

Human Resources Liaisons Quarterly Meeting

November 6, 2008
10:00am to 11:30am
Lindsay Auditorium (Room 281)
Sturm Hall

Agenda

1. Meeting opens **10:00am**
2. Director's message – Dick Gartrell
 - Faculty / Staff / Retiree Appreciation nights (Jan. 8 and Mar 9, 2009)
 - Business Resumption Information (duContinuity)
 - Human Resources staffing update
3. Charitable Giving Campaign – Adam Barnett
4. PeopleAdmin: New Collection and management Tool – Adam Barnett
5. Merit / PEDS Update – Amy King
6. 1000 hour issue – Amy King
7. 2008 Annual Legal and Policy Update – Sharon Gabel
8. Orientation and Development Updates – Sharon Gabel
9. Confidentiality / Patent Agreement – Sean Lipsey
10. New Race and Ethnicity Categories – Susan Lee
11. Vets Update – Susan Lee
12. Payroll Direct Deposit on MyWeb – Pat Kavanagh
13. Employee Tab in webCentral – Rachel Grafton
14. Pay Codes for Research & Sponsored Programs – Ritu Martinez
15. International Student & Scholar Services (ISSS) – Laura Buhs
16. Open Forum (Q and A)
17. Announcements **11:30am**
18. Meeting close

Future 2009 Human Resources Liaison meetings:

Thr, Feb 5, 2009, Thr, May 7, 2009, Thr, Aug 6, 2009
10:00a to 11:30a (Locations TBD)

Business Resumption Information for Supervisors and Staff

What should Supervisors / Managers do?

Supervisors / Managers should *have a list of employees and their contact information* for home *and* work, both in the office *and* at home.

If phones are still in operation, supervisors should *contact their staff as soon as possible after the disaster* to find out if staff are available to come in to work.

If there has been a staff death, the department should *report the death to the Benefits Office* within Human Resources so they can assist with matters related to the situation.

Managers should *have current job descriptions for every position* so that emergency hires can be made quickly and/or current employees can complete required tasks.

Managers should *refer to the appropriate operational policies and guidelines* according to the employee class they are working with (*i.e. faculty APT document, employee handbook, union contract*).

Training Plan

- ✚ Present Frequently Asked Questions (FAQ's) at Human Resources Liaison meetings on a periodic basis.
- ✚ Make FAQ's available on the Human Resources website.
- ✚ Provide "just in time" training to managers and supervisors shortly after disaster. This will be done through the Human Resources website and the campus emergency website.

Frequently Asked Questions

Labor and Employee Relations Questions:

Q - *Can I order my staff to come in?*

A - Staff can be directed to come in to work. If an employee states that s/he cannot come in, the matter should be handled as a leave request. Supervisors should follow their normal protocol in approving or denying the requested leave.

Supervisors can also require employees to work overtime.

In all instances, supervisors should follow the overtime provisions set forth by the Department of Labor, Fair Labor Standards Act.

Q - *What are the consequences if staff do not come in to work?*

A - Supervisors should handle this on a case-by-case basis and exercise good judgment. In this instance, supervisors may have to balance the personal needs of the employee with the needs of the department.

If a supervisor does not grant the employee leave, the employee will be considered absent without approval and will not be paid for the time. The decision whether or not to take formal disciplinary action is a decision to be made on a case-by-case basis in consultation with Human Resources.

Q - *Can staff be required to perform work normally performed by employees in other classifications?*

A - Yes, if they possess the necessary skills, knowledge and ability and meet all other requirements of the position.

Q - *Will special consideration be made for people who are caretakers of children or the elderly?*

A - Supervisors should take such demands into consideration, but may require some proof or written documentation that the employee is required to be present and be the caregiver. It may be that the supervisor and the employee can reach some agreement regarding hours of work or a reduction in time. Again, this should be handled on a case-by-case basis.

Q - *Can staff use vacation time if they do not come in?*

A - Staff can use accrued vacation time off if approved by the supervisor in accordance with University policy. Operational needs will need to be taken into consideration when granting any type of leave.

Q - *Are staff required to fill out timesheets during this time?*

A - To the extent that staff are present or can fill out timesheets via some other form of communication, timesheets should be completed in accordance with University policies. If employees are not available, timesheets may be delayed or may have to be amended at a later date.

Q - How is time accounted for if the Chancellor declares a “campus closure”?

A - Time will be accounted for consistent with the University’s emergency closure policy found in the Employee Handbook.

Q - How do we account for staff’s time?

A - Supervisors and managers should follow departmental procedures. Supervisors or managers with questions regarding hours of work, leave of absence, vacation and sick leave should consult with Human Resources.

Q - Can staff work alternative work schedules?

A - The supervisor and division head in accordance with departmental and divisional business operations must approve all alternative work schedules.

Q - Can staff change their work schedule?

A - Changes in work schedule must be approved by the supervisor and if permanent, must include the division head, in accordance with departmental and divisional business operations.

Q - Can we require employees to work overtime?

A - Employees can be required to work overtime. Management has discretion to assign overtime as they deem necessary.

Q - Will staff be given time off to go to run personal errands?

A - Staff are free to use breaks and/or lunch time as they wish. Supervisors may also approve the use of vacation or permit the employee to use a flexible schedule and ensure the missed time is worked during that same workweek.

Q - Will employees be granted any administrative leave?

A - The decision to grant administrative leave must follow University policy.

Q - Is a supervisor’s presence required for staff to perform work?

A - Depending on the output required, a supervisor’s presence may be necessary for staff to perform work; however, in most cases, a supervisor’s presence is not necessary. A supervisor or manager should be available to employees if questions arise. Only a supervisor can give a direct order, impose discipline, reschedule the employee, assign overtime, and make determinations regarding health and safety issues.

Q - Will background checks be required for new hires?

A - All employees and volunteers are subject to successful completion of a background check before commencing work. Temporary exceptions can be made in an emergency only with the approval of Human Resources.

Q - *Can volunteers work for money?*

A - No, volunteers cannot be paid. The receipt of money for services performed would render these individuals “employees”. If a volunteer situation presents itself within an area, the department must work with Human Resources to determine if, in fact, the relationship meets the definition of “volunteer.”

Q - *Can we offer to pay our volunteers?*

A - No, we cannot pay volunteers, but appropriate action can be taken to hire them as employees.

Q - *Whom do I call regarding University policy and procedure questions?*

A - You should consult with Human Resources regarding any questions on University policy and procedure.

Employment Questions:

Q - *Can we hire contractors? What types?*

A - Yes, you must contact the Controller’s office to determine if an individual meets independent contractor status. The type of contractor needed should be based on business operational requirements.

Q - *How will we advertise that we are hiring?*

A - Advertising for contractors can be handled through the current on-line posting process.

Q - *Can we use temporary agencies to hire staff?*

A - Yes, you can use temporary agencies to hire staff.

Q - *How do we contact these agencies?*

A - The Human Resources department has a list of temporary agencies; however, if you know of a temporary agency, you may contact them directly.

Q - *Who is in charge of working with these agencies?*

A - The supervisor requesting the help is allowed to work directly with the agency to hire the temporary staff needed to perform the duties required.

Q - *How do we fill out time sheets if someone works for multiple departments?*

A - Non-exempt employee timesheets are subject to each department in which they work. Employees working in multiple departments are required to disclose the additional working relationship with their supervisor as there are legal matters which may require overtime payment should an employee exceed working 12 hours in one day and/or 40 hours in one week. If an exempt level employee works for multiple departments, they too are required to disclose the additional working relationship with their supervisor as there are legal matters which may affect their exemption classification. Departments should work with Human Resources when a situation arises.

Benefits Questions:

Q - *Will I continue receiving benefits?*

A - Your benefits will continue as long as your employment makes you eligible to receive them.

Q - *How do I receive medical services?*

A - Continue to use your medical plan as usual. If you need to pay out of pocket to receive service, please keep your receipts and contact your medical plan directly to file a claim for reimbursement.

Q - *If I am out on a leave, how do I pay my benefits premium?*

A - Employees on leave are responsible for paying their benefits premiums. They should contact the Benefits Office to arrange for payment.

