Student assistants may not begin work until they have completed the required payroll documentation with the Human Resources Services - Customer Service Center. In order to complete the payroll documentation and hire process, student assistants must:

- Present a Student Employment Job Offer Form, Federal Work Study Employment Agreement, or an Instructional Student Assistant Appointment Offer that has been completed and signed by the employing department.
- Provide documents that establish identity and eligibility to work (I-9 requirement) and an original social security card.
- Provide the employer with a receipt indicating that they have completed the required hire documentation.

**Employment Eligibility**

- Quarterly verification is required to ensure that your student continues to be eligible to work. If not ALL eligibility requirements are met, your student is not eligible to work.
- Use the Student Employment Eligibility Report to verify eligibility.
  
  www.cpp.edu/~irpa/

**Completion of the Student Assistant Time Report**

- When submitting time for your student assistant, please make sure that the name and BroncoNumber are correct. Obtain this information from the job offer form or employment agreement.
- Make sure the Dept ID/Unit, PeopleSoft Position, Job Code and pay period are correct. Student Assistant Time Reports that contain incomplete or incorrect information will be returned to the department.
- Student Assistant Time Reports are submitted to Payroll Services, with the exception of work study student assistants. Student Assistant Time Reports for Work Study student assistants are submitted directly to the Office of Financial Aid. Do not submit them to Payroll Services as this will only delay the processing of their payroll.
- Payroll Services will only accept Student Assistant Time Reports signed with an original authorized signature. A Student Assistant Signature Authorization Form must be on file with Payroll Services indicating those authorized to sign the Student Assistant Time Reports. Departments retain time sheets/vouchers for department records and for audit purposes.

**Payroll Submission**

- Submit the Student Assistant Time Report to Payroll Services/Office of Financial Aid on time. Reports submitted after the due date cannot be processed in time for the scheduled student payday.

**Late Additions**

If your department needs to submit a student assistant’s time after the initial submission of the Student Assistant Time Report, please reprint the report. Complete only the time for the late submission.

Do not update a copy of the original report to submit late additions or changes. This delays the processing in Payroll Services as each entry on the report must be reviewed to ensure the students are paid correctly.

**Pay Rate Changes**

- **Permanent Change** - Payroll Services will make changes to the employment record only if the change in pay rate is a permanent change. Employers are to use the "Student Assistant Hourly Rate Change Request Form" available on the Payroll Services website. The request must be signed by the HEERA Manager and submitted to Payroll Services. Once the request form is received, the employment record is updated and the new rate will print on all future Student Assistant Time Reports.

  ALL PAY RATE CHANGE REQUESTS MUST BE RECEIVED PRIOR TO THE BEGINNING OF EFFECTIVE DATE OF THE CHANGE.

  Example: Hourly rate change to be effective with the March pay period, the request should be submitted no later than the first day of the March pay period.

- **Temporary Changes** – Temporary changes due to special assignments, requires no change to the employment record. Simply cross out the existing salary rate and indicate the new one in the “Temporary Hourly Rate” column.