



# **HR Community Reference Guide**

A quick guide to everything CSU HR Professionals need to know.

# Welcome!

Welcome to your new role with Colorado State University!

We wish to express our excitement over having you join the Ram Team. We hope the information provided here will assist with your transition by providing a basic overview of the work of each of the central HR department's functional units, as well as information on HR systems, contacts, forms, and many additional resources and general information designed to get you started off right.

We look forward to working with you, and remember we are only a phone call away!

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## Our Values



### Collaboration

We establish partnerships that engage others and encourage diversity of thought to achieve shared goals.



### Communication

We actively listen, keep an open mind, and provide clear and accurate information in a timely manner.



### Customer Experience

We provide service by establishing rapport and employing patience, empathy, creativity, and professionalism.



### Integrity

We act with honesty and fairness, taking ownership and responsibility for our individual and collective actions and commitments.



### Outlook

We bring the best versions of ourselves to work and embrace opportunities and challenges with grace, humor, and perspective.

# HR Contacts by Unit

Unit	Email Address
Benefits and HR Service Center	<a href="mailto:Myhr@colostate.edu">Myhr@colostate.edu</a>
Classification and Compensation	<a href="mailto:Hr_CCA@mail.colostate.edu">Hr_CCA@mail.colostate.edu</a>
Employee Relations	<a href="mailto:Eric.Ray@colostate.edu">Eric.Ray@colostate.edu</a>
HR Information Systems	<a href="mailto:HR_IS@mail.colostate.edu">HR_IS@mail.colostate.edu</a>
Payroll	<a href="mailto:HR_Payroll@mail.colostate.edu">HR_Payroll@mail.colostate.edu</a>
Records	<a href="mailto:HR_Records@mail.colostate.edu">HR_Records@mail.colostate.edu</a>

## Quick Links

- [Human Resources Manual](#)
- [Faculty and Administrative Professional Manual](#)
- [University Policy Library](#)
- [Campus Map](#)
- [Networking, IT, and AAR Resources](#)
- [COVID-19 Information and Resources](#)

## Principles of Community

The Principles of Community support the Colorado State University mission and vision of access, research, teaching, service, and engagement. A collaborative, and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another and acting on behalf of the University.

**Inclusion** ● **Integrity** ● **Respect** ● **Service** ● **Social Justice**

[Read more about the principles of community and download your copy.](#)

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# Getting Started

## HRMS Listservs

Human Resources commonly use **listservs** to send updates and reminders to users of the HR System. As a departmental HR Liaison, you will likely find one or more of these lists beneficial.

### Oracle HRMS Users Listserv

**Audience:** HR System Users

**Topics:** Notifications related to payroll processing, changes in policy and procedures, system downtime, training sessions, benefit notification, and payroll updates

**Authors:** HR Information Systems; also, HR Payroll, HR Benefits, HR Records, and Office of Financial Aid

**To subscribe:** Email a request to [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu)

### Oracle HRMS Leave Listserv

**Audience:** HR System users responsible for maintaining departmental leave records

**Topics:** Leave-related notifications, procedures, and policies

**Authors:** HR Information System, HR Records

**To subscribe:** Email a request to [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu)

### HR Community Listserv

**Audience:** HR Community

**Topics:** Policy and procedure updates, general HR information, invitations to HR Community meetings

**Authors:** HR Information Systems

**To subscribe:** Email a request to [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu)

### Other Campus Listservs

**Lists, Audience, Topics, Authors:** Various

**Reference:** ACNS Mailing Lists

## HR Community Meetings

Members of the HR community throughout campus are invited to attend bi-monthly meetings addressing relevant HR topics, themes, and updates. Meetings are held at the Lory Student Center, but those unable to attend in person may participate via Teams videoconferencing.

Presentations slides and audio from previous meetings, as well as information on upcoming meetings is available on the Human Resources website under [News, Events, and Email Lists](#).

To be alerted to these sessions, please contact [HR\\_IS@mail.colostate.edu](mailto:HR_IS@mail.colostate.edu) and ask to be added to the HR Community listserv.

## HR Liaison Training & Professional Development

Human Resources offers a variety of [training materials and resources](#) on HR and systems related topics and partners with Talent Development to promote professional development opportunities for Colorado State University employees.

Training and professional development opportunities for both new and current HR Liaisons can be accessed online through the Talent Development and the Human Resources website. Both live training and eLearning modules are available in the Learning Management System (Bridge) on a variety of topics.

## HR Community Orientation

[The HR Community Orientation](#) is an evolving effort designed to welcome newly hired members of the HR community to CSU. The orientation provides an overview of the units in central HR and the specific ways that liaisons and central HR work together to support our employees. New liaisons are strongly encouraged to attend within their first month.

The orientation includes:

- An introduction to the culture, values, and workings of central HR
- An understanding about the relationship between the HR community and central HR
- Information on resources, further training opportunities, and CSU specific policies and personnel processes

## Data Security

Colorado State University collects information of a sensitive nature to facilitate and enable its business/academic functions and HR Liaisons have access to much of this highly confidential and sensitive information. It is the HR Liaison's responsibility to read and understand all pertinent University security standards and protocol.