Q - *What if I am out on disability or need to go out on disability? How would this work?*

A - If you are already out on disability, your benefits will continue as long as they are approved by the Plan. If you need to file a new disability claim, contact the Benefits Office and request a Disability Packet to begin the disability process.

Payroll Questions:

Q - *When will employees get paid?*

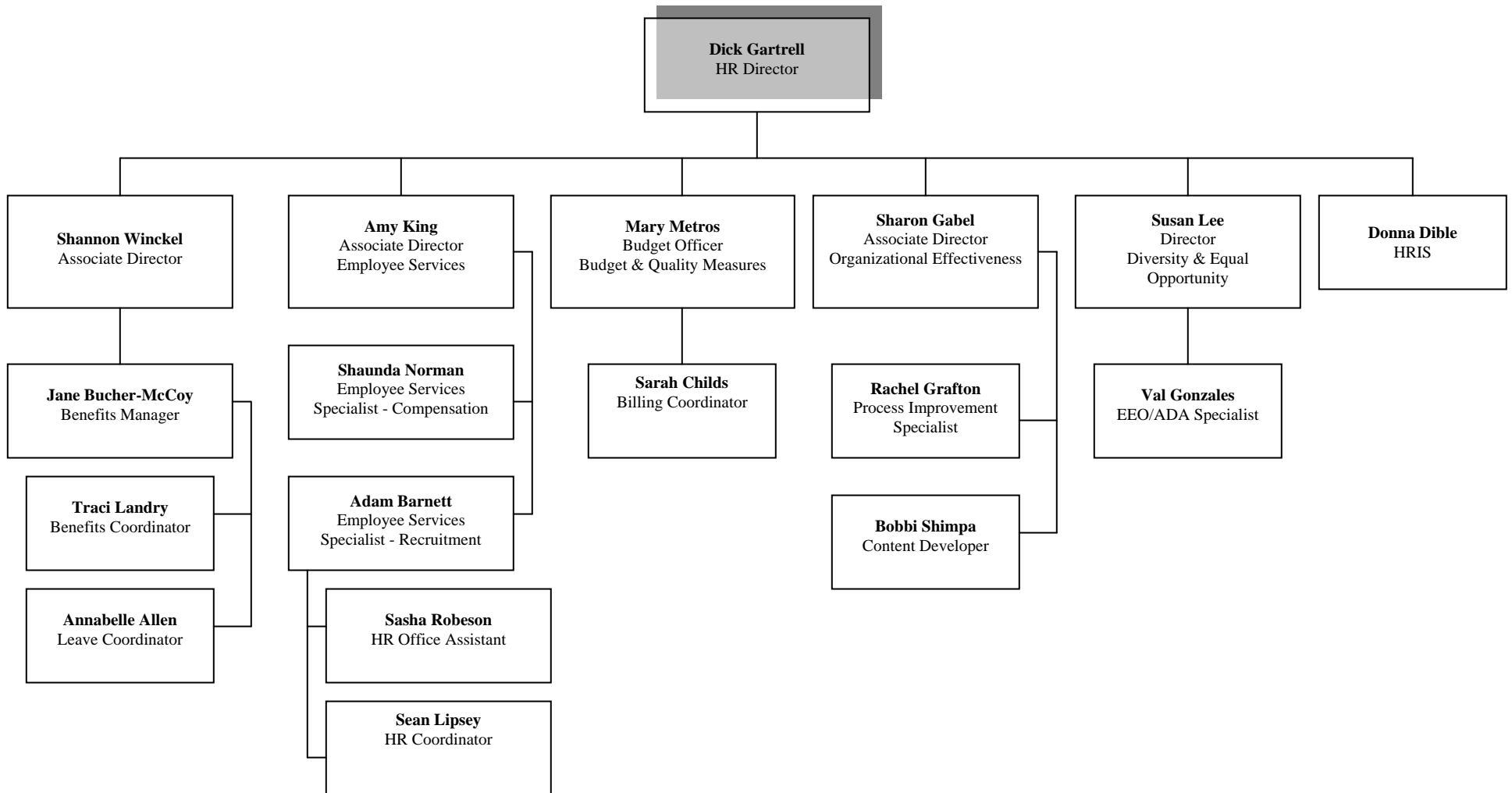
A - The University will make every effort to maintain the normal payroll schedule.

Q - *Will staff be paid by paper check or direct deposit?*

A - Payments will be made consistent with the employee's payroll arrangement whenever possible.

Human Resources University of Denver

10/16/2008



IN TIMES LIKE THESE...



“Your Dollar Makes a Difference”

The University's Annual Charitable Giving Campaign kicks off October 31st, with the goal of increasing participants by 10 percent over last year. The campaign, which runs through Nov. 21, benefits Mile High United Way and Partnership for Colorado—umbrella organizations that represent more than 300 Denver-area nonprofits. DU employees will receive packets and pledge cards in their campus mailboxes by November 1st. Payroll deductions make it easy on your budget to donate. For more information call Adam Barnett in Human Resources at 303-871-3502.

We make a living by what we get. We make a life by what we give.

- Winston Churchill

Complete online contributions at <http://du.cshares.org>

Reference Letter Collection and Management Tool on PeopleAdmin

Get ready to bring your reference letters online! Our site now has a new tool called the Reference Letter Collection and Management Tool intended to streamline candidate credentialing and ease the selection process for job applicants, reference providers, search committees, and HR alike.

The reference letter tool will eliminate the need for additional offline storage and maintenance of reference letters by allowing users to view and manage these documents from directly within the familiar applicant tab on a posting, all while ensuring full confidentiality for the reference provider.

In addition, with the new reference letter tool you can automate the reference letter collection process from start to finish! Permit - or require - your applicants to submit their intended reference providers at the time of application, and you can trigger automated emails inviting those third parties to upload their letter of reference directly into the PeopleAdmin system.

ADDITIONAL FEATURE DETAILS:

The reference letter collection and management toolset will include the ability to:

- Store a variable number of Reference Letter Documents on each applicant's job-specific application record.
- Grant permissions to view and manage the reference letter documents by usertype.
- Maintain confidentiality of the reference letter content from the applicant.
- Allow applicants to provide information about their intended references upfront as part of the job-specific application process.
- Require a minimum number (variable per posting) of references before the application to the job can be completed.
- Optionally, allow the information provided by the applicant to automatically email the references and allow the references to submit their letters directly through the new referral portal.
- Minimize calls to the hiring departments by optionally allowing the applicant and the hiring manager to see the summary and/or detailed status of the reference letter receipt on a job, without actually seeing the reference letter itself.

Merit Calendar

July

07/10Human Resources sends the Performance Review Development System (PRDS) memo to Supervisors and Staff

August

08/29Submit Position/Job/Budget Detail Reports to Human Resources

08/29Submit Move List to Human Resources

September

09/02Merit System Load

Merit Process Reference Guide
October 2008

October

10/10Complete Performance Review process online

10/16 & 17Merit Training Sessions

10/31Submit Equity and Reclassification requests to Human Resources

10/31Merit entries complete–security turned off

November

11/05Final PEDS upload for the 2007-08 performance review period in Merit System

December

12/10Divisions generate Final Merit Worksheets for review

12/12Divisions return final signed allocation reports to Human Resources–report security turned off

12/15Email notification from Human Resources authorizing divisions to send merit letters to faculty and staff

January

01/02-05Daily Time Entry opens to report time for biweekly pay period #1 (01/02/09–01/05/09)

01/09Biweekly paycheck reflecting merit increases and/or bonuses effective January 1, 2009

February

02/01Monthly paycheck reflecting merit increases and/or bonuses effective January 1, 2009

Memorandum

To: Human Resources Liaisons
From: Amy King; Associate Director of Human Resources, Employee Services
Date: 5/11/2009
Re: 2008/2009 Legislation updates

This memo is are reminder of recent legislation that has been implemented since the start of the fiscal year as well as new legislation that will be effective the first of the year.

Wage Transparency Act – Effective August 5, 2008

The Wage Transparency Act makes it unlawful for an employer to “discharge, discipline, discriminate against, coerce, intimidate, threaten or interfere with any employee or other person because the employee inquired about, disclosed, compared or otherwise discussed the employee’s wages.” The law also prohibits employers from requiring as a condition of employment that employees refrain from disclosing information about their pay. In addition, the law forbids an employer from requiring employees to sign a waiver of their right to discuss their pay.

