For Spring 2020, ***Graduate RA/TA forms are due on 01/01/2020 for uninterrupted pay***.   All other hourly graduate and undergraduate student forms are due on or before the student’s start date.  Please indicate the actual date that a student begins work and not the first day of the semester.

**Undergraduate Employment Authorizations** for students being paid out of departmental funds can be found at <https://www.mines.edu/human-resources/forms/> . Please use this form as it is the most up-to-date.  Students being paid out of Colorado or Federal Work Study should print their form from their Trailhead account or see the Financial Aid Office.

**Graduate RA, TA and Hourly Excel Spreadsheets** are in two parts – Excel spreadsheet and signed pdf. Graduate Contracts can be found at the following link:

<https://www.mines.edu/graduate-studies/graduate-contracts/>

**Special Notes**

Effective 1/1/2020 MINIMUM WAGE will be $12.00/hour for all employees. All student position rates falling below $12.00/hour will automatically be changed as of 1/1/2020.

Effective 11/2019 student contracts and revisions should be submitted to MAPS through TeamDynamix instead of email. The student.contract@mines.edu email is not shutting down at this time. However, we ask that you submit student contracts via only one area. Please visit <http://maps-guides.mines.edu/#/> for TeamDynamix navigation guidance.

Backgrounds Checks are a condition of employment for the students below**.  A Background Check MUST be completed BEFORE employment begins**!  Backgrounds can be entered online at the following new link: <https://thecube.infocubic.com/cgi-bin/pub/unsolicited_portal?guid=bFODtrbPH9vCBMCyFM00zucO36NbpLGH#select_products>

All new hire Graduate Students **(working for the first time on the Mines campus or graduating as an undergraduate and becoming a new graduate)**

* All new hire Undergraduate Students employed in Athletics Camps, Bursar’s/Cashier’s Office, Career Center, Controller’s Office, HR, Legal Services, Payroll, Public Safety, Registrar, Residence Life, Museum, America Reads, employment that involves operating a motor vehicle, or working with minors.

If a student has never worked on the Mines campus, they will need to complete a “Student Employment Packet”.  Packets can be printed on-line at <https://www.mines.edu/human-resources/new-employee-information/> or picked up in the MAPS Office.  We must receive this packet **BEFORE** the student starts employment.  Once the student completes the required paperwork, he/she will receive an orange quarter sheet verifying that they can begin working.  Please ask to see an orange sheet if the student is a new hire to Mines.