



2016/2017

Work-Study Student Handbook

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Work-Study Student Employee Program Overview

The Work-Study Student Employee program is federally and state funded. The program is designed to provide part-time employment for students with financial need. Students who participate have an opportunity to work on or off campus. In addition to students earning a portion of their educational costs, students gain valuable work experience.

CCD seeks to provide Student Employees the following:

- Opportunities for career development
- An environment to serve others
- Opportunities to demonstrate social responsibility
- A safe space for personal growth
- A “self-help” financial aid option

Significant Dates & Deadlines

Dates are subject to change (supervisors will be notified through email)

Fall 2016

08/19/16 - Last day to earn summer WS award

08/20/16 – First day to earn fall WS award

08/22/16 – First day of fall classes

09/08/16 – Census date

10/01/16 – First day to complete 2017/18 FAFSA

12/12/16 – Last day of fall classes

12/23/16 – Last day to earn fall WS award
(CCD is closed 12/24/16 – 01/01/17)

Spring/Summer 2017

01/02/17 – First day to earn spring WS award

01/17/17 – First day of spring classes

05/08/17 – Last day of spring classes

05/12/17 – Last day to earn spring WS award

05/13/17 – First day to earn summer WS award

05/30/17 – First day of summer classes

08/07/17 – Last day of summer classes

08/18/17 – Last day to earn summer WS award

Eligibility

FAFSA

Students must complete the Free Application for Federal Student Aid (FAFSA) for the award year (AW) 2016-2017, at www.FAFSA.ed.gov. The FAFSA must be submitted each year. Beginning with the 2017-2018 award year, the FAFSA will become available October 1, 2016.

Registered

Students must be enrolled in at least six credit hours, which is defined as half-time status. If a student employee drops below six hours, employment will be terminated immediately. Upon completion of the Fall 2016 semester, only students enrolled in spring classes are eligible to begin earning the Spring 2017 portion of their work-study award.

In order to be eligible for the Summer 2017 award, students must be registered for at least six credit hours for both the summer and fall 2017 semesters.

Good Standing

At all times, work-study student employees must be meeting Satisfactory Academic Progress (SAP). The requirements for SAP are overall GPA (minimum 2.0), overall completion rate (minimum 67%), semester completion of at least one attempted credit and overall attempted credit hour limits (must not exceed 150 percent of the student's declared program length).

If the student employee does not maintain half-time status or meet SAP, they must stop working immediately. If they continue to work or record earnings, the department or organization will be billed 100 percent.

Award Limits

Academic Year

Work-study funds are offered to students that have completed their 2016-2017 FAFSA, submitted all requirements for financial aid and demonstrate financial need as determined by the FAFSA.

Award

Students may be awarded up to a maximum work-study offer of \$7,500 for fall/spring. The minimum work-study offer is \$3,000. Students will receive two notifications of a work-study offer: general financial aid award letter and work-study award notice. The award notice should be brought to the student's supervisor.

Work-study award amounts may vary from student to student based upon financial aid eligibility. Summer 2017 award will be given to those students who satisfy the eligibility requirements, have completed their 2017/2018 FAFSA, and are continuing CCD students.

Cancellation

Work-study funds are not guaranteed and may be reduced or cancelled at any time throughout the semester. Any part of the work-study award that is not earned at the end of each semester will be cancelled.

If the student earns more than their work-study award for the term or fiscal year, the department or organization will be billed 100 percent.

Job Postings

Departments and organizations with available student employee job openings will post their positions in Career Connections under, www.CCD.edu/Career. See steps to find a position.

Hiring Process

Eligibility/Award

The supervisor must confirm the student's eligibility and work-study award offer before scheduling an interview. The student must present a work-study award letter to their potential supervisor.

Find Work-Study Jobs

Access Career Connections by clicking on the CCDConnect student portal link at www.ccd.edu.

Follow these steps:

- Log into CCDConnect using your S# and password
- Click on the "Campus Life" tab
- In the Career Development Center section, click on the "Career Connections" link
- If you are already registered, you can begin to use Career Connections!
- If you need to update your profile, put your cursor over "My Account", click on "My Profile" and then click on the "Edit Profile" tab

Search for work-study jobs on Career Connections

- Click on the "Job Search" tab
- Under "Position Type", click on the drop down box and click on "Work-Study"
- Click on "Search" to view a list of available work-study jobs
- Click on a job to get more information about the position and to follow the application instructions to apply for that particular position



Access issues?
Contact us!