Nursing Mothers Act – Effective August 5, 2008

The Workplace Accommodations for Nursing Mothers Act states that an employer shall provide reasonable unpaid break time or permit an employee to use paid break time, meal time, or both each day to allow the employee to express breast milk for her nursing child for up to two years after the child’s birth. Additionally, the employer shall make reasonable efforts to provide a room or other location in close proximity to the work area, other than a toilet stall, where an employee can express breast milk in privacy.

Colorado Minimum Wage – Increase Effective January 1, 2009

Colorado Constitutional Amendment 42 has raised the state minimum wage from \$7.02 per hour to \$7.28 per hour, effective January 1, 2009. This minimum wage will adjust annually for inflation as measured by the Consumer Price Index used for Colorado. If you have any employees (to include student workers) paid less than \$7.28 per hour, you must raise their salary to this new minimum effective January 1, 2009. State minimum wage is higher than the new Federal minimum wage; therefore, our requirement is to follow State law.

Pension Protection Act (Internal Revenue Code – Section 410(b)) – Amended January 1, 2009

The IRS recently issued a field directive to provide guidance about *part-time employees’* exclusion under Section 410 of the Internal Revenue Code, taking the following position:

“Part-time employees can no longer be excluded from the plan if they would earn 1,000 hours or more during the plan year.”

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Pension Protection Act (Internal Revenue Code – Section 410(b)) – Amended January 1, 2009 (continued)

Usually, a part-time employee working **less than** 20 hours a week on average will not complete 1,000 hours within a year; however, it can occur when workloads change. Human Resources will continue to audit this process and contact divisions regarding employees approaching 1,000 in a calendar year.

Genetic Information Nondiscrimination Act (GINA) – Effective July 1, 2009

GINA - amends Title VII of the Civil Rights Act of 1964 (Title VII) to prohibit employers, among others, from discrimination in the terms and conditions of employment based on genetic information. GINA does not allow a cause of action based on disparate impact, but GINA contemplates that such a cause of action could exist. Employers must not fail to hire, discharge or classify employees on the basis of genetic information, and must not request, require or purchase genetic information, unless an exception applies.

The Americans With Disabilities Act (ADA) Amendments Act Of 2008 (ADAAA) – Effective January 21, 2009

The Act makes important changes to the definition of the term "disability" by rejecting the holdings in several Supreme Court decisions and portions of EEOC's ADA regulations. The Act retains the ADA's basic definition of "disability" as an impairment that substantially limits one or more major life activities, a record of such an impairment, or being regarded as having such an impairment. However, it changes the way that these statutory terms should be interpreted in several ways. Most significantly, the Act:

- Directs EEOC to revise that portion of its regulations defining the term "substantially limits";
- Expands the definition of "major life activities" by including two non-exhaustive lists:
 - The first list includes many activities that the EEOC has recognized (e.g., walking) as well as activities that EEOC has not specifically recognized (e.g., reading, bending, and communicating);
 - The second list includes major bodily functions (e.g., "functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions");
- States that mitigating measures other than "ordinary eyeglasses or contact lenses" shall not be considered in assessing whether an individual has a disability;
- Clarifies that an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active;
- Provides that an individual subjected to an action prohibited by the ADA (e.g., failure to hire) because of an actual or perceived impairment will meet the "regarded as" definition of disability, unless the impairment is transitory and minor;
- Provides that individuals covered only under the "regarded as" prong are not entitled to reasonable accommodation; and
- Emphasizes that the definition of "disability" should be interpreted broadly.

Memo



To: Deans, Directors and Supervisors
From: Gregg Kvistad, Provost
Craig Woody, Vice Chancellor for Business and Financial Affairs
Date: October 30, 2008
Re: 2008 Annual Legal and Policy Update – December 4, 5, 9, 10

It is important that managers and supervisors at the University understand and are able to apply knowledge of workplace legal issues, regulatory compliance requirements, and policies and procedures regarding discrimination and sexual harassment. Updating managers on a regular basis about policy changes, legal considerations, and proper management controls helps to ensure a safe and hospitable campus environment and reduces the University's risk exposure to legal liability.

All managers and supervisors should **either** plan to attend the *2008 Annual Legal and Policy Update* sessions that are scheduled on the dates listed below, **or** complete the online version of the training (available starting December 15, 2008).

Participation in the Annual Legal and Policy Update is required of any appointed DU employee who:

- (1) Is responsible for planning and delivering programs or events on- or off-campus

OR

- (2) Completes annual performance reviews for appointed DU employees

The sessions will cover trends and future forecasts in areas of organizational risk, effective management controls, safety, liability and employment laws, data security, regulations and procedures.

Sessions have been scheduled on the following dates:

Thursday, 4 December 2008	1:00pm – 2:30pm			
Friday, 5 December 2008	9:00am – 10:30am	or	11:00am – 12:30pm	or 1:00pm – 2:30pm
Tuesday, 9 December 2008	9:00am – 10:30am	or	11:00am – 12:30pm	or 1:00pm – 2:30pm
Wednesday, 10 December 2008	9:00am – 10:30am			

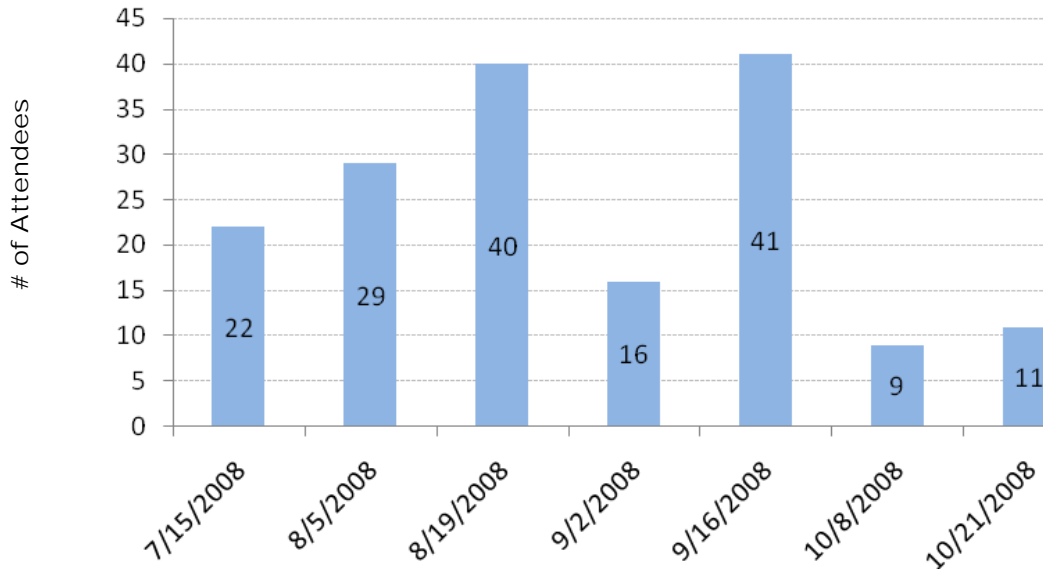
[NOTE: 11:00am sessions are designed for chairs and academic program directors]

Managers may register online at www.du.edu/hr/training (Select "Register" then complete the online registration).

