

# Job Aid for Paying Students

Office of Research Administration (ORA)

*October 2020*

## Table of Contents

<b>Job Aid for Student Payments .....</b>	<b>1</b>
1. <b>Graduate Assistantships.....</b>	<b>1</b>
Graduate Assistant – Teaching Assistantships (TA’s).....	1
Graduate Assistant – Research Assistantships (RA’s) .....	1
Graduate Hourly Appointments .....	1
2. <b>Graduate Fellowship Appointments.....</b>	<b>1</b>
3. <b>Participant Support .....</b>	<b>2</b>
4. <b>Hourly Undergraduate .....</b>	<b>2</b>
<b>Checklist for Completing HR Contracts on Research Funds.....</b>	<b>3</b>
Hourly Contracts .....	3
Single Fund or Multiple Funds .....	3
Available Balance .....	3
Period of Performance.....	3
Available Budget .....	3
Figure 1: RA HR Implementation Form.....	4
Figure 2: RF HR Implementation Form .....	4
Figure 3: All Funds Balance Report (AFBR) .....	5

## Job Aid for Paying Students

Mines has a variety of ways that students can be paid but the most appropriate method depends upon the type of work performed and source of funding used. Our goal is to have students paid in a timely fashion by making it easy for administrators to determine the appropriate type of pay and corresponding form.

- Mines has four (4) types of student funding arrangements:
  1. Graduate Assistantships – TA, RA, Hourly
  2. Graduate Fellowships
  3. Participant Support (i.e. REU's, REV's, RET's and other participant programs)
  4. Hourly Undergraduate
- 1. **Graduate Assistantships:** Regular graduate students (i.e., those that are fully admitted into a graduate degree program at Mines) are eligible for Graduate Assistant and Graduate Hourly Appointments.
  - **Graduate Assistant – Teaching Assistantships (TA's)** are awarded to students who assist in the education of other students, either undergraduate or graduate, by teaching, tutoring, instructing or lecturing in laboratories or recitations under the direction of a faculty member. TA's are to be paid a semimonthly salary through each semester and can have tuition reimbursed.
    - Form: <https://www.mines.edu/graduate-studies/graduate-contracts/>
  - **Graduate Assistant – Research Assistantships (RA's)** are supervised by individual faculty members to perform research that is associated with a student's area of study. The work is technical in nature, requires significant education and experience, is directly related toward meeting the research requirements of a student's thesis-based degree program, but may also include additional assignments that are peripheral toward meeting degree requirements (e.g., facility management, report preparation, laboratory assistance, etc.). RA's are to be paid a semimonthly salary through each semester and can have tuition reimbursed.
    - Form: <https://www.mines.edu/graduate-studies/graduate-contracts/>
  - **Graduate Hourly Appointments** are made to students who work part-time on campus to provide assistance in areas that are unrelated to their academic program and that do not involve teaching or research duties of the nature expected of Graduate Research and Graduate Teaching Assistants. Graduate hourly appointments are to be paid on an hourly basis with no benefit of tuition reimbursement.
    - Form: <https://www.mines.edu/graduate-studies/graduate-contracts/>
- 2. **Graduate Fellowship Appointments** are made to students who have been accepted as a "Fellow" into a program whose selection is based upon merit, with no expectation of services to Mines being rendered. Fellowship appointments are made as a lump sum payment to the student's Mines account and are not to be paid through payroll. Tuition reimbursement, if

allowed as part of the fellowship, can be reimbursed on the same form as the stipend. This type of payment can impact a student's financial aid package.

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

For more information regarding Graduate Student appointments, please see the [Graduate Studies webpage](#).