Please review and familiarize yourself with CSU's [Policy on Information Technology Security](#) for details on IT security.

For further information on IT security matters, please contact [Academic Computing and Networking Services](#).

It is important to always err on the side of caution when asked to provide sensitive information. The following is not permitted:

- Sharing Social Security Numbers via email (typed or scanned)
  - Providing salary or pay information to unauthorized individuals
- When in doubt, please contact [HR Records](#) for guidance.

## Communication During Emergencies

The university only sends emergency text and email alerts when there is a situation that presents an ongoing threat to the physical area of campus, such as an incident on campus or when a suspect in a serious incident may be moving toward campus. If an incident is quickly



resolved by police (a suspect is arrested, for example), no alerts are sent. The university does not send alerts about incidents that occur off campus in the community and do not threaten campus.

## **Standard ways CSU shares emergency communications:**

### **Emergency Text and Email Alerts**

- The CSU Emergency Text Alert System is used to send text alerts in the event of an emergency on the Fort Collins campus. The system is only used during an immediate, ongoing safety emergency or unexpected closing of the campus, such as a snow day. All students, faculty and staff are strongly encouraged to [sign up here](#).

### **Safety Website**

- The [Safety website](#) is the primary repository for health and safety information related to incidents on and near campus.

### **Campus-wide Email**

- Campus-wide email may be used to communicate emergency information and critical updates to students, faculty and staff.

### **Social Media**

- The [CSU Police and Safety Facebook](#) and [Twitter](#) accounts share all emergency alerts that are of an urgent nature and may present an immediate threat to the life or safety of those on the physical grounds of campus. CSU's social media pages, such as [Facebook](#) and [Twitter](#), may also be used to share emergency information or campus closure.

For information on additional emergency communications options, or if you are seeking information on emergency planning, and other safety topics, please visit the [Safety website](#).

# Employee Classification Overview

## Classified

### Administrative Professionals (AP)

A person is in a professional position or is a professional employee or professional staff if they have acquired an organized body of knowledge through education or training that meets the requirements for a bachelor's or graduate degree or equivalent specialized experience, and involves the exercise of discretion, analytic skills, personal accountability and responsibility for making independent judgement and decision making.

### Employment Categories

#### Regular

- May be full-time or part-time, but **never below half-time**. If a Regular appointment drops below half-time, the employment category must change to Temporary.
- Regular appointments do not have end dates\*
- Part-time appointments of half-time or greater earn benefits equal to those of full-time appointees of the same type.

#### Special

- Used for positions supported by sponsored programs or when funds are only available for a specified duration.
- May be full-time or part-time, but **never below half-time**. If a Special appointment drops below half-time, the employment category may remain Special, but employee benefits will be affected (contact the HR Service Center for details).
- Special appointments are required to have end dates but may be reappointed as needed.
- At or about half-time, the same benefits accrue as for Regular appointments of the same type.

#### Temporary

- May be full-time, part-time, or below half-time.
- Temporary appointments are required to have end dates but may be reappointed as needed.
- Do not earn benefits.

*\*Administrative Professional appointments are at-will, regardless of whether and end date is indicated on an appointment form.*

### Faculty

This group includes all personnel who carry academic rank (professor, associate professor, assistant professor, instructor, faculty affiliate), and certain administrative officers.

### Types of Faculty Appointments



There are 6 basic types of faculty appointments:

- Tenured faculty
- Tenure-track faculty
- Contract faculty
- Continuing faculty
- Adjunct faculty
- Faculty on transitional appointments

## Full-Time Effort (FTE)

Full-time is defined as the academic year or a minimum 9 months. Part-time is defined as any fraction of time less than 100 percent, but not less than 50 percent of full-time.

## Tenured Appointments

Tenured faculty appointments may be either full-time or part-time, but **never below half-time**. If a tenured faculty member is tenured only for part-time service, additional employment may be arranged each year between the faculty member and the department.

The following conditions apply to tenured faculty appointments:

- Limited to the ranks of assistant professor, associate professor, and professor
- Do not have end dates
- Employment category is Regular

## Tenure-Track Appointments

- Tenure-track faculty appointments may be either full-time or part-time, but **never below half-time**. There exists a 6-year time limit for acquisition of tenure, which applies to both full-time and part-time appointments. If a contract, continuous or adjunct faculty member is given a tenure-track faculty appointment, an appropriate amount of credit may be given for this prior service.
- Limited to the ranks of Assistant Professor, Associate Professor, and Professor
- Do not have end dates; however, are required to have end-date in the HRS for reporting purposes (see *Tenure Track Reappointment Process* below)
- Employment category is Regular.

## Contract, Continuing, and Adjunct Appointments

### Contract

- All contracts shall have a specified ending date and a term of at least 2 years. At least 1 year prior to the expiration of the contract, the faculty member shall either be given a new contract or informed that the contract may be allowed to expire. If the contract is allowed to expire, the employment as a contract faculty appointment shall be converted to employment as a continuing faculty appointment, without loss of rank, unless a new contract is agreed to in writing by both parties.
- Contract faculty appointments may be either full-time or part-time, but **never below half-time**

- Employment category is Special.