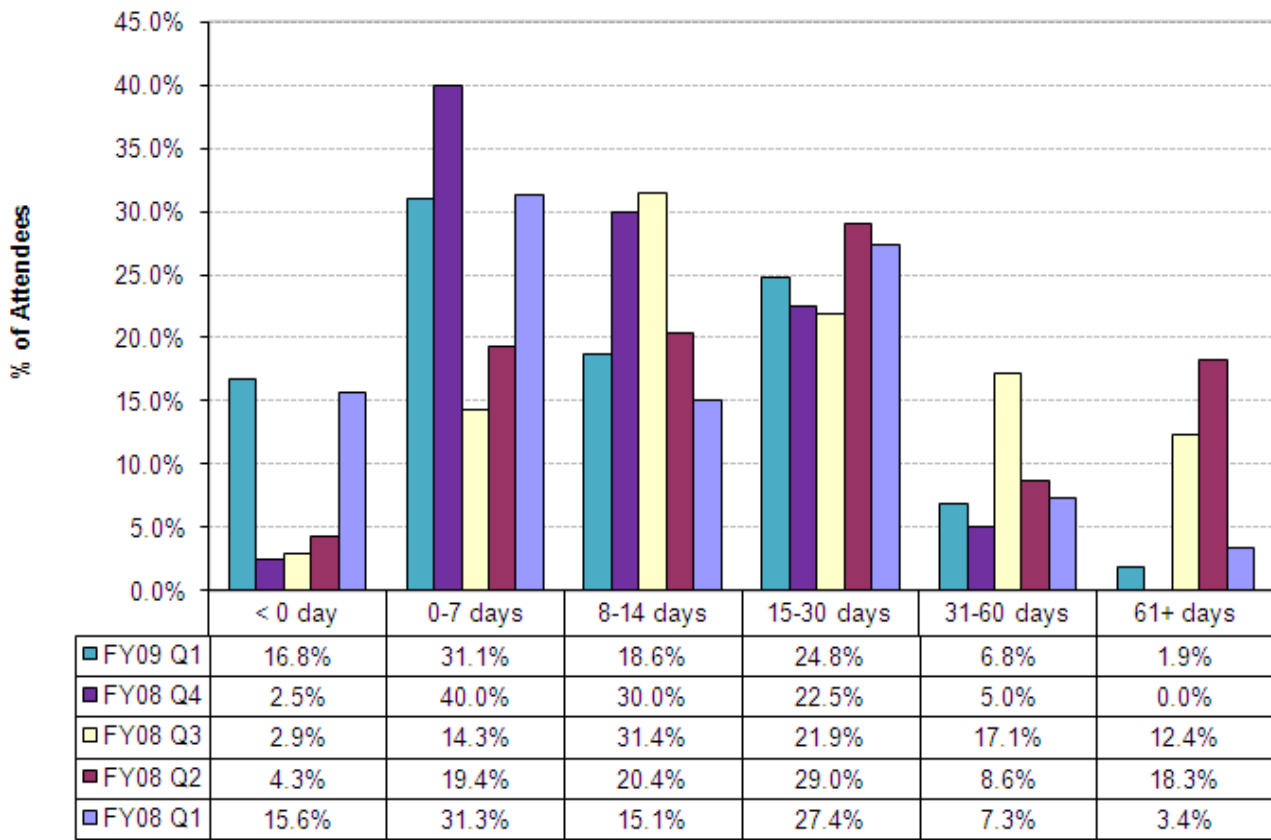
The Chancellor's office supports this management series and views legal, fiduciary, and management control concerns to be a major responsibility of managers at the University. Thank you for your participation.

NEW EMPLOYEE ORIENTATION

ATTENDANCE PER SESSION



TIME TO ATTENDANCE



Days Until Attended

Online course ideas for PEDS professional development

Try online learning! We offer more than 2,000 business, professional, and technology courses, available 24/7 to anyone with a DU email account. Find out more at www.du.edu/hr/oe and select **Online Learning**. You can view the Course Catalog and create your own account (select **Getting Started** from the left menu).

Going from Management to Leadership	Building Better Work Relationships	Emotional Intelligence in the Workplace
The Mark of a Leader [LEAD0221] Communicating a Shared Vision [LEAD0222] The Enabling Leader [LEAD0223] Communicating as a Leader [LEAD0225]	Building Effective Interfunctional Relationships [COMM0191] Building Effective Intercultural Relationships [COMM0192] Building Effective Intergender Relationships [COMM0193]	What Is Emotional Intelligence? [COMM0141] Emotional Intelligence at Work [COMM0142] Teamwork and Emotional Intelligence [COMM0143] Increasing Your Emotional Intelligence [COMM0144]

The 21st Century Learning Curve	Practical Budgeting for Managers	Business Writing Essentials
KNOW0203: The Potential of Self-directed Learning KNOW0205: Performance Support KNOW0206: Benchmarking for Best Practices	FIN0201: The Basics of Budgeting FIN0202: Building an Operating Budget FIN0203: Capital Budgeting	COMM0011: Writing with Intention COMM0014: Crisp Composition COMM0017: The Writing Process

Problem-solving and Decision-making for Business	Ethics in Business	Sexual Harassment
PD0232: Framing the Problem PD0233: Generating Alternatives in Problem Solving PD0234: Dynamic Decision Making	PD0171: Ethical Decision Making PD0172: Managerial Business Ethics PD0173: Organizational Ethics	HR0181: Sexual Harassment Awareness for Employees HRO182: Dealing with Sexual Harassment Claims HRO306: Avoiding Harassment Claims: Policies and Procedures

Working More Effectively - Taking Control of Your Time	Achieving Organizational Excellence Through Critical Thinking	Business Etiquette and Professionalism
PD0103: Major Time Management Challenges PD0151: You and Your Time PD0152: Techniques for Better Time Management PD0153: Developing Good Time Management Habits	PD0252: Developing Fundamental Critical Thinking Skills PD0253: Strategies for Facilitating Critical Thinking PD0254: Critical Thinking Skills for Managing	COMM0181: Everyday Business Etiquette COMM0182: Communication Etiquette COMM0183: Etiquette and the Business Meeting COMM0184: Etiquette for Supervisors

Finance Fundamentals for Non-financial Professionals	Business Professionalism	Coaching for Business
FIN0151: Principles of Financial Management FIN0152: Basics of Budgeting FIN 0154: Understanding Financial Statements	PD0261: Personal Accountability: Working for Your Inner Boss PD0262: Self-empowerment: Managing from Within PD0265: Successful Lifelong Learning	MGMT0281: Coaching for Business MGMT0282: Successful Coaching Relationships MGMT0283: Key Stages in Coaching MGMT0285: Mindsets, Emotions, and Coaching

Fast Tracking Your Career	Consulting with the Internal Client	Leadership Skills for Women
PDO131: Get Your Career on the Fast Track PDO135: The Boss Factor PDO136: Improving Your Image	CONS0122: Internal Consulting Skills CONS0123: Establishing a Relationship with Internal Clients CONS0125: Evaluating Internal Assignments	LEAD0131: The Secrets of Female Leaders LEAD0132: Building Your Support System LEAD0135: Establish and Maintain Authority

Advanced Skills for Administrative Support Professionals	Financials for Non-Accounting Professionals	4-Dimensional Leadership
ADM0112: Managing Yourself and Those Around You ADM0113: Partnering with Your Boss ADM0114: Communicating with Power and Confidence	FIN 0101: The Language of Accounting and Finance FIN 0102: Using Financial Statements in Business Decisions FIN 0103: Budgeting Fundamentals	LEAD0111: Four Dimensions of Complete Leadership LEAD0112: Putting Four-Dimensional Leadership into Action

webCentral Employee Information

Dear Faculty and Staff,

All new employees are required to take a few minutes to complete their personal information by following the directions below.

Race/Ethnicity/Veteran's Status: The University of Denver values the diversity of our community. We collect these data as one measure of our diversity progress. Additionally, the University has an obligation to maintain records on the race, ethnicity and veteran's status of its employees, using the reporting categories that governmental agencies set. These categories allow an employee to self-identify with more than one racial category.

We are asking all employees to voluntarily self-identify their race, ethnicity and veteran's status, using the new categories. This information will be maintained confidentially and used only in a manner consistent with applicable laws, executive orders, and regulations. Submission of the self-identification is voluntary; failure to provide a self-identification will not subject you to adverse treatment.

Confidentiality Agreement and Patent Agreement: These agreements must be accessed and acknowledged in order to create an electronic personnel record. To complete the agreements click on the link, read the text and then confirm your response. You may print a copy for your records if you wish.

Critical Incident Notification: This provides DU with your personal contact numbers for landlines and cell phones so that you may be contacted in case of a critical incident on campus.

Emergency Contact Form: This form provides information on who to contact if something should happen to you.

