Hourly Implementation Spreadsheet Instructions - Academic Year 17-18

Last Updated: 01/24/2018

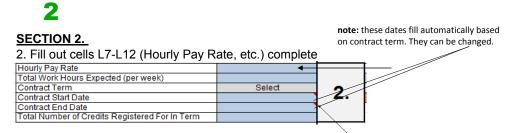
Graduate Employment Policies: Institutional employment policies as relates to graduate students may be found at: http://gradschool.mines.edu/GS-Assistantship-Policies

- **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 Appointees** are supervised by CSM faculty or staff and may provide clerical, administrative, and/or technical support for academic and administrative units and individual CSM faculty and research units.
- **Graduate Hourly Appointee Supervisor** is the faculty or staff member from whom the Graduate Hourly Appointee receives their formal work assignment and who oversees the performance of this work assignment.

Graduate Hourly Appointments are awarded with an explicit indication of the number of hours per week expected. Students on Graduate Hourly Appointments must submit time sheets indicating the actual hours worked and are compensated on an hourly basis for these.

During the academic year, Graduate Hourly Appointments are limited to no more than 20 hours per week. During the summer, Graduate Hourly appointments may be made up to 40 hours per week. Students may concurrently hold multiple Graduate Assistant and Graduate Hourly appointments. In the case that a student holds multiple appointments, the student must make all departments, divisions or Pls overseeing the work assignments of each appointment aware of his/her multiple commitments. The sum of the total work commitments may not exceed the institutional limits defined for a single appointment (i.e., 0.5 FTE or 20 hours during the academic year and 1.0 FTE or 40 hours during the summer).

FILLING OUT THE FORM *Note, there are comments within the form, [•] please review them for additional guidance "GENERAL INFORMATION" SECTION 1. 1. Fill out cells C7-C12 (Name, etc.) completely First Last CWID Department Department



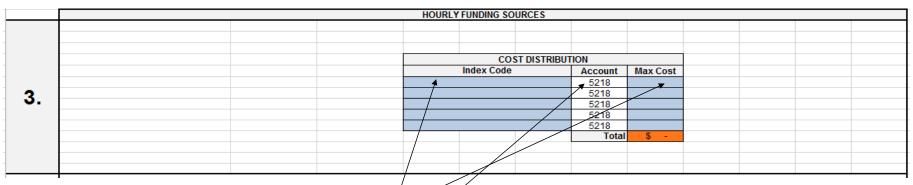
note: comments in cells, specified by red triangles, are to assist you

3 "HOURLY FUNDING SOURCES" SECTION 3.

Contract Submission Date

*Note, the images that follow for SECTION 3, "HOURLY FUNDING SOURCES" are based upon the following sample entries/selections in "General Information" section:

GENERAL INFORMATION						
First	Best	Hourly Pa	y Rate	\$15.00		
Last	Ever	Total Worl	k Hours Expected (per week)	20.0		
CWID	10101000	Contract T	[erm	Spring	2	
Email	bestever@mymail.mines.edu	Contract S	Start Date	01/01/18	۷.	
Department	Applied Math and Statistics	Contract E	End Date	04/30/18		
Contract Submission Date	1/24/2018	Total Num	nber of Credits Registered For In Term	12.0		
	Last CWID Email Department	First Best Last Ever CWID 10101000 Email bestever@mymail.mines.edu Department Applied Math and Statistics	First Best Hourly Pa Last Ever Total Wor CWID 10101000 Contract St Email bestever@mymail.mines.edu Contract St Department Applied Math and Statistics Contract St	First Best Hourly Pay Rate Last Ever Total Work Hours Expected (per week) CWID 10101000 Contract Term Email bestever@mymail.mines.edu Contract Start Date Department Applied Math and Statistics Contract End Date	Hourly Pay Rate \$15.00	



3a. Enter your index code for all funding sources you will use

3b. Enter the amount of funding associated with the index

3c. The account code 5218 is standard ("Hourly Student Help")

ex:

COST DISTRIBUTION				
Index Code	Account	Max Cost		
210211	5218	3,000.00		
210212	5218	1,800.00		
	5218			
	5218			
	5218			
	Total	\$4,800.00		

"CSM GRADUATE HOURLY APPOINTMENT AGREEMENT" SECTION 4.