## Continuing

- Continuing appointments do not have specified end dates\*
- Continuing faculty appointments may be either full-time or part-time, but **never below half-time**. If a Contract faculty appointment drops below half-time, the appointment category must change to Temporary/Adjunct.
- Employment Category is Special.

\* *The appointment is “at-will” and subject to termination by either party at any time. [Section D.5.6](#) of the Faculty/AP manual regarding the termination of “at will” appointments shall apply to “at will” faculty appointments.*

## Adjunct

- Adjunct faculty appointments may be full-time, part-time, or less than half-time.
- Adjunct faculty appointments are intended for situations where the previous types of appointment are not appropriate.
  - i. Employment at less than half-time.
  - ii. Employment on an occasional basis, rather than being for every (Fall and Spring) semester. An approved leave without full-time or part-time service (such as Family Medical Leave) shall not constitute employment on an occasional basis.
  - iii. Employment for only one (1) or two (2) semesters (Fall and Spring).

This appointment type may not be used for a faculty member employed full-time or part-time every semester (Fall and Spring) for more than two (2) semesters.

The following conditions apply to an adjunct faculty appointment:

- a. There may or may not be a specified ending date.
- b. The appointment is “at will” and is subject to termination by either party at anytime. Section D.5.6 regarding the termination of “at will” appointments shall apply to “at will” faculty appointments.
- c. The faculty member shall participate in annual reviews and the annual salary exercise in the same manner as tenured faculty.
- d. Department and college codes shall specify the voting rights of adjunct faculty and their eligibility to participate on departmental and college committees.
- e. Enrollment in a retirement program is mandatory. If the faculty member is full-time or part-time, then he or she is eligible for other fringe benefits and privileges.

*Read more about other faculty appointment types in [Section E.2.2](#) of the Faculty/AP Manual.*

## State Classified

This group of employees includes regular full-time, part-time, and hourly assignments.

Established by the Colorado Constitution as the civil service system of classifying employees. State Classified employees must be selected and evaluated according to a merit-based system that considers job-related knowledge, skills, and abilities and are expected to adhere to the policies and procedures established specifically for the <https://www.colorado.gov/dhr> in the state's constitution, statutes, and personnel rules.

## **Non-Classified Employment Groups**

### **Graduate Assistants**

Graduate Assistants assist with academic programs and research but are first and foremost students. Assistantships should aid in the orderly progression toward degree goals and not delay or hinder this progression. More complete information on Graduate Assistants is available through the [Graduate School](#).

### **Non-Student Hourlies**

It is University policy that non-student hourly (temporary) employment be restricted to those individuals employed to meet unexpected work-loads, to fill a vacant position while the department evaluates their needs for a permanent replacement, or to provide short-term assistance (seasonal workers, returning retirees helping to train their replacement, etc.).

**In any 12-month period**, (April 2020 to March 2021, for instance) a non-student hourly may work **only 9 months** – this is a per-employee limit, meaning work in one or more departments counts toward the employee's limit, except when a [Student at Other Institution \(SOI\) form](#) is provided.

Non-student hourlies are covered by Workers' Compensation and Unemployment Insurance.

### **Student Employees**

Student employees perform duties assisting in an academic program, routine general labor and general office duties. These employees are treated as hourly personnel for payroll purposes. Students may be hired as student hourly or work-study employees. Special eligibility criteria and maximum hours of work apply. Processing is handled by Career Services, a section of the Student Financial Services.

### **Other Salaried**

#### **Postdoctoral Fellows**

- Postdoctoral Fellows are usually persons who have recently completed their PH.D.s and are engaged to work primarily on research projects. They are not required to enroll as students and their appointments are intended to last no more than three years.

#### **Veterinary Interns**

Veterinary Interns are formalized through the Veterinary Teaching Hospital and the interns are DVM's completing a one-year program that results in receipt of a Certificate

medicine or surgery, or a combination. They are not required to enroll as students, and their appointments are full time. Veterinary Internships are one-year appointments.

## Clinical Psychology Interns

- Clinical Psychology Interns are formalized through the University Counseling Center and the interns are pre-PhD's in Counseling or Clinical Psychology who are typically completing the last requirement of their PH.D. program, the internship, which results in receipt of a Certificate of Completion. They are not required to enroll as students, and their appointments are full time. Clinical Psychology Internships are one-year appointments.

## Associate Assignments

Associates of Colorado State University are individuals who are in some way affiliated with the University such that access to CSU's network, computing, and library resources is required. Individuals who have only an Associate assignment **do not receive pay**.

Associate assignments are classified in the following way:

- **Affiliate:** Individuals employed outside the University who have a strong and continuing relationship with the University and whose training, experience, and activities contribute actively to the program of the department
- **Committee Member:** Individuals who are not academic faculty of CSU may be given a Committee Member appointment in order to be full voting member on a graduate student's committee.
- **Guest Associate:** Individuals who are contractors, guests of an employee, or senior citizens in the community with departmental permission to audit a course which uses online resources.
- **Joint Appointment:** Faculty members or admin professionals whose professional activities fall, to an appreciable degree, within the purview of two departments. If an employee has a joint associate assignment, he may not have any other associate assignments.
- **Visiting Associates:** Research Associates, Scientists, Scholars, Senior Scientists and Senior Scholars who are members of the faculty for a short time while on leave from another institution.