1) First go to **Webcentral** <http://webcentral.du.edu/cp/home/loginf>:

2) Enter your **employee ID number** (87_____) and your **password**



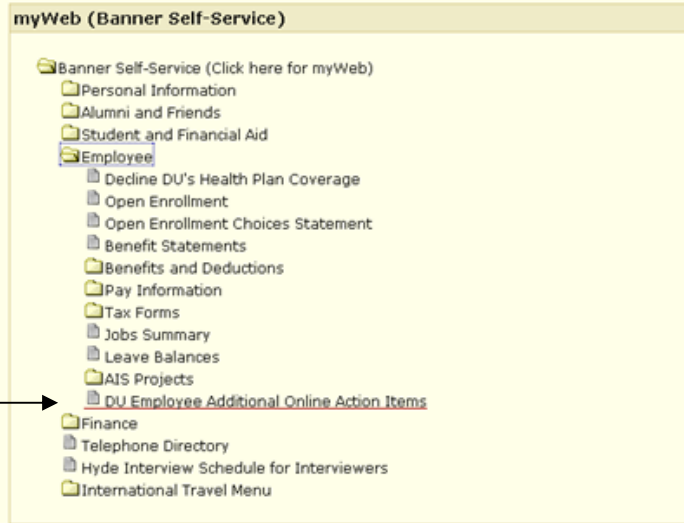
3) Go to the **myWeb Tab**

Click on **Banner Self-Service**

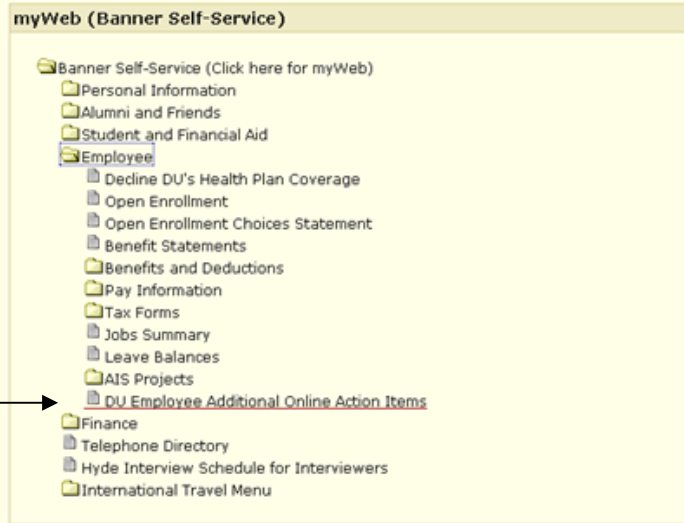


To complete the Race / Ethnicity / Veteran's Status, Confidentiality Agreement and Patent Agreement

Click on the *Employee* link,




then “*DU Employee Additional Online Action Items*”




To complete the Critical Incident Notification and Emergency Contact Information


Click on the *Personal Information* link,



then “*Notifications Preferences*”



(complete critical incident notification information)



and “*Update Emergency Contact*”

When completed, log out and close the browser window.

If you have questions about the **race, ethnicity or veteran's status** information, please contact Val Gonzalez in the Office of Diversity and Equal Opportunity at 1-2585 or val.gonzalez@du.edu.

For questions about the **Confidentiality Statement**, contact Human Resources at 1-7420.

For questions about **CINS**, contact Risk Management at 1-2354.

For questions about **Emergency Contact** information, contact Campus Safety at 1-2139.

From: Susan Lee
Sent: Thursday, September 25, 2008 3:39 PM
To: Susan Lee
Subject: All employee response requested by Friday
Importance: High

Dear HR Liaison:

Could you please forward this reminder to your employees asking them to please update their personal information at webCentral? Faculty and Staff responses by tomorrow, Friday September 26 would be greatly appreciated. The employee will need to spend approximately 2-3 minutes responding. In return, we gain an accurate, up-to-date view of the demographics of our community of faculty and staff.

For the instructions, employees should see the red text in the (below) copy of last Friday's email. As a reminder, employees are asked to provide voluntary self-identification under two categories (both ethnicity and race) at the tab Ethnicity and Race Self-Identification and then both veterans and non-veterans are asked to complete the questions at the Veteran and Disability Self-Identification tab.

Please call if you have questions.
Susan Lee
Director,
Diversity and Equal Opportunity
303-871-7436

webCentral Personal Message sent Fri 9/19/2008 11:06 AM

Dear Faculty and Staff,

All employees are asked to take a few minutes to go to webCentral and update their personal information by following the directions below. The University of Denver values the diversity of our community. We collect these data as one measure of our diversity progress. Additionally, the University has an obligation to maintain records on the race, ethnicity and veteran's status of its employees, using the reporting categories that governmental agencies set. We are pleased that these categories have recently been expanded and, among other changes, now allow an employee to self-identify with more than one racial category.

We are asking all employees to voluntarily self-identify their race, ethnicity and veteran's status, using the new categories. This information will be maintained confidentially and used only in a manner consistent with applicable laws, executive orders, and regulations. Submission of the self-identification is voluntary; failure to provide a self-identification will not subject you to adverse treatment.

Thank you for your prompt response, saving us all the time required for follow up messages and contacts.

To complete this request:

- * Log into webCentral <http://webcentral.du.edu/cp/home/loginf>
- * Go to the myWeb Tab
- * Click on Banner Self-Service
- * Click on Employee
- * Click on "DU Employee Additional Online Action Items"
- * Open and complete the link "Ethnicity and Race Self-Identification"
- * Open and complete the link "Veteran and Disability Self-Identification" Note that non-veterans should also use this link to indicate that you are not a veteran.

Finally, if you see a link to the Confidentiality Agreement, we request that you complete this mandatory item to create an electronic record. Please complete this process even though you may have previously signed a hard copy. The Human Resource Department is diligently integrating the employee paper agreements with each employee's Banner record. We appreciate your cooperation in helping us transition to this electronic, paperless process. To complete this agreement click on the link, read the text and then confirm your response. You may print a copy for your records if you wish.

If you have questions about the race, ethnicity or veteran's status questions, please contact Val Gonzalez in the Office of Diversity and Equal Opportunity at 1-2585 or val.gonzalez@du.edu<<mailto:val.gonzalez@du.edu>> For questions about the Confidentiality Statement, contact Human Resources at 1-7420.

Ethnicity and Race Self-Identification

Submission of the race and ethnicity self-identification information requested below is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential and used only in ways consistent with applicable laws and regulations. If you choose not to self-identify at this time, you may do so in the future if you wish. Employees may contact the Office of Diversity and Equal Opportunity at 303-871-2585 or Human Resources at 303-871-7420.

The University prohibits discrimination or harassment on the basis of race, color, national origin, age, religion, disability, sex, sexual orientation, gender identity, gender expression, marital status, or veteran status.

Please select one:

- Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Not Hispanic or Latino** - Not a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Please select one or more:

- American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American** - A person having origins in any of the black racial groups of Africa.
- Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- White** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Decline to Self-Identify

- I elect not to self-identify at this time. I know I may choose to do so in the future if I wish.

Veterans and Disability Self-Identification

The University is subject to Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Assistance Act of 1974, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities, special disabled veterans, Vietnam veterans and all other eligible veterans. If you have a disability or are a veteran as defined below and would like to be considered under the affirmative action program or would like to request a reasonable accommodation, please tell us. You may inform us of your desire to benefit under the program or request a reasonable accommodation at this time and/or at any time in the future.

Submission of the information requested below is voluntary and refusal to provide it will not subject you to any adverse treatment. Information you submit will be kept confidential and used only in ways consistent with Section 503 of the Rehabilitation Act, the Vietnam Era Veteran's Readjustment Act of 1974, and all other applicable laws and regulations. For additional information, clarification of the definitions, assistance with reasonable accommodations for a disability, or to report concerns of discrimination, harassment or retaliation, employees may contact the Office of Diversity and Equal Opportunity at 303-871-2585 or email val.gonzalez@du.edu.

Are you a U.S. veteran?

- Yes
- No

If you answered Yes to above question, please select each of the following categories that apply to you.

Vietnam Era Veteran

Are you a person who served on active duty for a period of more than 180 days any part of which occurred between 8/5/64 and 5/7/75 or active duty occurred in the Republic of Vietnam between 2/28/61 and 5/7/75 and was discharged or released there from with other than a dishonorable discharge or a service connected disability?

