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# **Student Employment**



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## **What is Student Employment and why does it Matter?**





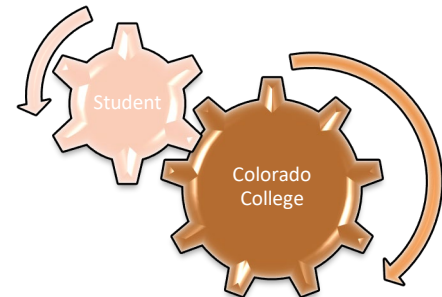
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## Definitions, Background and Context

**Student Employment:** Umbrella term under which all student work falls (work-study funded or not).

**Governed by State and Federal Labor Laws**

**Mutually Beneficial:** supports campus operations and programs as well as preparing you for future employment.





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# Why Does Work-Study Matter?

## **Awarded work-study**

- Hiring preference for on-campus jobs (put eligibility on resume)
- Can apply to jobs both on campus or (Pre-COVID) with an off-campus partner (TBD)
- If interested in working off-campus with one of our partners contact the Collaborative for Community Engagement  
([cce@coloradocollege.edu](mailto:cce@coloradocollege.edu))

## **Not awarded work-study**

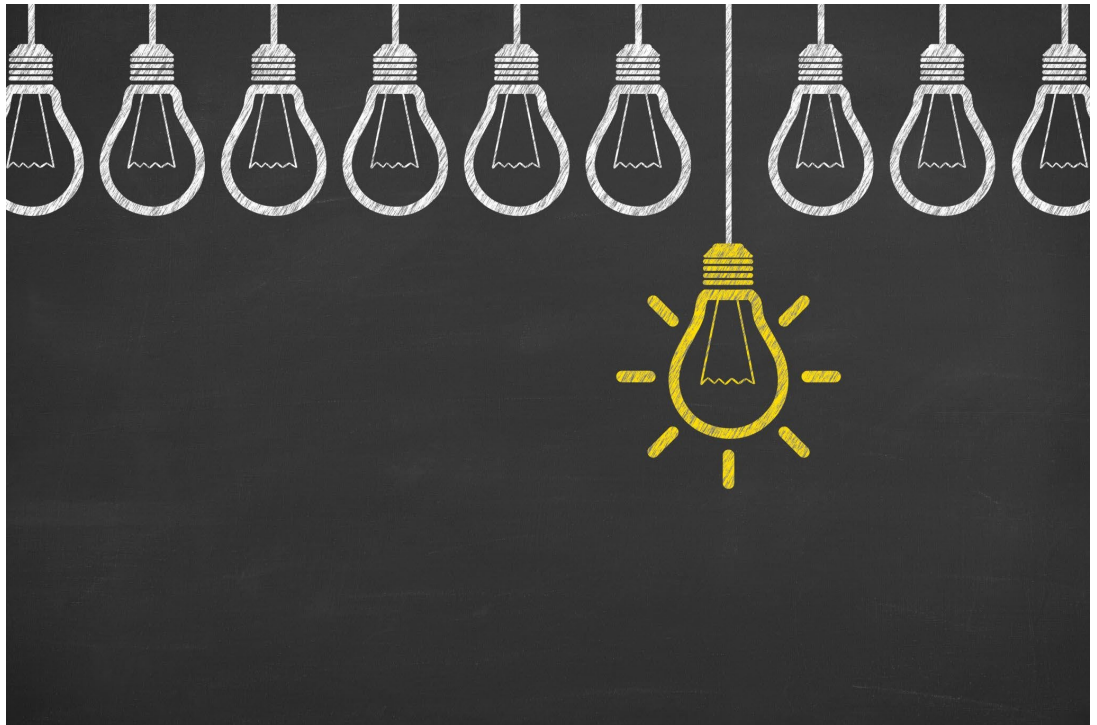
- Can apply to any jobs on campus





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**So.....how does it  
work?**





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## What stuff will I need to apply for a job?

- Most, if not all, of the jobs posted will require you to submit both a resume and cover letter
- If you need assistance with your resume, cover letter or interview skills the Career Center can be a valuable resource
  - <https://www.coloradocollege.edu/careercenter/>
  - (719) 389-6893
  - [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu)
  - 1130 N. Cascade Ave.
- Original, [acceptable](#), unexpired identification documents (not scans or copies)
- Once you have applied for a position you may be asked to interview





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## Apply for a Job!

Start looking for student employment opportunities on [Handshake](#) via your SSO account.

- Can filter on “employer” (CC Student Employment)
- Student Job Fair

If you are interested in working for a particular department but don't see a posting, reach out to inquire if new opportunities will be available in the future.