Associates assignments do not require a social security number and may be set up in Oracle using a **replacement identifier**, or "992" number. Requests for replacement identifiers for Associate assignments can be sent to [HR\\_Records@mail.colostate.edu](mailto:HR_Records@mail.colostate.edu). Please include the individual's first and last name, and date of birth.

## Independent Contractors

Independent contractors may be used to provide personal services to CSU and its departments whenever there are funds budgeted and appropriated for the cost of the service, the need for the service has been approved by the appropriate department head or dean, and verification has been made to establish that there is no state-classified position for providing the same services.

Independent contractors are defined by CSU as a person, business, or corporation that provides goods or services to another entity under terms specified in a written or verbal agreement. Contractors are distinguished from employees based on multiple factors, including that a contractor typically:

1. Is engaged in independently established trade.
2. Offers services to multiple clients.
3. Does not provide services similar to those provided by CSU employees.
4. Is not hired on a full-time or regularly reoccurring basis.
5. Bills by the job, not by the hour.
6. Is free from CSU's control & direction as to the means and methods of accomplishing the work.
7. Furnishes knowledge, supplies, equipment, & tools.
8. Receives no training, supervision, or instruction from CSU.

Training Resources:

- [Employee or Contractor?](#)
- [Contracting Policies](#)

# HR Systems

## Administrative Applications and Resources

The [Administrative Applications and Resources page](#) (AAR) is designed to provide links to the administrative applications supported by the Information Systems Department.

## Employee Self-Service

[Employee Self-Service](#) is an online resource that allows CSU's employees access to view and update certain aspects of their personal and employment information – all while supporting CSU's **Go Green** sustainability initiative!

Available options will vary based upon appointment type and benefits eligibility, if applicable. Some items can be updated while others are view only.

To log in to Employee Self-Service, use **Internet Explorer** to go to [aar.colostate.edu](http://aar.colostate.edu), select the **HR System** link, and then click on **CSU Employee Self-Service**. Select the activity you wish to perform from the expanded menu options.

For assistance or more information on Employee Self-Service, please contact the HR Service Center at (970) 491-MyHR or [HR\\_Service\\_Center@mail.colostate.edu](mailto:HR_Service_Center@mail.colostate.edu).

## Oracle

Oracle serves as the system of record to manage employee information and assignment data. Oracle is used to hire new employees, maintain existing employee records, keep track of leave and benefits information, request background checks, enter performance management data, and reporting.

To request access to the Oracle HR System, please complete the [HR System Access Request Form](#).

Access forms should be submitted to HRIS at [hr\\_is@mail.colostate.edu](mailto:hr_is@mail.colostate.edu) once all authorizing signatures have been obtained.

Training Resources:

- [HR System User Guide](#)
- [Oracle Basics \(eLearning\)](#)

## Talent Management System

The Talent Management System (TMS) is used to manage postings, applicants, hiring proposals, position descriptions, and classifications.

To request access to the TMS, please complete the [Talent Management System Access Request Form](#).

Training Resources:

- [The Starter Packet for the Talent Management System](#)

- [Introduction to CSU's Talent Management System](#) (Video)
- [Guides and Resources](#)

## Equifax

Equifax is used to complete the Form I-9 and SSA-1945 electronically.

To request access to Equifax, please complete the [HR System Access Request Form](#).

Training Resources:

- [Employee Section 1](#)
- [CSU Employer Site Navigation](#)
- [Section 2 Pending](#)
- [Reverification](#)
- [Receipt](#)
- [SSN Applied For](#)
- [New Form I-9 Info](#)

## TimeClock Plus

TimeClock Plus (TCP) is used to track employee's timekeeping and leave information.

Department HR staff monitor approvals and create other types of informational leave (that do not affect Sick or Annual Leave balances), including Parental Leave, Jury Duty, Leave Without Pay, Bereavement Leave, Military Leave, and FMLA Leave.

To request access TimeClock Plus, please complete the [HR System Access Request Form](#).

Training Resources:

[TimeClock Plus Videos & Quick Guides](#)

## Other Systems

### Kuali Research and Kuali Financial System

[Kuali Research](#) (KR) is an enterprise software system that addresses the full sponsored projects life cycle. It provides a single resource for all proposal, award and compliance information while providing a solution for complex workflow as part of the review and approval process.

Training Resources:

- [Vice President for Research](#)

The [Kuali Financial System](#) (KFS) is the official system of record for all financial transactions.

Training Resources:

- [Business and Financial Services](#)

## Vista Plus

[Vista Plus](#) is the report archive for Human Resources and other campus systems. Several HR



Oracle monthly reports are stored in Vista Plus

To request access, fill out the [Vista Plus Access Request](#) form.

Training Resources:

- Vista Plus User Guide
- Online Demo

For further information please contact [IT Scheduling](#).

## ODS

The Operational Data Store (ODS) provides HR and other data in the form of a data warehouse so users can write custom reports as needed.

To request access, fill out the [ODS Data Access Request](#) form.

Some HR Processes are intertwined with other departments at CSU. The information provided in this section is organized by HR unit but some processes within each section may be owned by other departments. Please read each section carefully so that you are aware of who to contact with questions or concerns.