Career Development Center
stop by Cherry Creek 111
call 303-352-3306
email career@ccd.edu
or visit ccd.edu/career

Interview

The interview should set up a professional and positive experience communicating the position duties, schedule, dress code and work ethic.

Background Check

All applicants are required to complete and pass a background check.

New Hire Paperwork

Once the supervisor receives the cleared background check, the student employee will complete new hire paperwork required by Human Resources. Check with your supervisor on what types of identification are needed to complete the required paperwork.

Work-Study Documents

The final document to complete for financial aid will be the work-study student contract. All other financial aid documents will be completed by your supervisor.

Pay Rates/Worker's Compensation

- No changes from last fiscal year, two pay rates
- Starting rate for all new student employees effective Fall 2016: \$9.25/hour
- Continuing student employees (dependent on supervisor approval) effective Fall 2017:
 - \$9.75/hour
 - Pay increases at supervisor's discretion
- Previous wages will be grandfathered and extended another year
- No pay rate increases throughout the year, only the one time in fall
- Pay rates on an annual basis will be adjusted based on the Consumer Price Index (CPI)
- All Community College of Denver's employees are automatically covered for injuries sustained in the course of employment. Employees must report all injuries to their supervisor as soon as possible and complete a "first report of injury" within 24 hours of the injury. Medical

care for work-related injuries is provided at HEALTHONE or Concentra clinics/providers. The employee's supervisor and/or CCD's Benefits Specialist will provide the employee with the appropriate information. Employees may be financially responsible if they do not go to a designated worker's compensation approved provider, excluding emergencies. All questions regarding worker's compensation should be referred to Community College of Denver's Benefits Specialist at 303-352-3004.

Work Schedule

The student employee supervisor must communicate to the student the required hours for the position, procedures when absent, and the flexibility of a schedule that will work around your classes.

- Students are not allowed to work during class time.

Hours

Students may work up to 20 hours per week during the semester. Student employees may not work more than 8 hours in a day.

Breaks

Working more than five consecutive hours gives the student a 30 minute unpaid lunch break. It is the discretion of the supervisor if breaks are permitted.

Overtime

Students are never allowed to be paid overtime, working over 40 hours. If the student works more than 40 hours in a week, the department or organization will be billed 100 percent.

Leaving a Position

If a student voluntarily leaves a position during the semester, the student is only eligible for rehire during the semester if documented extenuating circumstances exist. This will be evaluated on a case by case basis.

Payroll Procedures

Students must complete a bi-weekly timesheet listing hours earned for each day worked through their CCD Connect account. The student employee supervisor will verify the hours earned and submit the approved timesheet through CCD Connect.

- Students are paid for hours worked and not for anticipated hours.
- Students are not entitled to benefits like vacation, sick leave or paid holidays in exchange for work.

Submission & Approval of Timesheets

Student employees must submit timesheets through CCDConnect under the "Employee" tab and, when applicable, a department or organization timesheet by 12:00 a.m. (midnight) on the last day of the payroll period. Off-Campus student employees are required to submit their Off-Campus Timesheet and submit their electronic timesheet through CCDConnect by 3:00 p.m. on the last day of the payroll.

(see Appendix A for Time Reporting & Off-Campus Timesheet)

Employee Termination

An employer can terminate an employee at any time for any reason, except an illegal one, or for no reason without incurring legal liability. Likewise, an employee is free to leave a job at any time for any or no reason with no adverse legal consequences.

Reasons for Termination

There are two main actions for which a student employee may be terminated: unsatisfactory performance or behavior. Examples of these may include (but are not limited to) attendance issues, subpar performance, falsification of timesheet, abusing confidential information, theft, unauthorized or fraudulent use of equipment or property, or violation of CCD policies and procedures.

Process

The supervisor must provide notification to the student employee when performance or behavior is deemed unsatisfactory. They must also provide a reasonable timeframe for the student to correct the issue. Expectations

presented by the supervisor must be clearly communicated and include any possible training opportunities.