The screenshot shows the Colorado College website's 'Sign into CC' page. The Colorado College logo is at the top left. A navigation bar contains links for 'About CC', 'Admission & Aid', 'Academics', 'Campus Life', 'News & Events', and 'Giving & Connecting'. On the right, there are links for 'Sign Into CC', 'Campus Directory', and 'A-Z Index', along with a search bar and 'EST. 1874'. Below the navigation, the 'Sign into CC' section features a grid of service tiles: Email (Office 365), Banner (SSB), Canvas, Cascade CMS, Employment Portal, Events Management, Financial Aid, Handshake (highlighted with a blue circle), INB 9 (Prod), Print Shop Orders, Qualtrics, Stellaris, Summit, YOU@CC, and Zoom. A footer note states 'For internal use only: Banner TEST SSB and INB'. On the right side, there are sections for 'Announcements' (with a student vaccination notice), 'Other Accounts' (with a note about distinct usernames and passwords), 'Admission Portal', and 'Athlete Portal'.



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# I was offered a Job! Now What?

## Complete Employment Paperwork

- Come to the CC Financial Aid Office to complete
- **IT IS ILLEGAL FOR YOU TO WORK WITHOUT THIS PAPERWORK COMPLETED!!**
- Cannot be completed without your identification documents being verified by our office
- **International Students – Reach Out to the International Student & Scholar Services Office for help [applying for a social security number](#)** (necessary to work in the U.S.)
  - Phone (719) 389-6024
  - [isss@coloradocollege.edu](mailto:isss@coloradocollege.edu)
  - Armstrong Hall Rooms 217 & 218
  - For more important information related to immigration status and working on campus make sure to review this ISSS [webpage](#).

Once you have completed your paperwork you are now ready to work!





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**In Short...no paperwork – you're not  
an employee...**





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**I got a job!  
I filled out the forms!**

**How do I get  
paid?**





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## **Do Not Work without an Active Timesheet!**

**One of the first things you should do on your first day of work (or the night before) is to check and make sure you have an active timesheet in Banner SSB for your position.**





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## Enter Time Worked

Next steps are to complete your timesheet following the payroll schedule.

- 1) Enter SSB and select Employee tab

A screenshot of the Colorado College Self-Service Banner interface. The header is orange and contains the Colorado College logo, the text 'COLORADO COLLEGE', and 'SELF-SERVICE BANNER'. Below the header, there are three tabs: 'Personal Information', 'Student Services', and 'Employee', with 'Employee' highlighted in yellow. A search bar with a 'Go' button is located below the tabs. The main content area is titled 'Main Menu' and lists three categories: 'Personal Information' (View addresses and phones, ethnicity and race information, and change your PIN.), 'Student Services' (Search the Catalog and Class Schedule, view Class Lists and Student Information), and 'Employee' (Benefits, leave or job data, paystubs and W4.). At the bottom, it says 'RELEASE: 8.9' and '© 2019 Ellucian Company L.P. and its affiliates.'

**COLORADO COLLEGE** SELF-SERVICE BANNER

[Personal Information](#) [Student Services](#) [Employee](#)

Search

### Main Menu

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**Personal Information**  
View addresses and phones, ethnicity and race information, and change your PIN.

**Student Services**  
Search the Catalog and Class Schedule, view Class Lists and Student Information

**Employee**  
Benefits, leave or job data, paystubs and W4.

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2) Select Time Sheet

**Personal Information** **Student Services** **Employee**

Search

## Employee

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**Pay Information**  
Pay stubs and earnings/deductions history.

**Leave Balances**

**Benefits and Deductions**  
Retirement, health, flexible spending, miscellaneous, benefit statement.

**Tax Information**  
W2 Forms and W4 Data.

**Current Job**

**Time Sheet**

3) Access my Time Sheet

## Time Reporting Selection

Select a name from the pull-down list to act as a proxy or select the checkbox

Selection Criteria

	My Choice
<b>Access my Time Sheet:</b>	<input checked="" type="radio"/>
<b>Access my Leave Report:</b>	<input type="radio"/>
<b>Access my Leave Request:</b>	<input type="radio"/>
<b>Approve or Acknowledge Time:</b>	<input type="radio"/>
<b>Approve All Departments:</b>	<input type="checkbox"/>
<b>Act as Proxy:</b>	<input type="text" value="Self"/>
<b>Act as Superuser:</b>	<input type="checkbox"/>



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3) Select time sheet period

Time Sheet

**Department and Description** My Choice Pay Period

T, 180051, Financial Aid Office • **S2, Jul 22, 2019 to Aug 06, 2019** ▼

4) Log in your hours by selecting Enter Hours under the appropriate day

Personal Information Student Student Services **Employee**

Search  Go SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

**Title and Number:** Student Employment Intern -- CS0002-00  
**Department and Number:** Financial Aid Office -- 180051  
**Time Sheet Period:** Mar 07, 2019 to Mar 21, 2019  
**Submit By Date:** Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>					0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**





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5) Enter the details of your shift(s). Select save and select next day.

