

For Summer 2019, ***Graduate RA/TA forms are due on 05/01/2019 for uninterrupted pay.*** All other hourly graduate and undergraduate 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 <https://www.mines.edu/human-resources/forms/>

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 Trailhead account or see the Financial Aid Office. Please email forms to student.contracts@mines.edu or send to the MAPS Office for processing.

Graduate RA, TA and Hourly Excel Spreadsheets need to be sent electronically to student.contracts@mines.edu for processing. The actual "signed" Graduate Student Agreement needs to reside with the department with a PDF copy sent to student.contracts@mines.edu. Graduate Contracts can be found at the following link:
<https://www.mines.edu/graduate-studies/graduate-contracts/>

Special Notes

Effective 1/1/2019 the new MINIMUM WAGE is \$11.10/hour for all employees.

Effective 1/1/2019 student contracts and students with new hire paperwork should be sent to the **MAPS (Mines Administrative Processing Services) Office**.

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 be entered online at the following new link: https://thecube.infocubic.com/cgi-bin/pub/unsolicited_portal?guid=bFODtrbPH9vCBMCyFM00zucO36NbpLGH#select_products

All new hire Graduate Students (**working for the first time on the Mines 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, Career Center, Controller'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 Mines campus, they will need to complete a "Student Employment Packet". Packets can be printed on-line at <https://3a2vzv37nkuw3esf6a3u2t7s-wpengine.netdna-ssl.com/human-resources/wp-content/uploads/sites/88/2019/03/2019-Student-Employment-Packet-amended-03.07.2019-1.pdf> or picked up in the MAPS 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 Mines.