If the student fails to meet the expectations of the corrective action plan, the department/organization has the ability to terminate the student. Once the student is terminated, the student will submit their timesheet through CCDCConnect for the hours earned during the payroll period.

Code of Ethics

The State Board recognizes that employment within the Colorado Community College System should not bestow preferential benefit on anyone related to an employee by family, business, or social relationship. Immediate family is defined as spouse, children, stepchildren and their spouses, brothers and brothers-in-law, sisters and sisters-in-law, parents and parents-in-law, grandparents and grandparents-in-law, grandchildren and their spouses, and members of the immediate household. Disclosure of any possible preferential benefit circumstance must be made immediately to the president for evaluation and determination.

Faculty and staff of CCD will demonstrate the highest standards of personal integrity and will, through their conduct, inspire public confidence and trust. Confidential information acquired by virtue of employment with CCD will not be used for private gain.

State time, property, equipment, or supplies will not be used for personal or financial gain. Computers, telephones, fax machines and all other office equipment/supplies belong to the state and are not for personal use.

CCD employees will comply with the Electronics Communication policy, Board Policy 3-125. Employee emails are public record.

No employee will accept money or anything of monetary value where such acceptance may result in loss of independence and impartiality in the discharge of the employee in public duties.

Employees will not engage in outside employment that interferes with the performance of the duties of their position with CCD. Situations in which job performance appears to diminish will be reported immediately to the president for evaluation and determination.

Employees will not knowingly engage in any activity or business that creates a conflict of interest or adversely affects public confidence in the integrity of CCD.

CCD employees are stewards of the public trust. In their positions, they are under an affirmative obligation to carry out their duties with honesty, integrity and openness. When corruption exists, it will be reported immediately to the president.

Faculty and staff are prohibited from developing relationships with students that result in unfair gain or creating adverse circumstances for the student.

CCD has a zero tolerance policy on sexual harassment of students, faculty and staff. Any verbal or written allegations must be immediately reported to the Executive Director of Human Resources.

Supervisors have an affirmative obligation to submit any allegations of sexual harassment immediately.

CCD does not discriminate on the basis of race, color, creed, national origin, sex, sexual orientation, age or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without

consent, to the following parties or under the following conditions (34 CFR § 99.31):

School officials with legitimate educational interest, other schools to which a student is transferring, specified officials for audit or evaluation purposes, appropriate parties in connection with financial aid to a student, organizations conducting certain studies for or on behalf of the school, accrediting organizations, to comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific state law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a bulletin, student handbook or newspaper article) is left to the discretion of each school.

Drug & Alcohol Policy

COMMUNITY COLLEGE OF DENVER POLICY PROHIBITING THE UNLAWFUL POSSESSION, USE OR DISTRIBUTION OF ILLICIT DRUGS AND ALCOHOL BY EMPLOYEES

- I. **STANDARDS OF CONDUCT:** The Community College of Denver hereby prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by employees on the property or as part of the activities of the college.
- II. **DISCIPLINARY SANCTIONS:** Employees who violate the foregoing standards of conduct shall be subject to disciplinary sanctions which may include, without limitation, completion of an appropriate rehabilitation program, reprimand, probation, correction action, demotion, reassignment with or without salary adjustment, suspension with or without pay, and termination. Disciplinary

sanctions shall be consistent with local, state and federal law and shall be administered in accordance with state personnel system rules and procedures and policies or State Board or Community College of Denver policies. In addition to the foregoing disciplinary sanction, violations may be reported to law enforcement authorities for criminal prosecution.

III. DEFINITIONS:

- a. "Illicit drugs" shall mean controlled substances listed in Schedules I-V of the Controlled Substances Act, 21 U.S.C. 812, and related federal regulations, 21 C.F.R. 1308.11 – 1308.15 as they may be amended from time to time and Schedules I-V of title 12, article 22, part 3 of the Colorado Revised Statutes as it may be amended from time to time. "Illicit drugs" shall include controlled substance analogs as defined by federal and state law.
- b. "Alcohol" shall mean any beverage containing not less than 0.5% ethyl alcohol by weight.
- c. "Property" shall mean any property owned leased, chartered or occupied by the College including motor vehicles, boats and aircraft.
- d. "Activities" shall mean any act or event sponsored or participated in by the College including their constituent administrative units and approved student organizations. Without limitation, "activities" shall include all athletic events, faculty, staff and students meetings, conferences, field trips, retreats and all other acts or events for which the College pays expenses, or provides facilities, services, supplies or transportation. "Activities" shall not include incidental work-or study-related activities which employees perform in their personal, off-campus residences or purely social events which are held off-campus and are organized or attended by employees solely in their personal capacities.