- Yes
- No

Other Protected Veteran

Are you a person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era?

- Yes
- No

Newly (or Recently) Separated Veteran

Have you been separated from service in the last three years?

- Yes
- No

If yes, please enter your **date of separation** to identify your status as a Recently or Newly Separated Veteran. Please enter date in MM/DD/YYYY format, e.g., 12/31/2005.

Special Disabled Veteran

Are you a Veteran entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30% or more, or rated at 10% or 20% in the case of a veteran who has been determined to have a serious employment disability, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty?

- Yes
- No

Special Disabled Veteran or Individual with a Disability

If you are a special disabled veteran or an individual with a disability, we would like to include you under the affirmative action program. Please notify us by contacting the Office of Diversity and Equal Opportunity at 303-871-2585 or val.gonzalez@du.edu. It would assist us if you tell us about (i) any special methods, skills and procedures which qualify you for positions that you might not otherwise be able to do because of your disability so that you will be considered for any positions of that kind, and (ii) the accommodations which we could make which would enable you to perform the job properly and safely, including special equipment, changes in the physical layout of the job, elimination of certain duties relating to the job, provision of personal assistance services or other accommodations.

Information you submit about your disability will be kept confidential, except that (i) supervisors and managers may be informed regarding restrictions on the work or duties of individuals with disabilities, and regarding necessary accommodations; (ii) first aid and safety personnel may be informed, when and

to the extent appropriate, if the condition might require emergency treatment; and (iii) government officials engaged in enforcing laws administered by OFCCP or the Americans with Disabilities Act may be informed.

Decline to Self-Identify


- I elect not to self-identify at this time. I know I may choose to do so in the future if I wish by contacting the Office of Diversity and Equal Opportunity.

Sign Up for Direct Deposit!

Requests for Payroll Direct Deposit may be completed online:

- Log onto webCentral (with your DU ID and passcode)
- Select the MyWeb tab, “Banner Self-Service” , then “Employee”, and “Pay Information”
- From listed options, select “Direct Deposit Allocation”; this will display your current information, click “Insert New” button
- Complete the bank account information requested (use the information from a current bank check)
- If you are splitting your check between two different bank accounts, make sure that the account with the “remaining” amount is marked “priority 2”
- Read the agreement information and click “Save” to complete the transaction. This will send the request to Payroll.

A confirming email will be sent to your inbox.



*Note: The Direct Deposit form must be received **TWO WEEKS BEFORE** a scheduled payday. Direct Deposit will then be effective after two bi-weekly cycles for non-exempt employees, and one monthly cycle for exempt employees.*

Consider the option of obtaining direct deposit pay information from the MyWeb employees’ site – this eliminates the need for a printed direct deposit stub

How to stop the printing of your pay stub:

- Log onto webCentral (with your DU ID and passcode)
- Select the MyWeb tab, “Banner Self-Service” , then “Employee”, and “Pay Information”
- From listed options, select “Printing pay Stub Option”, answer the question and submit the form

Requests for Accounts Payable Reimbursement Direct Deposit request may also be completed online:

- Log onto webCentral (with your DU ID and passcode)
- Select the MyWeb tab, then select “Personal Information”
- From listed options, select “Add/Change Bank Account Info”; this will display your current information, click “Insert New” button
- Complete the bank account information requested
- Read the agreement information and click “Save” to complete the transaction. This will send the request to Accounts Payable.

A confirming email will be sent to your inbox.



Always logout and close the browser window when finished!

EARLY DEADLINES FOR HR/PAYROLL - HOLIDAY CALENDAR

WebEvent: November 2008 - Windows Internet Explorer

http://ducal.du.edu/cgi-bin/webevent.cgi?y=2008&m=11&d=27&cmd=calmonth&cal=cal38&token=&sb=0&cf=cal&lc=calmc

File Edit View Favorites Tools Help

WebEvent: November 2008

DAY WEEK 2-WEEK MONTH YEAR SUBMIT EVENT

November 2008 User: guest

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 B/W #22 Department Time Entry and Monthly #11 closes at 4 PM.	28	29	30	31 B/W Payday #22 Monthly #11 payroll release after 3:00	1
2	3 All paperwork is due into Payroll and HR by noon for BW#23.	4	5	6	7 DTE opens for BW 23	8
9	10 DTE close for BW 23 at 4:00 p.m.	11	12	13 EARLY ALL paperwork due into Payroll and HR for Bw 24 and MO 12	14 BW 23 Payday	15
16	17	18	19	20 DTE opens for BW #24 and Monthly #12	21 BW #24 DTE and Monthly # 12 close at 4:00 p.m.	22
23	24	25	26	27 Thanksgiving Day University Closed	28 BW Pay Day #24 Thanksgiving Holiday University Closed	29
30	1 All paperwork Due for BW #25 into HR and Payroll	2	3	4	5 Time Entry opens for BW 25	6

Internet 100%

start SnagIt Yahoo! Messenger 5 Internet Explorer Inbox - Microsoft Out... Document7 - Microsof... 1:38 PM

To view other calendars go to <http://ducal.du.edu/> and click on Payroll.

Monthly Payroll

Earn Codes

Description

REG	Regular Pay for benefited employees. Also use with Holiday, Funeral Leave, Jury Duty Leave
SCK	Sick pay for benefited employees.
VAC	Vacation pay for benefited employees.
NBP	Non-benefited pay.
STP	NBP-Stipend Pay for GRAs
TMH	NBP-Temporary Monthly hire
DA	9/12 pay reserve for Faculty
ADJ	Adjustment to Payroll using WLA by Payroll

FORM	POSITION #	EARN CODE	FUND	ORG	ACCOUNT	PROGRAM	DESCRIPTION
PCR/BECR	Individual	REG	12023	Dep.Org	601037	Default	For Staff, Benefited
Comments: Enter Vacation and Sick in PHATIME then forward Timesheet to ORSP before due date.							
PCR/BECR	Individual	REG	12023	Dep.Org	601016	Default	For Faculty, Benefited, do not earn leave
Comments: Faculty don't earn Leave. Forward Timesheet to ORSP before due date. Default in above FOAP.							
MBTH	700417	STP	10000	Dep.Org	603022	Default	Stipend (GRAs & GAS)
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP.							
MBTH	700675	TMH	10000	Dep.Org	602092	Default	Monthly Long Term Temp Research Non-Student
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP.							
MBTH	700678	TMH	10000	Dep.Org	603012	Default	Monthly Long Term Temp Research Student
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP. (GRA no waiver -- all other students hourly)							
MHOT	700002		Grant Fund	Dep.Org	602092	Default	One time pay per fiscal year
Comments: Timesheet is not required. Form hires and dismisses employee in same action.							

BW Payroll							
FORM	POSITION #	EARN CODE	FUND	ORG	ACCOUNT	PROGRAM	DESCRIPTION
PCR/BECR	Individual	REG	12023/10000	Dep.Org	601077	default	for Benefited BW employees
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP.							
MBTH	700003	NBP	10000	Dep.Org	602092	Default	for non-benefited BW non-student employees.
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP.							
MBTH	700004	NBP	10000	Dep.Org	603032	Default	for non-benefited BW Student employees.
Comments: Department is responsible for overriding FOAP in PHATIME and forwarding timesheet to ORSP before due date. Default in above FOAP.							

LEAVE PAY: EARN CODES AND FOAPs FOR BENEFITED EMPLOYEES ON GRANT FUNDS						
-	<u>Earn Code</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Program</u>	-
	VAC	13401				Vacation pay
	SCK	13402				Sick pay
	REG	13403	316009	601022	2011A	Funeral leave
	REG	13404				Jury Duty
	REG	13407				Holiday

webCentral Employee Tab

About the Project: We plan to implement an employee tab in webCentral that will serve as an authenticated portal to connect employees with role-specific information and Banner resources. The employee tab will utilize various channels to deliver internal communications that provide relevant notifications and alerts important to employees. Ultimately, the employee tab will enable employees to become more efficient and successful by making resources and information more readily available.

