

Hourly Contract Guidelines Hiring Graduate Student Employees

A. Questions to ask:

Will this Hourly role be allowable for this student, given their situation?

It depends on:

1. Good standing
 - Students on Probation are not eligible for contracts, but an exception can sometimes be approved by the department and OGS if their GPA is not far below 3.0.
2. Full-time status
 - Part-time students need approval from the department and OGS (by policy only full-time graduate students are eligible for contracts).
3. Existing multiple contracts
 - If the student already has other contracts and is international, be aware that the maximum weekly hours across all contracts is 20 for students on F-1/J-1 visas when classes are in session. In Summer term or during breaks, they may go up to 40 hrs/week.
 - If the student is a U.S. citizen, the weekly maximum is also 20 across all contracts, but an additional 5-hr overload may be approved by OGS if all supervisors and the student confirm awareness/approval in writing.

Email supervisor(s) and OGS (Jenny Briggs & Rachel Adams) to request approval for this student/role if they are either:

1. On probation
2. Part-time
3. Have other contracts already and this new one would be a 1-5 hr overload above 20 hrs/week for a U.S. student

B. Information needed for the Hourly contract:

1. Pay rate (we do not have a maximum at Mines, but campus hourly roles should be paid above the minimum hourly wage in Colorado - [\\$14.42, effective 1/1/24](#))
2. Supervisor info
3. Worktag (account/index) from which the funds will come.
4. Hours/week. Check about any other campus jobs before determining their hours for your position – see limits above.

C. Steps for submitting Hourly contracts in OnBase:

1. Access OnBase through My Apps dashboard

2. Choose 'New Form'
3. Select "GD-Graduate Contract Form"
4. Enter the student's CWID and then wait – much of the other info will auto-populate into the other fields
5. Select 'Hourly contract' on the contract form
6. Select the Term - e.g., Fall 2023
7. Choose the correct 'Appointing Department' from the drop-down
8. Change the Start/End dates IF needed. The defaults are the first & last day of each term.
9. Enter the info on the student's Supervisor, Hourly pay information, Hours/week (this should reflect the maximum for the role), Driver Worktag, etc.
10. Enter "100" for "Percent Allocation" if all the student's pay will come from one source
11. Click the "ADD" button to get additional rows to appear to add Worktags if needed
12. Note - the "Revenue Spend Category" field may be left blank - it will auto-populate based on the Worktag provided. This line can be excluded from the form
13. Note - the Webtime Approver info is no longer needed - this was a step in Banner that is not in WorkDay. The supervisor will be responsible for approving hours, along with individuals within the dept who have Administrative Assistant (Supervisory) access.
14. Type in any notes/comments that are relevant in the Comments section, e.g., details about the job or confirmation that any necessary approvals were granted.
15. Choose 'Save and Submit'

D. Dates and pay:

1. Hourly contracts may be set up to cover multiple semesters, inter-terms (breaks), or a full academic year. Start/end dates can be adjusted to the desired times.
2. Select the most relevant start term if you are preparing a contract for an inter-term period such as Winter Break, then modify the date fields to reflect the actual start and end dates of the contract.
3. Hourly contracts need to be submitted in advance of the student's start date and with enough time for new hires to do paperwork at MAPS. Contact MAPS for any necessary adjustments.
4. Timesheets are made available to a student via Trailhead after MAPS processes the contract, and pay is issued 2 weeks in arrears, twice per month.