IV. IMPLEMENTATION: The College shall implement drug and alcohol abuse prevention programs which, at a minimum, meet the requirements of the Drug-Free Schools and Communities Act of 1989, 20 U.S.C.

V. This policy is supplemental to and does not supersede or repeal other related State Board or College policies including the Colorado Drug-Free Workplace Policy.

- VI. Health Risks Associated with Use of Illicit Drugs and Alcohol Abuse. Health risks associated with drug and alcohol abuse include, but are not limited to: malnutrition, brain damage, heart disease, pancreatitis, cirrhosis of the liver, mental illness, death, low birth weight babies, and babies with drug addictions.

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace or state-owned vehicle by employees of the Community College of Denver is prohibited. As a term of her or his employment every employee shall:

1. Abide by the terms of this Policy Statement; and
2. Notify the appropriate personnel officer of any criminal drug statue conviction for a violation occurring in the workplace or a state-owned vehicle no later than 5 days after such conviction.

Any employee who violates the provisions of the Policy Statement shall be subjected to appropriate disciplinary action which may include termination.

Appendix A

TIME REPORTING – Hourly Employees/Work-Study/Student Hourly

If you are required to submit a timesheet, you need to log into the CCDConnect portal. If you are on campus, simply click the Internet Explorer button from a CCD computer to access the CCDConnect portal. If you are working off-site, go to www.CCD.edu and click CCDConnect in the top menu.



Your **Username** is your S number (be sure to capitalize the S) and your **password** is your portal password. If you need assistance with your portal password, please contact the CCD IT Help Desk at 303.556.4283.

Once you log into the portal, make sure the Employee tab is open and look for the **Time Reporting** channel.



Choose which pay period's timesheet you are completing. When you click the link for that pay period, your timesheet for that pay period will appear:

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

To begin entering your time, click "Enter Hours" under the column matching the date you worked.

Title and Number: Hourly - Admn Comp Support -- 716370-00

Department and Number: Human Resources Ops -- 116300

Time Sheet Period: Mar 13, 2010 to Mar 26, 2010

Submit By Date: Mar 26, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 13, 2010	Sunday Mar 14, 2010	Monday Mar 15, 2010	Tuesday Mar 16, 2010	Wednesday Mar 17, 2010	Thursday Mar 18, 2010
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Submit for Approval](#) [Restart](#) [Next](#)

Please note the following:

- Timesheets only display one week at a time. Click the 'Next' button to see the second week of the pay period. (Likewise, if you are viewing the second week of the pay period, click 'Previous' to return to the first week of the pay period.)
- Time must be entered in 15 minute increments.
- If you work past midnight, the time must be entered on the new date. For example, if you work 4:00 p.m. - 12:30 a.m. on March 1, 2016, you need to enter the hours from 4-12 on March 1, 2016 and from 12 - 12:30 a.m. on March 2, 2016.

To enter your hours, click 'Enter Hours' under the column matching the date you worked. The following screen will appear when you click 'Enter Hours':

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Thursday, Jul 22, 2010
Earnings Code: Regular

Shift	Time In	Time Out	Total Hours
1	08:00 AM	12:00 PM	4
1	01:00 PM	03:00 PM	2
1			0
1			0
1			0
			6

Buttons: Time Sheet, Previous Day, Next Day, Add New Line, Save, Copy, Delete

To return to your full timesheet, click the "Timesheet" button. If you'd like to go to the next date, click the "Next" button.

AM or PM must be selected.

Time must be entered in 15-minute intervals.

Make sure you factor time off for unpaid breaks..

When you are finished entering your time, click the Save button.