## Payroll

The payroll unit supports the HR community by providing the highest quality customer service in processing the university's payroll accurately and timely while complying with federal and state regulations.

## Direct Deposit

Direct deposit is a condition of employment at Colorado State University, detailed in [State Fiscal Rule 9-2](#), p.2, requiring all employees to receive their pay via direct deposit to the bank or financial institution (located within the US) of their choice. Under limited circumstances, the [HR Payroll Manager](#) may authorize exemptions to mandatory direct deposit.

Verify your first deposit after submission of information before drawing against your account. CSU cannot assume any fiscal liability for charges assessed against the employee due to erroneous bank account numbers, miscommunication, etc.

Log into [Employee Self Service](#) to add or update direct deposit information.

## Out of State Taxes

Please note that other taxes may be required to be withheld from employee compensation dependent upon where work is performed for the University these include, local taxes, county taxes and city taxes.

State taxes are withheld **where work is performed**. An employee working in a state other than Colorado must complete an [Out-of-State Work Location](#) form and return it to their departmental HR liaison along with the completed W-4 form. It is the employee's responsibility to inform their department and HR Payroll

of any changes in location and state where they are currently being taxed.

## Foreign Nationals

All foreign nationals must contact the [CSU Foreign Tax Office](#) to complete necessary paperwork for employment. Newly hired foreign national employees should be directed to contact the CSU Foreign Tax Office at (970) 491-3538 for more information regarding the appointment of foreign nationals and taxation.

## Payroll Deadlines

If an employee's approval in the HR/Payroll System (Oracle) is complete in time to be processed with the standard payroll and direct deposit information has been received, the first paycheck will be directly deposited to the employee's bank.

If there is a delay in the direct deposit information, a live check is issued, and the department should coordinate with the new hire for delivery of the check (*see Special Payments section below*).

View the master payroll schedule [here](#).

## Special Payments

Special payments may be requested when the department misses any of the payroll processing deadlines resulting in an employee failing to receive pay on the regularly scheduled payday.

The manual processing involved is labor intensive and the payments are expensive to produce.

### Fees

Human Resource Services is required to focus on its primary functions and to eliminate or reduce non-essential functions. As such, a **fee of \$25** is assessed for each special payment requested by a department after 10 such payments have been issued within any given fiscal year.

### Requesting a Special Payroll Payment

Payment to the employee will be deposited into the employee's bank account on record unless a physical check is required. Direct deposits are normally posted to the employees account within 3-4 business days of the processing of the special payment.

To request a special payment, email [HR Payroll](#) with the following information:

- Department payroll liaison name and phone number
- Department name and number
- Account number to charge for the \$25 fee
- Reason a special payment is being requested
- For each employee who is to receive a special payment:
  - Full name as it appears in the HR System
  - Assignment number
  - Employee group (i.e., student hourly, state classified, faculty)
  - Please specify if the employee prefers a direct deposit or live check
- For **hourly** employees, attach a scanned copy of the completed timecard.

- For **salaried** employees, provide the dates the requested special payment covers.

## Social Security Notice

Employees of CSU do **not** participate in the Social Security program and a pension from this job could affect future Social Security benefits to which an employee may become entitled.

Colorado State University is required by law to provide to provide this [Statement Concerning Your Employment in a Job Not Covered by Social Security \(SSA 1945\)](#).

## Supplemental Pay

Supplemental Pay may be authorized **when the work to be performed by a CSU employee is outside the scope of the employee's regular duties**. Authorization is required from both the

employee's regular home department/unit head and the head of the department/unit that is paying for the work.

For more information on Supplemental Pay, the Supplemental Pay authorization process, or questions concerning which activities may or may not be eligible for Supplemental Pay, please contact the [Office of the Provost](#).

## Travel Expense and Procurement

For information on travel expenses and procurement please contact the [Business and Financial Services Office](#).

## Benefits

The Benefits unit supports the HR community by providing information about a wide range of benefits that promote health, financial security, and overall well-being.

## Who is Benefits Eligible?

- **Academic Faculty, Administrative Professionals, Post-Doctoral Fellows and Other Non-Classified Staff (Faculty/Admin Pro):** Employees on Regular or Special appointments of half-time (50%) or greater are eligible for benefits as of the date of appointment unless otherwise noted.

\* Visiting Faculty, Visiting Scientist/Scholar, Visiting Research Associates, Visiting Senior Scientist/Scholar are not eligible for benefits, except as required as a condition of employment under Colorado law, to contribute to a retirement plan in lieu of Social Security.

- **Faculty Transitional Appointments:** Faculty transitional appointees have the option of remaining on the active group insurance plans that are available to full-time academic faculty members.

- **State Classified:** All salaried and hourly state classified employees are eligible for benefits as of the date of appointment unless otherwise noted.
- **Non-Student Hourly, Graduate Assistants or Student Employees:** Not eligible. HR provides an offer of coverage to employees when criteria under the Affordable Care Act (ACA) is met. ACA federal regulations determine eligibility.

Please see [Benefits Eligibility](#) for detailed information.

