

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 PIs 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).

1 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

1.	First		←
	Last		←
	CWID		←
	Email		←
	Department		
	Contract Submission Date		

2

SECTION 2.

2. Fill out cells L7-L12 (Hourly Pay Rate, etc.) complete

Hourly Pay Rate		←
Total Work Hours Expected (per week)		
Contract Term	Select	
Contract Start Date		←
Contract End Date		←
Total Number of Credits Registered For In Term		

note: these dates fill automatically based on contract term. They can be changed.

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

3 "HOURLY FUNDING SOURCES"

SECTION 3.

**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			
1.	First	Best	Hourly Pay Rate	\$15.00	2.
	Last	Ever	Total Work Hours Expected (per week)	20.0	
	CWID	10101000	Contract Term	Spring	
	Email	bestever@mymail.mines.edu	Contract Start Date	01/01/18	
	Department	Applied Math and Statistics	Contract End Date	04/30/18	
	Contract Submission Date	1/24/2018	Total Number of Credits Registered For In Term	12.0	

HOURLY FUNDING SOURCES																																	
3.	<table border="1"> <thead> <tr> <th colspan="3">COST DISTRIBUTION</th> </tr> <tr> <th>Index Code</th> <th>Account</th> <th>Max Cost</th> </tr> </thead> <tbody> <tr> <td></td> <td>5218</td> <td></td> </tr> <tr> <td></td> <td>5218</td> <td></td> </tr> <tr> <td></td> <td>5218</td> <td></td> </tr> <tr> <td></td> <td>5218</td> <td></td> </tr> <tr> <td></td> <td>5218</td> <td></td> </tr> <tr> <td></td> <td>Total</td> <td>\$ -</td> </tr> </tbody> </table>									COST DISTRIBUTION			Index Code	Account	Max Cost		5218			5218			5218			5218			5218			Total	\$ -
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	Total	\$ -																															

- 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

4 "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!

4.	HOURLY PAY RATE	\$15.00	CONDITIONS OF APPOINTMENT (job duties) Data entry and data analysis, assisting with visitor questions, web updates.
	TOTAL WORK HOURS EXPECTED (PER WEEK)	20.0	
	TOTAL NUMBER OF CREDITS REGISTERED FOR IN TERM	12.0	

4b. Please type in your CONDITIONS OF APPOINTMENT

5

"APPROVALS" SECTION 5.

APPROVALS			
Approvals	Signature	Date	COMMENTS / ADDITIONAL INSTRUCTIONS
Clearas Mudd			
Ever, Best (student) 10101000			
Webtime Approver Name	I. Approve		
Webtime Approve CIWD	10210200		
Webtime Approver Position #	358189		
<p>5. 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.</p> <ol style="list-style-type: none"> 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. 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. 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. Individual terms of this appointment are set forth above. Nothing in this Agreement is construed as extending or enlarging this appointment beyond these. 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. 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. 			

- 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:

<p>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.</p> <ol style="list-style-type: none"> 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. 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. 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. Individual terms of this appointment are set forth above. Nothing in this Agreement is construed as extending or enlarging this appointment beyond these. 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. 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.
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