To enter your hours:

1. Enter the Time In to the nearest quarter hour (15 minutes) under the Time In column. Use the AM selector to choose AM or PM.
2. Enter the Time Out to the nearest quarter hour (15 minutes) under the Time Out column. Use the AM selector to choose AM or PM.

3. Non-paid work time, such as a meal period, should be reflected in the hours worked. For example, a typical work day may be as follows:

Time In	Time Out
8:15 AM	12:00 PM
1:00 PM	5:15 PM

In this example, it is assumed that the employee took a break between 12:00 PM and 1:00 PM and therefore was "off the clock" during that time.


4. If your hours go past midnight, remember that the time past midnight must be entered on the next date.

When you have finished entering time for this date, click 'Save.' The Total Hours column will automatically calculate the total number of hours you worked that day.

To return to the timesheet, click 'Timesheet' below the time entry area.

Before you finalize your timesheet, check to make sure that you have entered the correct number of hours for each day worked in the pay period. Double check the Total Hours calculation at the bottom of the time entry portion of the Timesheet.

When you have entered all your time and verified that everything is correct, click 'Submit for Approval.'

 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates

Time Sheet

Title and Number:	Hourly - Admn Comp Support -- 716370-C
Department and Number:	Human Resources Ops -- 116300
Time Sheet Period:	Mar 13, 2010 to Mar 26, 2010
Submit By Date:	Mar 26, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Mar 13, 2010	Sunday Mar 14, 2010	Monday Mar 15, 2010	Tuesday Mar 16, 2010
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0
Total Units:				0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

When you have completed your timesheet for the pay period, click the "Submit for Approval" button.

To certify and sign your timesheet electronically, you will need to enter your Self Service Banner (SSB) password. This is not necessarily the same as your portal password. If you don't know your SSB password, contact the CCD IT Help Desk at 303-556-4283 for assistance.

Personal Information Student Financial Aid **Employee**

Search [SITE MAP](#) [HELP](#)

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

Certify your timesheet by typing in your Self Service Banner password and click Submit

Once you have submitted a timesheet for approval, you cannot make any changes to the timesheet unless:

- You click the 'Return Time' button to pull the timesheet back. Please note that this feature can only be used if the Timesheet Approver (your supervisor) has not yet started the review for approval.
- Your Timesheet Approver returns your timesheet for correction.

If your timesheet is returned for correction, your supervisor will send you an email notifying you that you must log back in and make changes. If this happens, you must make the corrections and resubmit for approval before the designated due date.

How do I print my timesheet?

To print your timesheet, click the 'Preview' button. Change your printer setting to landscape before printing.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Hourly - Human Resources -- 700000-00
Department and Number: Personnel Services-Auraria -- 116300
Time Sheet Period: Jul 17, 2010 to Jul 30, 2010
Submit By Date: Jul 30, 2010 by 11:59 P.M.


Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1	0	99		Enter Hours	9	9	9	9	9	9
Total Hours:			99			0	9	9	9	9	9
Total Units:				0	0	0	0	0	0	0	0

What if I notice a mistake after I've submitted my timesheet for approval?

If you realize that you made a mistake on your timesheet after you have submitted it for approval, you can pull the timesheet back and make the needed changes as long as the Timesheet Approver has not yet started the review for approval yet. To do this:

1. Click the 'Return Time' button.
2. Make the needed change(s) on your timesheet.
3. Click Submit for Approval. You will be required to certify your timesheet again by entering your Self-Service Banner password.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

 Your time sheet was submitted successfully.

Time Sheet

Title and Number: Hourly - EOC -- 700000-00
Department and Number: EOC Educational Opp Center -- 132322
Time Sheet Period: Jul 17, 2010 to Jul 30, 2010
Submit By Date: Jul 30, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1	0	30		Enter Hours	Enter Hours	8	8	8	6	Enter Hours
Total Hours:			30		0	0	8	8	8	6	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#) [Comments](#) [Preview](#) [Next](#) [Return Time](#)

What if I messed up my timesheet or made numerous mistakes?

You can make changes to the Time In-Out for each individual day on the timesheet before it is submitted for approval (or after it is returned for correction).

