For Spring 2020, **Graduate RA/TA forms are due on 01/01/2020 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/](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 should print their form from their Trailhead account or see the Financial Aid Office.

**Graduate RA, TA and Hourly Excel Spreadsheets** are in two parts – Excel spreadsheet and signed pdf. Graduate Contracts can be found at the following link: [https://www.mines.edu/graduate-studies/graduate-contracts/](https://www.mines.edu/graduate-studies/graduate-contracts/)

**Special Notes**

Effective 1/1/2020 **MINIMUM WAGE** will be $12.00/hour for all employees. All student position rates falling below $12.00/hour will automatically be changed as of 1/1/2020.

Effective 11/2019 student contracts and revisions should be submitted to MAPS through TeamDynamix instead of email. The student.contract@mines.edu email is not shutting down at this time. However, we ask that you submit student contracts via only one area. Please visit [http://maps-guides.mines.edu/#/](http://maps-guides.mines.edu/#/) for TeamDynamix navigation guidance.

Backgrounds Checks are a condition of employment for the students below. **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](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://www.mines.edu/human-resources/new-employee-information/](https://www.mines.edu/human-resources/new-employee-information/) 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.