## Benefit Plan Year

- The plan year for a **Faculty/Admin Pro employee** is on a calendar year basis – January 1 through December 31. Open enrollment generally occurs each November for a January 1 effective date.
- The plan year for a **State Classified employee** is on a fiscal year basis – June 1 through July 31. Open enrollment generally occurs each April/May for a July 1 effective date.

## Available Benefits

**Faculty/Admin Pro:** Under the CSU Benefits Plan, the University and the employee share in the cost of basic benefit coverage. General information about benefits is provided in the [summary plan description \(SPD\)](#).

- Core Benefits: The University pays 100% of medical\*, basic group term life, short- and long-term disability.

\*Under the Cost Share model, the University pays Medical and Dental at 100% for the cost of employee only coverage under the Green or Ram Plan-HDHP medical and/or the Delta Dental Basic plans. In order to “opt-out” of medical coverage the employee must certify they have comparable medical coverage elsewhere.

- An employee may choose to add voluntary benefits: dental, vision, voluntary life insurance and flexible spending accounts. Please see [Health Benefits](#) for detailed information.

**State Classified:** The State of Colorado and the employee share in the cost of basic benefit coverage. General information about benefits is provided in the [State benefits guide](#).

- Core Benefits: The State offers basic group term life and short and long term at no cost.
- An employee may choose to add voluntary benefits: medical, dental, enhanced vision, long term disability, voluntary life insurance and flexible spending accounts. Please see the [State of Colorado](#) benefits website for detailed information.

## Who Contributes to Retirement?

Retirement plan participation, [in lieu of Social Security](#), is mandatory and begins as of the date of appointment for all employees.

- **Faculty/Admin Pro, Regular or Special appointments:** Employees are required to contribute 8% of their Covered Monthly Salary on a tax deferred basis to the DCP or 8.75% to PERA (if deemed eligible through PERA). The University will contribute an amount equal to 12%.
- **Faculty/Admin Pro, Temporary appointments:** Employer contributions to the DCP will

not begin until a one year waiting period is satisfied. Refer to the [Retirement](#) section on our website for additional information.

- **State Classified and Non-Student Hourly:** Employees are required to contribute 8.75% to PERA.
- **Graduate Assistants or Student Employees:** Employees contribute 7.5% to the [Student Employee Retirement Plan](#) (SERP) in certain circumstances.

## Leave Options - Disability

**Faculty / Admin Pro:** Short Term Disability (STD) and Long-Term Disability (LTD) insurance are core benefits and is provided at no cost to the employee. Applications can be obtained from Human Resources.

- **[Short Term Disability:](#)** The plan provides a continuation of income in the event of illness, injury, surgery, or pregnancy for enrolled employees who exhaust their sick and annual leave balances. This plan provides for continuation of the monthly base salary beyond the exhaustion of accrued paid sick and annual leave up to the 60th continuous workday of absence caused by an eligible disability (illness, injury, surgery, or pregnancy). Replacement of covered monthly base salary earnings at 100%.
- **[Long Term Disability:](#)** The plan provides a monthly income replacement benefit, which begins on the 91st consecutive calendar day of total disability and continues to be payable each month during the term of continuous disability. The last monthly income replacement benefit payment will be made as of the first day of the month in which the earlier of these events occur.
  - To determine eligibility or process an application for either STD or LTD, please see the [HR website](#) for guidance.

**State Classified:** Short Term Disability (STD) insurance is a core benefits and is provided at no cost to the employee. Applications can be obtained from Human Resources.

- **[Short Term Disability:](#)** The State provides eligible employees with STD Insurance, which pays up to 60% of weekly pre-disability covered compensation. The plan pays up to a maximum benefit 150 days during any 12-month period, following the required STD benefit waiting period, which is 30 days).
- **[Long Term Disability:](#)** Employees who regularly work at least 30 hours or more each week are eligible to enroll in the Voluntary LTD Insurance plan. The LTD Insurance plan pays up to 60% of monthly pre-disability covered compensation following the required waiting period of six months.
  - To determine eligibility or process an application for either STD or LTD, please see the [HR website](#) for guidance.

## Leave Options - Family Medical Leave

### FML Basics

Family and Medical Leave (FML) is an unpaid leave intended to allow eligible employees to take time off from work for qualifying family and medical events in accordance with the Family and Medical Leave Act of 1993.

- FML runs concurrently with other applicable paid leaves (sick/annual/injury/STD/LWOP)
- Subject to regular leave provisions, sick and annual leave (unless receiving STD for state classified) must be used before an employee can be placed on unpaid leave during FML
- Requires the employee be returned to the same position or an equivalent position after taking the leave including pay, employment benefits, and terms and conditions.

