

For Fall 2017, ***Graduate RA/TA forms are due on 09/01/2017***. All other graduate and undergraduate hourly student forms are due on or before the student's start date. Please indicate the actual date that a student begins work and not the first day of the semester.

**Undergraduate Employment Authorizations** for students being paid out of departmental funds can be found at

<http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/Undergraduate%20Student%20Employment%20Contract%20Excel.xls>. Please use this form as it is the most up-to-date. Students being paid out of Colorado or Federal Work Study must print their form from their web-for-student account or see the Financial Aid Office. Please send forms to [student.contracts@mines.edu](mailto:student.contracts@mines.edu) or send to Payroll for processing.

**Graduate RA, TA and Hourly Spreadsheets** need to be sent electronically to [student.contracts@mines.edu](mailto:student.contracts@mines.edu) for processing. The actual "signed" Graduate Student Agreement needs to reside with the department with a copy sent to Payroll for the students' files. Graduate Contracts have been revised and can be found at the following link: <http://gradschool.mines.edu/GS-Grad-Contracts>.

### **Special Notes**

Effective 7/1/2011, Backgrounds Checks are a condition of employment for the following students. **A Background Check MUST be completed BEFORE employment begins!** Backgrounds can now be entered online at the following new link: <https://secure.infocubic.net/COmines/>

- All new hire Graduate Students (**working for the first time on the CSM 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, 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 CSM campus, they will need to complete a "Student Employment Packet". Packets can be printed on-line at <http://inside.mines.edu/UserFiles/File/hr/HR%20Forms/2017%20Student%20Employment%20Packet.pdf> or picked up in the HR Office. We must receive this packet BEFORE the student starts employment. Once the student completes the required paperwork, he/she will receive an orange quarter sheet verifying that they can begin working. Please ask to see an orange sheet if the student is a new hire to CSM.