3. **Participant Support** *(sometimes referred to under these titles; Research Experiences for Undergrads (REU), Research Experiences for Teachers (RET) and Research Experience for Veterans (REV) – The individual participates in a formal program intended to support individuals receiving training or learning opportunity from a workshop, conference, seminar, symposium or other short-term instructional or information sharing activity funded by a sponsored award. The participant does not perform work or provide any service to the university in return for these support costs. The individual is not an employee of the school. Payment is made directly to the individual through Mines' AP system. For tax reporting purposes these individuals are considered Independent Contractors and are required to provide IRS Form W-9, <https://www.mines.edu/controllers-office/forms2/> (payments will be reported as income when required by IRS on IRS Form 1099). Additional forms may be required if the individual needs Blaster Card access to on campus labs and buildings.*

- Form: <https://www.mines.edu/controllers-office/forms2/>

4. **Hourly Undergraduate** payments are made to enrolled students who are working on campus and providing a service for pay. Undergraduates working as students in any capacity, whether or not they qualify for work-study aid, will be paid as an employee of Mines and receive semimonthly payments directly into their bank account. Tuition remission is not a benefit of this appointment. The "Mines Undergraduate Research Program" participants qualify for Hourly Undergraduate pay.

- Form: <https://www.mines.edu/human-resources/forms/>

5. For appointments on research funds, additional guidance is on the next page - **Checklist for Completing HR Contracts on Research Funds.**

## CHECKLIST FOR COMPLETING HR CONTRACTS ON RESEARCH FUNDS

### ☐ - Hourly Contracts (Research and Undergraduate)

ORA policy stipulates that all hourly employees must be paid the going [federal minimum wage](#) or more. For more information on how to pay an undergraduate student, you can access the Undergraduate Student Employee Contract form located at: <https://www.mines.edu/human-resources/forms/>

### ☐ - Single Fund or Multiple Funds

☐ - If the employee is to be paid from more than one source of funds **determine the percentage of time for each assignment** and enter it into the % of effort on the appropriate HR form.

☐ - If the employee is to be paid from more than one source of funds within one implementation period **consecutively** (vs congruently), then it is critical to include the **start date for the second fund**.

Ex: Consecutive

4xxxxx – September through October (**9/1/17** – 10/31/17) @ 100% effort

4xxxxx- November through December (**11/1/17** – 12/31/17) @ 100% effort

vs

Congruent

4xxxxx – September through December (9/1/17 – 12/31/17) @ 50%

4xxxxx- September through December (9/1/17 – 12/31/17) @ 50%

☐ - If the employee is a student, **tuition must follow effort and be proportional to the amount of effort** on the research fund per Uniform Guidance requirements.

### ☐ - Available Budget & Available Balance

There has to be enough funds within the available balance to cover the HR contract. Determine the available balance of a fund using the **All Funds Balance Report AFBR**. (See Figure 3)

**Tip:** If the available balance is not adequate to cover the HR contract and the Principal Investigator (PI) anticipates more funding or time, it may be possible for ORA to arrange an [At-Risk Approval](#). Contact your [ORA Grant or Contract Administrator](#) for At-Risk Approvals.

Many grants have restrictions as to how research funds can be spent. It's necessary to ensure that the fund(s) has adequate budget for Labor. The **AFBR** provides the labor budget for each fund. (See Figure 3)

### ☐ - Period of Performance

The period of the student/faculty contract should be within the period of performance of the grant. Determine the period of performance using the **AFBR**. (See Figure 3)

\* Additional information about anticipated funding and a copy of the award and budget may be found in [CRS](#).

\* Questions about the All Funds Balance Report, CRS, a grant period of performance, or budget may be directed to your [ORA Grant Administrator](#).

## Figure 1: RA HR Implementation form

Beginning Fall 2020, Graduate Student implementation forms are now available via OnBase. For more information on how to submit this type of request, please visit the [Graduate Contracts website](#).