The Family Medical Leave Act provides for up to twelve weeks (one additional week of State FML for classified employees) of leave under specific circumstances:

- Birth and care of a newborn
- Adoption or foster care or placement of a child
- Care for the employee's spouse, domestic partner or civil union partner; son or daughter (under 18), or parent who has a serious health condition
- Serious health condition of the employee
- Military (care of a service member/veteran or qualifying exigency)

## Department Responsibility

For successful administration of FML, a department should:

- Determine employee eligibility under FMLA.
- Provide the Notice of Eligibility and Rights and Responsibility (Notice) within 5 business days of notification from the employee or when an FML event has been recognized.
- Provide a medical certification to be returned in 15 calendar days, in the form of a:
  - Medical Certification of Health Care Provider for Employee's Serious Health Condition,
  - Medical Certification of Health Care Provider for Family Member's Serious Health Condition,
  - Certification of Qualifying Exigency for Military Family Leave, or
  - Certification for Serious Injury or Illness of Covered Servicemember
- Review the medical information and determine if it meets the criteria for a qualifying event and issue a Designation Notice within 5 business days, either approving or denying the FML.
- If the documentation is incomplete or insufficient, the department will notify the employee of the need for clarification and specifically what information is required. The department will provide 7 calendar days to obtain and submit a complete certification.
- In most cases, ensure a fitness-for-duty certification is requested with the Designation Notice.
- Maintain FML forms and documentation, in a secure, confidential location and separate from the personnel file.
- Provide current FML balance to the employee upon request.
- Return the employee to the same position or an equivalent position after taking the leave including pay, employment benefits, and terms and conditions.

## Paid Family Medical Leave (PFML)

PFML provides state classified employees up to 80 hours of paid leave (prorated for part-time), per rolling 12-month period when employees are eligible and qualify for unpaid job-protected leave under FMLA, including the addition of Safe Leave.

Please review [FML](#) for more information.

## Leave Options - Parental Leave

Colorado State University is committed to helping employees achieve a positive work life balance. Part of this effort includes the Parental leave benefit which provides paid time off for parents to bond and care for their new child. Additional, unpaid leave is permitted under the Family Medical Leave Act (FML).

### Faculty/Admin Pro:

- **Eligibility:** Faculty, Admin Pro, Post-Doctoral Fellows, Veterinary Interns and Clinical psychology Interns with an appointment of at least half-time (50%) or greater who are benefits eligible.
- **Who is a Parent:** The birth and non-birth parent, adoptive parents, primary caregivers\*, non-primary caregivers (A primary caregiver is the parent who has primary responsibility for the care of a child immediately following the birth or adoption of the child.)
- **Leave Entitlement:** Three (3) work weeks of paid time off, in addition to the employee's accrued sick and annual leave (and any STD benefits to which the birth parent is entitled) to be used for the purpose of caring for and bonding with the child.
- **When Can Leave be Taken:** Parental Leave may be taken within the first year after delivery or placement for adoption and runs concurrently with (is considered part of) Family Medical Leave. Parental Leave **may not** be used to meet the 10-day waiting period for STD.
- **How to Apply:** An eligible employee should meet with their department HR Professional to notify them of the timing and duration of leave. The department will complete the [Parental Leave application](#) and submit it to HR for approval.

### State Classified:

- **Eligibility:** State Classified monthly salaried employees with an appointment of half-time (50%) or greater are eligible for Parental Leave. An employee is not eligible during any period in which they are not in regular, paid employment status (e.g. leave without pay for purposes other than the birth or adoption of a child).
- **Who is a Parent:** The birth or non-birth parent, or the spouse, domestic partner or civil union partner of either, at the time that the leave period commences (for babies born or adopted after July 1, 2019). An employee becomes a parent for purposes of this policy at the time of the child's birth or placement for adoption.
- **Leave Entitlement:** Three (3) work weeks of paid time off in addition to the employee's accrued sick and annual leave (and any STD benefits to which the birth parent is entitled) to be used for the purpose of caring for and bonding with the child.
- **When Can Leave be Taken:** Leave must be taken within the 12 months following the date of birth or adoption and the leave must be taken in one continuous block (not split into intermittent days). Parental Leave **may not** be used to meet the 30-day waiting period for STD.
- **How to Apply:** An eligible employee should first meet with their department HR representative and notify them of the timing and duration of leave. The HR representative will complete the [Parental Leave application](#) and submit it to HR for approval.

## Healthy Families & Workplaces Act (HFWA)



Starting January 1, 2021, HFWA requires employers to provide paid sick leave to their employees, accrued at one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year.

## Public Health Emergency Leave (PHEL)

Signed into law July 14, 2020, the Healthy Families Workplaces Act (HFWA) required the State to provide eligible employees with job-protected, public health emergency leave effective January 1, 2021 for specific reasons related to the pandemic.

During the entirety of a public health emergency (until four weeks after the public health emergency ends), full-time employees who are unable to work or telework are eligible for up to eighty (80) hours of PHEL (regular base pay).

## Classification and Compensation

The Classification and Compensation unit supports the HR community by creating consistency among jobs across campus and identifies benchmark positions to allow for the development of salary structures for equity and fairness of similar positions.

## Administrative Professional

AP Training/Resources:

- [AP Classification and Review Process](#)
- [AP Classification Overview](#)
- [Writing an Effective Position Description](#)
- [AP Job Family Descriptions](#)
- [AP Job Categories/Levels](#)
- [AP Classification Worksheet Examples](#)

## Research Series

There are four (4) categories within the [Research Series: Research Coordinator, Research Associate, Postdoctoral Fellow, and Research Scientist/Scholar](#). Click on the titles below for further information regarding each category.