*Note, the images that follow for SECTION 4. "CSM GRADUATE HOURLY APPOINTMENT AGREEMENT" are based upon previous selections/entries.

4a. Please review this section, in particular, with your student!



4b. Please type in your CONDITIONS OF APPOINTMENT

"APPROVALS" SECTION 5.

			APPROVALS							
	Approvals	Signature	Date	COMMENTS / ADDITIONAL INSTRUCTIONS						
	Clearas Mudd									
	Ever, Best (student) 10101000		A							
	Webtime Approver Name	I. Approve								
	Webtime Approve Name	10210200 •								
	Webtime Approver Position #	358189								
	Trobune / pprover r content ii	500,000								
		//,								
			\sim							
	This Agreement is entered into by and between the Colorado School of Mines ("CSM") and the above-named student ("Student") on the dates set forth below. Student has been appointed to the									
5.	position indicated and this Agreement reflects the term:	s of that appointment.	X							
•	1. The parties acknowledge that the Hourly Rate of Pay	payable hereunder is offered in re-	turn for the services of	described herein and shall, therefore, be deemed taxable compensation.						
	2. I understand that appointees are paid on a schedule defined at http://gradschool.mines.edu/GS-Assixtantship-Policies#Jerm_of_Appointment. Contracts written for partial semesters are set up									
	accordingly. Late contracts are set up for payment on th	ie next available pay date.								
	3. The parties have read and agree to the terms and co	nditions of this appointment as se	forth on https://insid	e mines edu/GS-Assistantship-Policies, and understand and agree that those terms are						
	herein incorporated into this Agreement.									
	l									
	4. Individual terms of this appointment are set forth above. Nothing in this Agreement is construed as extending of enlarging this appointment beyond these.									
	5. The appointing department or program certifies that the student, department/division/head or program chair and fund manager agree to the terms and conditions of this Agreement, that this signed									
	3. The appointing department of program certained is student, department of program and the student has signed agree to the terms and conditions of this Agreement, that this signed form									
	6. This appointment may be terminated by either party at any time for any reason. In the event of suct/termination and effective to the termination date, CSM will cease stipend payments for services not yet rendered. Any payments made hereunder prior to termination that constitute improve able financial aid will not be revoked, with the Student be required to repay such awards.									
	not yet rendered. Any payments made hereunder prior t	to termination that constitute irrevo	cable financial aid wil	il not be revoked, my will the Student be required to repay such awards.						

- 5a. Enter the Department Contact name (B48) and add date (F48)
- 5b. Enter the Name, CWID, and Position Number of person who will approve student's hours worked
- 5c. Add any additional comments/instructions as necessary
- 5d. The entire form must be printed out, signed (at minimum by the student), and given in hard-copy form to HR.

 The signed form serves as the "Student Agreement" form from previous years.
- 5e. Send electronic Excel file to Student.Contracts@mines.edu
- 5f. Please ensure the student reads the agreement information:

This Agreement is entered into by and between the Colorado School of Mines ("CSM") and the above-named student ("Student") on the dates set forth below. Student has been appointed to the position indicated and this Agreement reflects the terms of that appointment.

- 1. The parties acknowledge that the Hourly Rate of Pay payable hereunder is offered in return for the services described herein and shall, therefore, be deemed taxable compensation.
- 2. I understand that appointees are paid on a schedule defined at http://gradschool.mines.edu/GS-Assistantship-Policies#Term_of_Appointment. Contracts written for partial semesters are set up accordingly. Late contracts are set up for payment on the next available pay date.
- 3. The parties have read and agree to the terms and conditions of this appointment as set forth on https://inside.mines.edu/GS-Assistantship-Policies, and understand and agree that those terms are herein incorporated into this Agreement.
- 4. Individual terms of this appointment are set forth above. Nothing in this Agreement is construed as extending or enlarging this appointment beyond these.
- 5. The appointing department or program certifies that the student, department/division head or program chair and fund manager agree to the terms and conditions of this Agreement, that this signed Agreement is retained by the Department, and that the student has been given a copy of the signed form.
- 6. This appointment may be terminated by either party at any time for any reason. In the event of such termination and effective on the termination date, CSM will cease stipend payments for services not yet rendered. Any payments made hereunder prior to termination that constitute irrevocable financial aid will not be revoked, nor will the Student be required to repay such awards.