**Time In and Out**

Enter time at intervals of 15 minutes in the 99:99 format

**Date:** Thursday, Mar 07, 2019  
**Earnings Code:** Student Wages

Shift	Time In		Time Out		Total Hours
1	03:00	PM ▾	05:00	PM ▾	2
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					2

Time Sheet   Next Day

Add New Line   Save   Copy   Delete

**Account Distribution**

Earnings Code	Shift	Hours
Student Wages	1	2

Account Distribution



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6) Once all hours are entered select Submit for Approval button. Then Check the box certifying hours are correct

**Time and Leave Reporting**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**  
**Title and Number:** Student Employment Assistant -- CS0002-00  
**Department and Number:** Financial Aid Office -- 180051  
**Time Sheet Period:** Mar 07, 2019 to Mar 21, 2019  
**Submit By Date:** Mar 24, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Mar 07, 2019	Friday Mar 08, 2019	Saturday Mar 09, 2019	Sunday Mar 10, 2019	Monday Mar 11, 2019	Tuesday Mar 12, 2019	Wednesday Mar 13, 2019
Student Wages	1	0	6		Enter Hours	3	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			6		0	3	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

**Certification**

**NOTE:** Clicking the box below replaces the need for you to enter your PIN to verify your time.

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Click this box and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.



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## Colorado College Nonexempt Payroll Schedule 2021 - 2022 Academic Year

Next, your supervisor will approve your submitted hours within the deadline and you will be paid on that following pay disbursement.

This is the payroll schedule which determines time sheet periods and their submit/approve day.

- Pay Period Start and End Dates shown are for nonexempt (hourly) employees.
- Estimated works days are based on a Mon - Fri work week.

= exception to normal submit date

PAY PERIOD START	PAY PERIOD END	SUBMIT/APPROVE BY DATE	PAY DATE	ESTIMATED WORK DAYS IN PAY PERIOD
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### 2021

Jul 07	Jul 21	Jul 26	Jul 30	11
Jul 22	Aug 06	Aug 09	Aug 13	12
Aug 07	Aug 21	Aug 25	Aug 31	10
Aug 22	Sep 06	Sep 09	Sep 15	11
Sep 07	Sep 21	Sep 24	Sep 30	11
Sep 22	Oct 06	Oct 11	Oct 15	11
Oct 07	Oct 21	Oct 25	Oct 29	11
Oct 22	Nov 06	Nov 08	Nov 15	11
Nov 07	Nov 21	Nov 16	Nov 30	10
Nov 22	Dec 06	Dec 09	Dec 15	11
Dec 07	Dec 21	Dec 16 *Hours must be estimated thru 21st	Dec 22	11

### 2022

Dec 22	Jan 06	Jan 10 ** Winter break- can be submit in Dec**	Jan 14	12
Jan 07	Jan 21	Jan 25	Jan 31	11
Jan 22	Feb 06	Feb 09	Feb 15	10
Feb 07	Feb 21	Feb 22	Feb 28	11
Feb 22	Mar 06	Mar 09	Mar 15	9
Mar 07	Mar 21	Mar 25	Mar 31	11
Mar 22	Apr 06	Apr 11	Apr 15	12
Apr 07	Apr 21	Apr 25	Apr 29	11
Apr 22	May 06	May 09	May 13	11
May 07	May 21	May 24	May 31	10
May 22	Jun 06	Jun 09	Jun 15	11
Jun 07	Jun 21	Jun 26	Jun 30	11
Jun 22	Jul 06	Jul 11	Jul 15	11





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# Student Employment Policies

- 2 job Maximum. Allows for many students to have opportunity. No limitations on earnings when working on campus
  - Depends on your schoolwork load and department budget
- International students have a 20 hour per week (Sat-Sun) limitation
  - Excludes Spring break, winter break, and summer
- CC encourages students to only work up to 10-15 hours per week
- **Must be enrolled at least half-time** to maintain student employment eligibility
- Compensation is through pay steps (1) \$12.32/hr 2) \$12.72/hr



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# Contact Information

**Jen Bjurstrom**

Assistant Director of Student Employment

**Located in:** The Office of Financial Aid & Student Employment  
Spencer Center Rm 134 (Corner of Cache Le Poudre & Tejon)

Monday-Friday 8:30 a.m.- 5 p.m.

Phone: (719) 389-6651

Toll-free: (800) 260-6458

[studentemployment@coloradocollege.edu](mailto:studentemployment@coloradocollege.edu)



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**Any questions?**

**Annual Student Employment Job Fair**

Date: September 2nd, 2021

Time: 4:30pm-6:30pm

Location: Worner Campus Center (Part of CC  
Welcome Back Fair)