The **project team** (currently being identified and convened) will provide input, approval, and validation for key project decisions and milestones. This includes feedback regarding the selection of the employee tab content and the communication plan to University employees. Each team member has unique perspective and expertise that will provide valuable insight to the development of the employee tab.

Four (4) **focus groups** are scheduled during the first week of December.

- Wednesday, December 3 (2 sessions)
 - 1:30pm-2:30pm, Daniels Dean's Dining Room, DCB Room 145
 - 3:00pm-4:00pm, Daniels Dean's Dining Room, DCB Room 145
- Thursday, December 4 (2 sessions)
 - 9:00am-10:00am, Daniels Dean's Dining Room, DCB Room 145
 - 10:30am -11:30am, Daniels Dean's Dining Room, DCB Room 145

Please contact Rachel Grafton, Process Improvement Specialist, Human Resources – Organizational Effectiveness at rachel.grafton@du.edu or x13307 if you are interested in participating.

Or...

Return your responses to the questions on the back of this page via email or campus mail: Attn: Rachel Grafton, Human Resources.

The screenshot displays the webCentral interface for the University of Denver. At the top, the header reads "webCentral UNIVERSITY OF DENVER" and "Welcome Sharon Gabel". A navigation bar includes links for Home, myWeb, Courses, Banner, Resources, Campus Scene, myChannels, Sample, Student, Faculty, University College, and Employee (which is highlighted). Utility icons for e-mail, calendar, groups, portfolio, my account, Help, and Logout are also present. The main content area is divided into several sections: "Personal Information" with links to update addresses, notification preferences, emergency contacts, passcodes, and bank accounts; "Resources" with a description of links to Blackboard, work request apps, and LDAP authentication; "Training" with a link to unified training channels; and "Employee tab ideas" with a bulleted list of suggestions such as improved searches, administrative event calendars, and internal wikis. A footer note states: "Faculty, staff, appointed, non-appointed can have different content on the same tab."

webCentral Employee Tab Survey

Question #1: What resources and/or tools found on the DU website (including within myWeb and webCentral) do you frequently use to complete your job?

Question #2: What information or resources on the DU website (including within myWeb and webCentral) are difficult to find?

Question #3: What resources and information would you like to see on an employee tab? Please prioritize your responses.

Please return your responses to these questions via email or campus mail:

Attn: Rachel Grafton, Human Resources, Mary Reed Bldg. (4th Floor)

New Hire Checklist: F-1/J-1 Students

Eligibility for On-Campus Employment

- Must be in good academic standing and valid F-1 or J-1 immigration status.
- Work is limited to 20 hours per week (part-time) total for all on-campus jobs during the three quarters of full-time registration required to maintain F or J status. A student who chooses to register full-time during a summer vacation quarter and wishes to work full-time must speak to an international student advisor.
- More than 20 hours (full-time) allowed only during breaks (winter break, spring break, etc.) and annual vacation quarter
- If a student is graduating in the summer and has authorization to be less than full-time due to last quarter, the student is still limited to 20 hours per week because summer is not considered a vacation term in this situation.

In addition J-1 international students must have a letter of approval from International Student and Scholar Services or the J-1 program sponsor prior to starting on-campus employment. <http://www.du.edu/intl/iss/employ.htm#j1>

Contact International Student and Scholar Services, 1-4912, for more information or see the ISSS website at <http://www.du.edu/intl/iss/index.htm>

Social Security Number

F-1 and J-1 students who do not already have a Social Security Number (SSN) and who have a job or have been offered a job on-campus must apply for a SSN.

To apply for a SSN, an F-1 or J-1 student must submit the following to a Social Security Administration office at least 10 days after his/her arrival to the United States:

1. Form SS-5, Application for a Social Security Card; <http://www.ssa.gov/online/ss-5.pdf>
2. Valid Passport with I-20 and I-94 (F-1 student) or DS-2019 and I-94 (J-1 student);
3. Letter of employment from current on-campus employer or offer letter of employment from prospective on-campus employer. This letter should be on DU letterhead, give the name and the job title of the student employee, and be signed by the DU employer. http://www.du.edu/intl/iss/pdf/ssn_sample.pdf
4. Certification letter from International Student and Scholar Services (ISSS)
 - a. To obtain a letter from ISSS, submit a Document Request Form and the letter from the on-campus employer to the receptionist in the Office of Internationalization, 2200 S. Josephine. Please allow 5-7 days for processing.
 - b. ISSS Document Request Form: <http://www.du.edu/intl/iss/docreq.pdf>

Human Resources - Contact: Human Resources, 1-7420

- Hiring Manager submits Background Check for candidate unless the student previously had a background check processed for DU employment **AND** has been employed with DU within the last 90 days
 - If copies of the entry visa, passport, and I-94 are provided with the background check, there is no need for an international background check and the response time for United States addresses is much faster
 - In-state address(es) only – up to 1 week
 - Out-of state address(es) – up to 2 weeks
 - International address(es) – up to 4 weeks
- Click on Background Check Interactive Form at <http://www.du.edu/hr/forms/index.html>
- Upon notification that student has passed the background check and the student has accepted the job offer:
 - The Hiring Manager submits the I-9 and Affirmation Statement The student completes the Confidentiality Agreement and Patent Agreement in [webCentral](#) (by clicking on the myWeb tab, Employee folder, DU Employee Additional Online Action Forms)

Payroll

- Hiring manager submits MBTH (Monthly/Biweekly Temporary Hire and Termination Form) upon notification that student has passed the background check – Contact: Payroll, 1-2914
<http://www.du.edu/hr/forms/index.html>
- Student sets appointment with payroll before receiving first paycheck and brings following documents – Contact: Payroll, 1-2914.
 - Passport
 - I-94 Arrival/Departure Record Card (small white card inside passport)
 - U.S. entry visa
 - I-20 Certificate of Eligibility (F-1 students) or DS-2019 Certificate of Eligibility (J-1 students)
 - Social Security card issued by the U.S Social Security Administration or, if a SSN has not been assigned yet, proof showing that a SSN was applied for.

Common Employment Authorizations for International Students at DU

Purpose	Status	Length of validity	Information required from advisor	Student requirements	Limitations	Process and timeline
On-Campus employment during program of study	F-1 or J-1 Student	Duration of academic program		Must be in good academic standing and valid F-1 or J-1 immigration status.	<ul style="list-style-type: none"> • 20 hours per week (part-time) total for all on-campus jobs during the three quarters of full-time registration required to maintain F or J status. A student who chooses to register full-time during a summer vacation quarter and wishes to work full-time must speak to ISSS. • More than 20 hours (full-time) allowed only during breaks (winter break, spring break, etc.) and annual vacation quarter • If a student is graduating in the summer and has authorization to be less than full-time due to last quarter, the student is still limited to 20 hours per week, because summer is not considered a vacation term. • J-1 international student must have letter of approval from ISSS or the J-1 program sponsor prior to starting on-campus employment. 	Students completes normal procedures for on-campus employment.
Off-campus employment prior to completion of study or coursework: Curricular Practical Training (CPT)	F-1 student	Authorized for one quarter or semester at a time	<ul style="list-style-type: none"> • Course number for which employment is being evaluated or employment required by program. • Signature of advisor 	<ul style="list-style-type: none"> • Registration for internship or independent study credit, unless required by program without credit. • Letter of employment. 	<ul style="list-style-type: none"> • Must be “integral part of established curriculum.” • No more than 20 hours/week during school year • More than 20 hours/week permissible during breaks/vacations when student is not enrolled full-time • An aggregate of 12 months of full-time CPT makes student ineligible for OPT. 	<ul style="list-style-type: none"> • Student requests recommendation from academic advisor. • Student submits request at front desk of I-House. • After confirmation of enrollment for internship or independent study credit, ISSS staff will process within 5-7 business days.
Employment exceeding 20 hours per week prior to completion of study or coursework	F-1 or J-1 student	Authorized for one quarter or semester at a time	<ul style="list-style-type: none"> • Letter of recommendation from department chair, attesting to student’s ability to maintain academic progress despite more than 20 	<ul style="list-style-type: none"> • F-1: Standard documents for CPT • J-1: Standard documents for 	<ul style="list-style-type: none"> • F-1: Must be “integral part of established curriculum.” • J-1: Must be “an integral or critical part of the academic program” 	<ul style="list-style-type: none"> • Student requests recommendation from department chair. • Student submits request with CPT or Academic Training at

