to work. However, if an employee is released from jury duty after 1 p.m., they will be paid for the remainder of their scheduled shift, as returning to work for a short period is not required.

Drug/Alcohol Policy

Metropolitan State University of Denver is an alcohol-free and drug-free workplace. The Student Conduct Code states:

- The use, possession, manufacture, or distribution of illegal drugs or controlled substances is prohibited unless authorized by law. The use, possession, or distribution of alcohol is prohibited unless permitted by law and University policy. Public intoxication is also prohibited.

Campus Resources

Take advantage of all that MSU Denver and Auraria Campus has to offer.

Resource	Phone	Location
Human Resources Office	303-615-0999	890 Auraria Pkwy, JSSB Suite 310
Office of Financial Aid	303-556-8593	Jordan Student Success Building, Area 6, Suite 130
Payroll Services	303-615-0039	Admin Building, Suite 450V
Office of the Registrar	303-556-3991	JSSB, Area 3, Suite 160
Student Support Services	303-615-0080	JSSB, Suite 240
Counseling Center	303-615-9988	Tivoli, Room 651
Tutoring Center	303-615-1919	JSSB, Room 220
Heath Center at Auraria	303-615-9999	Plaza Building, Room 150
CARES Team	303-615-0006	Tivoli, Room 311
C2Hub	303-615-1133	JSSB, Suite 320
Writing Center	303-615-1888	King Center 415 & JSSB 201
Rowdy's Corner/Food Pantry	303-615-0423	Tivoli, Room 271

Closing Remarks

Thank you for taking the time to review the Student Employee Handbook. We hope this guide has provided you with the tools, resources, and knowledge to excel in your role as a student employee. Your contributions are essential to the success of our university, and we are grateful for the unique skills and dedication you bring to our community. If you have any questions or need assistance during your employment, please don't hesitate to reach out.

Contact Information:

- Email: studentemployment@msudenver.edu
- Phone: 303-615-0999
- Office Location: 890 Auraria Parkway Suite 310 Denver CO 80204

Thank you for being an invaluable part of our community. We wish you success in your role and in all your academic endeavors!

