University Aide appointments are intended to be used for temporary hourly support duties with duration of six (6) to nine (9) months. Per State guidelines, employees hired as a University Aide may not work more than a maximum of nine (9) months during a 12-month period (position must remain vacant for 4 months between hires) starting at original hire and may not work more than 29 hours per week nor 12 hours per day even if they have more than one position. Additionally, Public Employees’ Retirement Association (PERA) retirees have additional restrictions as to the number of days available to work.

These positions are not to be used to displace regular employee types or circumvent normal University and/or State of Colorado hiring procedures. Current classified, faculty, professional administrative exempt, technical/professional, and student employees of UNC **may not** be hired as University Aide temporary employees. A new hiring authorization must be completed each time a University Aide employee is re-hired.

Employees in University Aide temporary positions are deemed “at-will” employees. Employment may be terminated by either party at any time. There is no guarantee of further employment at UNC for University Aide appointees and employees in these positions are typically not eligible for other University benefits. However, temporary employees who work on average of 30+ hours per week are eligible for medical benefits per ACA Regulation. The average hours worked per week for these positions should **not** exceed 29 hours per week without prior approval. If a University Aide employment is terminated prior to the contracted date, any hours must be paid at the time of termination.

University Aides are required to enter hours into URSA. Federal and State withholding taxes, Medicare tax, and PERA plan contributions will be deducted from the gross amount. The employing department will be charged the current fringe benefit rate (for part-time employees) on the gross salary. Direct deposit of pay to a bank account is a condition of employment for all UNC employees. For further information regarding Web Time Entry, visit <http://www.unco.edu/payroll/procedures.html>.

Background checks are required for new employees hired for one month or more and for those returning who have a break in service of one year or more. The department may request a background check for employees working for less than one month in sensitive areas or for those working with students. If an issue arises during the background check, the University may terminate immediately.

To fill a University Aide temporary position, the requesting department must complete all information on the *University Aide Request Form* and obtain all appropriate signatures. The employee completes the top of the form and signs at the bottom. Once the form is complete, submit the *University Aide Request Form* along with for following completed forms to Human Resources, Carter Hall, Room 2002 **on or before the start date**.

# NOTE: Employees must complete the following documents when rehired if there is a break in service of one year of more.

* *Background Check Authorization and legible copy of driver’s license*
* *Direct Deposit Authorization*
* *W-4*
* *I-9 (Attach legible copy of supporting documents along with verification signature, or send employee to HR to complete)*
* *Social Security Waiver Notice*
* *PERA Enrollment*
* *PERA Membership Disclosure (if PERA retiree)*

# Personal Digital Identification - NOTE: This should be completed each time an employee is hired because IT terminates accounts when employees leave. Employees must have this to input time and access payroll information.

Contact Human Resources at 970–351-2718 if you have any questions regarding this hiring process, or to verify that the requested employee has the appropriate work time available or for prior approval if employee will be working 30+ hours per week, prior to completing the request form or for questions concerning the hiring process.



|  |  |  |  |
| --- | --- | --- | --- |
|  | * **Employee Information ·**
 |  |  |
| Name: | Bear # (*or SS# if no Bear #*): | Date of Birth: |  |
| Address: | City: | State: | Zip: |
| Phone: | Emergency Contact: | Phone: |  |

*Demographic Information:* **Gender:** ☐M ☐F **Ethnicity:** Hispanic or Latino? ☐YES ☐NO

**Race:** ☐American Indian or Alaska Native ☐Asian ☐Black or African American

* + Native Hawaiian or Other Pacific Islander ☐White

*PERA:* Are you a current PERA member? ☐YES ☐NO Do you receive PERA retirement benefits? ☐YES ☐NO

**NOTE: *Effective January 1, 2011, the University will withhold from any working PERA retiree contributions at the same rate as all PERA members working for the University [see CRS 24-51-101 ad 24-51-401 (1.7)(a)]. I understand that if I am a PERA retiree collecting payments from PERA and working for the University, I will have the contributions withheld from my contracted payment amount as statutorily required. I also understand that such contributions are non-refundable and would not accrue a benefit nor be deposited into my member’s account.***

|  |
| --- |
| * **Department Contact Information ·**
 |
| Department Name: | Building/Room #: |  Campus Box: |
| Contact Person: | Supervisor: |  Supervisor Phone: |
| Hiring Authority: | Hiring Authority Phone: |  Job Title: *University Aide* |
| FOAP: |  |  Job Code: *TH9999* |
| Org for Routing Timesheet Approvals: |  |  Pay Rate per Hour: |
| Start Date: | End Date: |  Hours per Week: |
| List assigned duties and justification for using a temporary appointment rather than a student hourly, classified, or exempt position: |

* **Attached Documents ·**

**\*Personal ID must be submitted for all hires and rehires.**

* + Employee rehired within one year – all the below information is currently on file
	+ Background Check ☐W-4 ☐Direct Deposit ☐I-9 ☐Social Security Waiver Notice ☐PERA Enrollment
	+ PERA Service Retiree – if checked, include ‘PERA Membership Disclosure’

***Please ensure your employee has reviewed and understands the Web Time Entry Instructions.***

* **Signature Approval ·**

This Agreement is entered into by and between the University of Northern Colorado (the “University”) and the temporary employee named below. The employee shall be deemed to be an employee-at-will. This temporary employment is subject to availability of funds and is subject to termination at will by either party at any time.

Employee Date Human Resource Director Date

Hiring Authority Date FOAP Authority Date