For Fall 2020, ***Graduate RA/TA forms are due on 09/01/2020 for uninterrupted pay***.   All other hourly graduate and undergraduate student forms are due on or before the student’s start date.

* **Undergraduate Employment Authorizations** for students being paid out of departmental funds can be found and submitted through Team Dynamix at the following link: <https://helpcenter.mines.edu/TDClient/1946/Portal/Home/?ID=8b999eef-8051-4239-ae9f-546ca5a9faca>
* **Graduate RA, TA and Hourly Excel Spreadsheets** are now being submitted through OnBase Workflow. Information can be found at this 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.
* 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 accessed on-line at <https://www.mines.edu/human-resources/new-employee-information/>. **We must receive this packet BEFORE the student starts employment.**
	+ To help us practice safe social distancing, students can make an appointment to turn in student new hire packet thru our Team Dynamix website, <https://helpcenter.mines.edu/TDClient/2657/maps/Home/>

by clicking on the “Schedule an Appointment” box.  The MAPS Office is open from 7:30am-5:00pm, Monday thru Friday.

* **Please note that face masks will be required for anyone entering the building.**
* An orange sheet will be given to student when packet is complete.
* If you are unable to submit your student packet in person, please contact the MAPS Office for alternative options.