You also have the option to restart your timesheet by clicking the 'Restart' button. The 'Restart' button deletes all entries you have made to your timesheet and will require you to start over.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Hourly - Human Resources -- 700000-00
Department and Number: Personnel Services-Auraria -- 116300
Time Sheet Period: Jul 17, 2010 to Jul 30, 2010
Submit By Date: Jul 30, 2010 by 11:59 P.M.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jul 17, 2010	Sunday Jul 18, 2010	Monday Jul 19, 2010	Tuesday Jul 20, 2010	Wednesday Jul 21, 2010	Thursday Jul 22, 2010	Friday Jul 23, 2010
Regular	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Clicking 'Restart' will give you a warning message that says, "Restarting will delete all changes that you have made to your time record. Select Submit to restart."

Clicking 'Submit' will wipe the entire timesheet clean so you can start over. Please note that this option is not reversible! Use caution with the 'Restart' button (if you use it at all). Click 'Cancel' to return to the timesheet without restarting.

What if I don't see the Time Reporting channel?

If the Time Reporting channel is not added to your portal, you will not see your timesheet. To add a channel to the portal, log into the portal and then click the 'Content Layout' button in the upper left corner.

CCDConnect

COMMUNITY COLLEGE OF DENVER

Welcome Lyr
You are currently logged in.