Purpose	Status	Length of validity	Information required from advisor	Student requirements	Limitations	Process and timeline
			hours/week of employment	Academic Training (discussed below)		front desk of I-House. • ISSS staff will process within 5-7 business days.
Academic Training	J-1 student	Varies, max. 18 months except post-doctoral max. 36 months	<ul style="list-style-type: none"> • Goals and objectives of training • How training relates to major • Why training is integral or critical part of academic program • Signature of academic advisor 	Letter of employment.	<ul style="list-style-type: none"> • Must be “an integral or critical part of the academic program” • Part-time (20 hours/week or less) and full-time (20 hours/week or more) are deducted from max. time equally. • Must be authorized during studies or within 30 days from completion of study. 	<ul style="list-style-type: none"> • Student requests recommendation from academic advisor. • Student submits request at front desk of I-House. • ISSS staff will process within 5-7 business days.
Off-campus employment post-completion of study or coursework excluding thesis or dissertation: Optional Practical Training (OPT) *OPT can be used during studies, but is not usually recommended due to availability of CPT.	F-1 student	Varies, usually 12 months per degree level or 17 months for some STEM students	Letter of recommendation from academic advisor confirming field of study and date of completion of study or coursework.	<ul style="list-style-type: none"> • Letter to ISSS indicating desired start date. • USCIS fee • 2 photographs • USCIS Form I-765 • Copies of passport, visa, I-94, I-20. 	<ul style="list-style-type: none"> • Employment must be related to major field of study. • Must apply and be received by USCIS prior to date of completion of study. • Must ask to start within 60 days of date of completion of study. • Must apply 3-4 months in advance of desired start date. • No more than 12 months per degree level • Automatically cancelled by transfer of schools or enrollment in higher degree level program. 	<ul style="list-style-type: none"> • Student requests recommendation from academic advisor. • Student submits request at front desk of I-House. • ISSS staff will process within 5-7 business days. • USCIS will process in approximately 3-4 months.

Glossary:

F-1	Student visa/status type
J-1	Exchange visitors visa/status type (primarily exchange and sponsored students)
USCIS	U.S. Citizenship & Immigration Services
I-20	Certificate of Eligibility for F-1 status
DS-2019	Certificate of Eligibility for J-1 status
I-94	Arrival/Departure Record
CPT	Curricular Practical Training (off-campus employment while in school)
OPT	Optional Practical Training (employment usually after completion of study or coursework)
EAD	Employment Authorization Document, issued by USCIS
STEM	Science, Technology, Engineering and Math

DU Resources:

ISSS	Immigration questions
Registrar	Registration and graduation issues
Payroll	Nonresident taxation, honoraria and reimbursement for expenses
HR	Appointments and benefits

International Student and Scholar Services
Updated November 2008

Nonimmigrant Statuses commonly used for employment or visits to DU

International Student and Scholar Services, updated November 2008

Immigration Status	Purpose	Length of validity	Employment	Typical position at DU	Process & timeline	Advantages	Disadvantages	Typical I-9 Documents *
B-1 Tourist WB (Visa Waiver Program)	Visit for business	Varies 90 days	<ul style="list-style-type: none"> None, can only receive honoraria or reimbursement for expenses under certain circumstances Contact Payroll for details 	Deliver lecture	Dept writes letter of invitation	No entry visa for WBs	<ul style="list-style-type: none"> No employment WBs cannot extend or change status in the U.S. 	Not eligible for employment
B-2 Tourist WT (Visa Waiver Program)	Visit for pleasure	Varies 90 days	<ul style="list-style-type: none"> None, can only receive honoraria or reimbursement for expenses under certain circumstances Contact Payroll for details 	Deliver lecture	No involvement by DU	No entry visa for WTs	<ul style="list-style-type: none"> No employment WTs cannot extend or change status in the U.S. 	Not eligible for employment
F-1 Student, enrolled full-time at DU	Full-time study	Duration of studies as indicated on I-20	<ul style="list-style-type: none"> 20 hrs/wk during school year Full-time during vacations 	Part-time student employment	Based on admission to DU	Little or no employer involvement	Usually limited to 20 hrs/wk	<ul style="list-style-type: none"> Valid passport Valid I-20 Valid I-94
F-1 Curricular Practical Training (CPT)	Practical experience during studies	Varies	<ul style="list-style-type: none"> Must be "integral part of established curriculum." Can be full-time or part-time 	Part-time or full-time employment	Student applies through school where enrolled	Employer must only provide letter of employment	<ul style="list-style-type: none"> Temporary Employer specific 	<ul style="list-style-type: none"> Valid passport Valid I-20 Valid I-94 CPT auth.
F-1 Optional Practical Training (OPT)	Practical experience following completion of studies	12 months	In a position related to field of study	Full-time employment (cannot be tenure track)	<ul style="list-style-type: none"> Student must apply for EAD from CIS 3-4 months 	No employer involvement	<ul style="list-style-type: none"> 12 month limit usually 17 months for some STEM students 	<ul style="list-style-type: none"> EAD
H-1B Specialty Worker	Work temporarily	Maximum of 6 years in up to 3 year increments	Yes, with sponsoring employer	Full-time employment (can be tenure track)	<ul style="list-style-type: none"> ISSS files application at dept request 3-4 mos. for new employment 1-2 mos. for extensions or change of H-1B employer 	<ul style="list-style-type: none"> 6 yrs of employment May apply for permanent residence 	<ul style="list-style-type: none"> Application requires DOL and CIS approval Salary must meet minimum determined by the gov't CIS fees of \$820 for new petitions & \$320 for ext 	<ul style="list-style-type: none"> Valid passport Valid I-94 I-797 Approval Notice for DU
J-1 Exchange	Temporary	<ul style="list-style-type: none"> Research 	Yes, under certain	Temporary	ISSS will issue	Fairly easy	May be required to	<ul style="list-style-type: none"> Valid

Immigration Status	Purpose	Length of validity	Employment	Typical position at DU	Process & timeline	Advantages	Disadvantages	Typical I-9 Documents *
Visitor	exchange and collaboration	Scholar: 5 yrs <ul style="list-style-type: none"> • Prof: 5 yrs • Short-term Scholar: 6 mos • Specialist: 1 yr • Student: duration of studies as indicated on DS-2019 	circumstances and with authorization of J-1 sponsor	employment, i.e. student worker, postdoc, visiting researcher (cannot be tenure track)	document, DS-2019, at dept request	and quick	return home for 2 yrs before being eligible for certain immigration statuses	passport <ul style="list-style-type: none"> • Valid I-94 • Valid DS-2019 showing DU funding in #5 or accompanied by letter from program sponsor
J-2 Dependent	Temporary employment	Depends on status of J-1	With EAD from CIS	Full-time employment or student employment if enrolled as a student	J-2 dependent applies for EAD	No employer involvement	Issued in 1 year increments	EAD
TN (Trade NAFTA)	Temporary Employment for Canadian and Mexican citizens in certain occupations	1 year, can be renewed	Yes, with sponsoring employer	Full-time, temporary employment (cannot be tenure track)	Employer writes letter which is used for entry and/or visa application	Relatively simple and quick	<ul style="list-style-type: none"> • For temporary employment • Limited to certain occupations 	<ul style="list-style-type: none"> • Valid passport • Valid I-94 marked for employment with DU or with accompanying letter

***Please note that employers cannot request specific documents. An employee can provide any documents that establish identity and work eligibility. These are the documents typically in the possession of a nonimmigrant alien.**

DU Resources:

ISSS Immigration Questions
Payroll Nonresident Taxation, Honoraria and Reimbursement for Expenses
HR Appointments and Benefits
I-20 Certificate of Eligibility for F-1/F-2 status
EAD Employment Authorization Document, issued by CIS
STEM Science, Technology, Engineering and Math

More information, including request forms for J-1 and H-1B status is available on our web site at <http://www.du.edu/intl/iss/index.htm>