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.