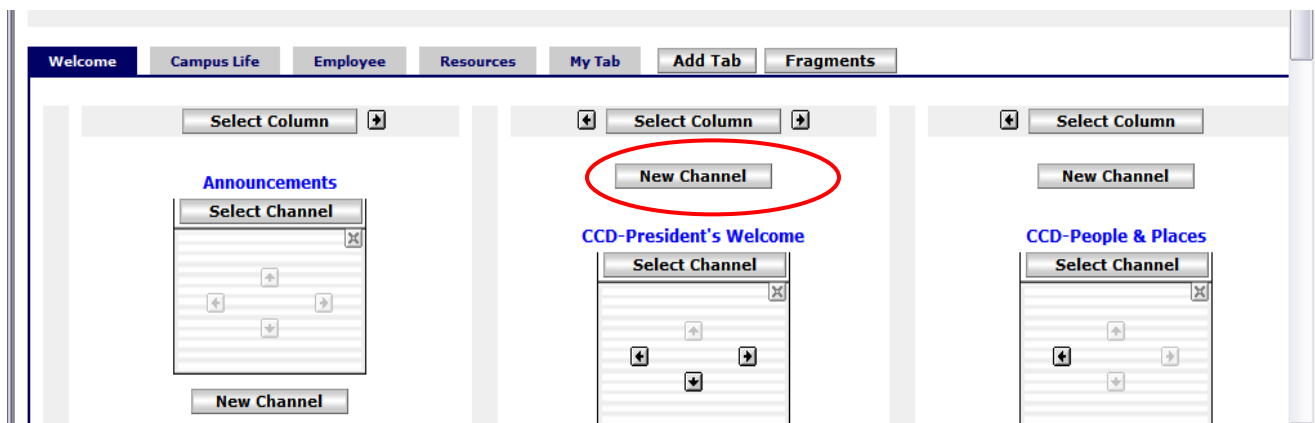
My Account
Content Layout

Fac/Staff Email Groups Directory Help

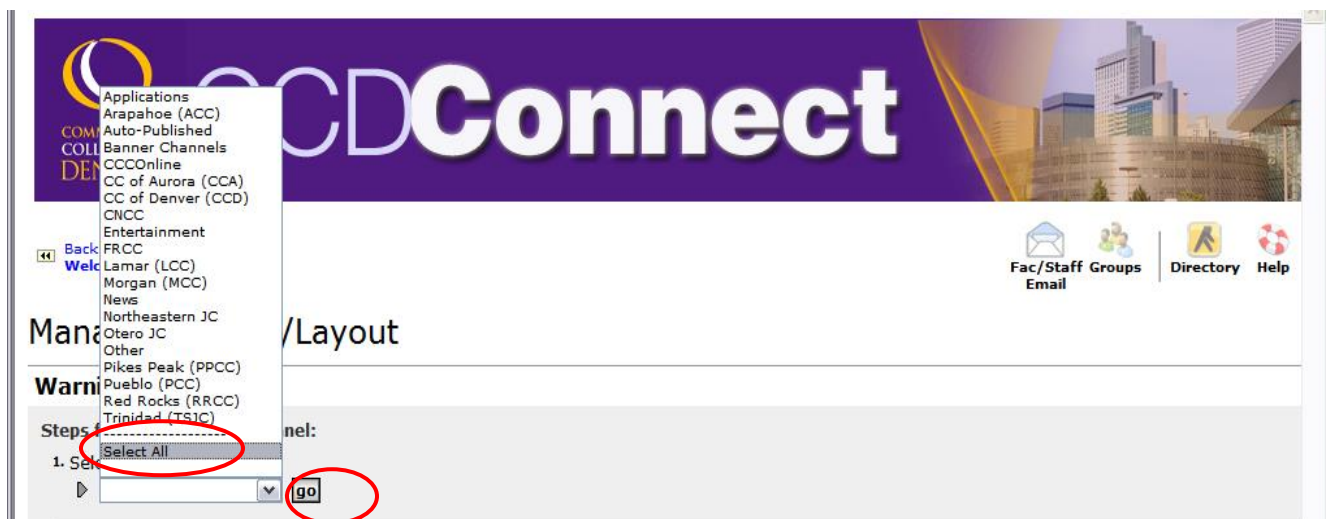
Welcome Campus Life Employee Resources My Tab

July 2

Click 'New Channel'

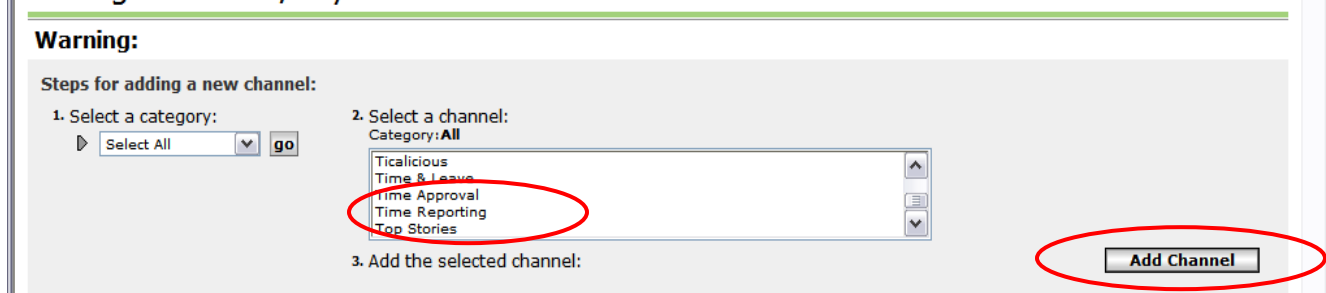


Open the drop-down menu and 'Select All.' Then click 'Go.'



Select 'Time Reporting' from the channel options and then click 'Add Channel.' The Time Reporting channel should now be added to your portal, and you should see your timesheet(s).

Manage Content/Layout



What if I Need Help?

The CCD IT Help Desk can assist you with portal and/or Self Service Banner passwords. Please call 303-556-4283 to reach the CCD Help Desk.

The CCD Human Resources staff can assist you with questions regarding timesheets.

Main Contact: Delma Valdez – 303-352-3042 or

Katie Waswick – 303-352-5018



OFF-CAMPUS STUDENT EMPLOYEE BI-WEEKLY TIMESHEET

PAYROLL PERIOD BEGIN DATE:

PAYROLL PERIOD END DATE:

STUDENT

EMPLOYEE:

STUDENT ID:

EMPLOYER:

SUPERVISOR:

**** Must round minutes to nearest quarter hour and place AM or PM after time entered

Work Week 1:	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Week 1
DATE								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TOTAL HOURS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Work Week 2:	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Week 2
DATE								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TIME IN								
TIME OUT								
TOTAL HOURS:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Earned Hours:								0.00

Signatures from the employer and employee approve and authorize the following:

- a) the earned hours/minutes on a daily basis are completely and accurately recorded for the payroll period
- b) when the scheduled work shift exceeds 5 consecutive hours of work, a 30 minute unpaid break must be taken in the middle of the work day and recorded on the timesheet
- c) student employees must not exceed 20 hours in one week