## Figure 2: RF HR Implementation Form

The Payroll Action form is available at: <https://www.mines.edu/human-resources/forms/>

**Colorado School of Mines**  
**Employee Payroll Index and FTE Changes and Supplemental Pay Form**  
**THIS IS NOT A CONTRACT**

Please fill out all green fields below:

**Purpose of Form:** Choose from dropdown

**Employee Information**

Full Name (last, first)  CWID  Department

Name/Date/Extension of Person Preparing this form:

**Employee Position Attributes**

Position Number  Start Date:  End Date:  # of Full Months

Job Title  # of days worked in partial month (if starting in the middle of the month)

Annual Salary at 100% Effort  % of Effort (whole number)

Comments Box:

Please include a comment as to the purpose for submitting this form.

**Employee Position Funding and Distribution**

Index-Account	Start Date	End Date	Amount to be paid	% Distribution
XXXXXX-XXXX			\$0.00	
XXXXXX-XXXX			\$0.00	
			\$	0.00%

Important Information as a result of calculations based on the information given above:

Monthly at 100% effort is:	Total amount paid for Full months:
\$ -	\$ -
Monthly at current % effort:	Total amount paid for Full months:
\$ -	\$ -

Vice Provost Approval and Date\*  Approved By Fund Manager and Date

\*required for supplemental pay

BUDGET SIGNATURE - FOR ALL '2' INDEXES

Revised 3.30.2020

Figure 3: All Funds Balance Report (AFBR)

All Funds Balance Report (AFBR)

COLORADO SCHOOL OF MINES

EARTH • ENERGY • ENVIRONMENT

Report for: Stebner, Aaron P.

Export report to:

Amounts must fall into the available balance

Grant	Sponsored Research (Inception to Date)	Sponsor	Project Dates	Total Budget	Available Balance*
4	3D Characterization of Additive Manufactured Materials	Manufacturer's Edge	Start: 12/21/2015 End: 06/30/2017	\$2,069,122.89	\$1,247.15

Grant: 4

Available Balance\*: \$1,247.15

COLORADO SCHOOL OF MINES

EARTH • ENERGY • ENVIRONMENT

Report for: Stebner, Aaron P.

Export report to: [PDF](#) / [Excel](#) / [CSV](#)

Lead PI: Stebner, Aaron P.

Title: 3D Characterization of Additive Manufactured Materials

Start Date: 12/21/2015 End Date: 06/30/2017

Sponsor: Manufacturer's Edge

IDC Rate Code: 8.00%

Must be within the period of performance

Account Pool	Budget	Expenses	Encumbrances	Available Balance*
Labor Costs				
Academic Fac Benefits	\$11,179.00	(\$6,150.75)	\$0.00	\$5,028.25
Academic Faculty Wages	\$28,446.00	(\$15,970.87)	\$0.00	\$12,475.13
GRA Salaries	\$52,657.00	(\$47,808.99)	(\$4,033.32)	\$814.69
GRA Tuition Reimbursement	\$49,564.00	(\$48,555.06)	\$0.00	\$1,008.94
Research Fac Benefits	\$28,553.00	(\$26,054.87)	\$0.00	\$2,498.13
Research Faculty Wages	\$67,500.00	(\$60,772.32)	\$0.00	\$6,727.68
Student Wages	\$0.00	\$0.00	\$0.00	\$0.00
Temporary Services	\$0.00	(\$374.00)	\$0.00	(\$374.00)
Operating Costs				
Capital Outlay	\$1,791,318.00	(\$1,721,426.63)	\$0.00	\$69,891.37
Indirect Cost	\$16,905.89	(\$18,034.10)	\$0.00	(\$1,128.21)
Operating	\$0.00	(\$167.97)	\$0.00	(\$167.97)
Other Current Expense	\$13,000.00	(\$41,293.13)	\$0.00	(\$28,293.13)
Subcontractor	\$0.00	(\$75,001.00)	\$0.00	(\$75,001.00)
Supplies and Materials	\$10,000.00	(\$5.83)	\$0.00	\$9,994.17
Travel	\$0.00	(\$2,226.90)	\$0.00	(\$2,226.90)
	\$2,069,122.89	(\$2,063,842.42)	(\$4,033.32)	\$1,247.15

Amounts must fall into the available balance

Revised 9/24/2020