- Research Coordinator describes broad professional assignments responsible for the day to day operations for one or more research project(s) conducted in an academic department or its associated research unit. Research Coordinators are not directly involved in research activities and are primarily funded from their associated research project(s).
- Research Associate series is a broad series encompassing natural, computer, physical, biological and social sciences, as well as engineering and veterinary medicine. Work requires participation in research or scholarly endeavors.
- Postdoctoral Fellows are employees who are engaged to work primarily on research projects and have recently obtained their PhD (or equivalent degree).
- Research Scientists/Scholars are normally PhD researchers who work independently on projects and who contribute original, creative work.

## State Classified

## Positions Eligible for Review

- Position descriptions may be reviewed for changes in duties and responsibilities which may impact classification if it has been at least one year since the last review, or if reorganization within the work unit has caused substantive changes in the assignment. Either a department or an individual may request an audit of a position – to do so, please see instructions for “Initiating a Review” below. Note that all signatures must be received on a Position Description before a review can be completed.

## Initiating a Review

- If an employee believes their position warrants such a review, they should consult with the supervisor and together with the supervisor submit an updated **Position Description**, describing their current assignment. Positions requesting movement based upon Staff Authority must submit additional supporting documentation along with the PDQ.

## Review Process

- The review process takes approximately 30 days.
- The employee's department must review and approve the submitted PD. Departments requesting reviews of vacant positions or creation of new ones must also submit a completed PD.
- A classification specialist in the Human Resources Employment Office reviews it for completeness and performs a preliminary assessment of the match of assigned duties to the specifications for the job class targeted by the initiator. PDs which are incomplete are returned to the initiating department with instructions for correction. PDs for which the preliminary review indicates a possibility of sustainment or lowering of classification will be returned to the employee with a notice indicating such. Please note: While Human Resources may determine an occupied position has been over-classified, there is **never**

negative impact to an employee's pay, status, or tenure. Once vacated, the position will be appropriately allocated at the different classification series and/or level.

- Upon completion of the preliminary review, the PD may be forwarded for more rigorous analysis by a panel of subject matter experts or verified by a classification specialist. interviews and/or requests for further information will be conducted with the immediate supervisor, as necessary. The requesting department will receive written notice of the outcome upon completion of the process.

## Recruitment

### AP/Research/Faculty

Recruitment of these employee types are managed by the [Office of Equal Opportunity](#).

### Non-Student Hourly (Temporary Hourly)

Temporary Hourly assignments are announced through the Talent Management System by the departmental Hiring Authority.

- [NSH Recruitment Road Map](#)

## State Classified

State Classified recruitment is held in the Employment Office. After a position description is complete and classified a member of the employment team will reach out to speak about the recruitment process.

- Please know all Admin Assistant II positions are hired from an eligible list established by the Employment Office.

## Student Employment

[The Career Center](#) and [Office of Financial Aid](#) are responsible for recruitment processes for student employees.

## Records

The Records unit supports the HR community in workforce operations from the point an applicant is chosen for hire through the end of their employment with CSU. The team manages the onboarding process for the employee and employer, ensuring the background check, Form I-9, employment documents, and other procedures flow effectively and comply with CSU policies and state and federal laws.

## Oracle Personnel Actions

All employee records are kept in CSU's HR System, Oracle. Records are created at the department level and approved electronically. Approvals route through the hierarchy designated by the department. Depending on the type of action and employee group additional information may be required for Records to approve the record in Oracle.

Training Resources:

- [Oracle User Guide](#)
- [Oracle Basics eLearning Course](#)
- [Onboarding Toolkit](#)

## Electronic Signatures

Human Resources accepts certain types of electronic signatures on many of our forms, including:

- Compensatory Time Agreement
- Creative Works Policy Agreement
- Oath of Allegiance
- PERA Exclusion
- HR System Data Access
- Verification of Student Status at Other Institution
- Employee Study Privilege Application
- Health Savings Account (HSA) Contribution Change Form – Fidelity Investments
- Salary Reduction Agreement for PERA 401(k)
- Salary Reduction Agreement for 403(b)

- Emergency Loan Agreement and Payroll Deduction Authorization
- Donate to the Leave Sharing Program
- Leave Sharing Bank
- Parental Leave Application (Faculty/Admin Pro)
- Parental Leave Application (State Classified)
- Tuition Scholarship Program
- Volunteers in Public Schools Authorization Form
- Contract to Elect/Terminate 9 Months Pay Over 12 Months
- Leave Change Request

Other forms may follow and will include the phrase, “electronic signatures accepted,” by the signature line..

The following types of electronic signatures will be accepted on these forms:

- Documents signed and scanned to PDF
- Adobe Sign (not Adobe Acrobat)
- DocuSign

If your department has a license for Adobe Sign or DocuSign, you may send the PDF form signatures through the system and include the appropriate HR unit email (such as [hr\\_records@mail.colostate.edu](mailto:hr_records@mail.colostate.edu)) as the final notification in the workflow, or simply email a PDF version to us once the electronic signature stamps have been obtained.

## Background Checks

Pre-employment background checks are completed for **most new hires** and **some current employees** and **volunteers**, as further outlined in the [CSU Background Check Policy](#)

The HR Records unit is responsible for assuring that all candidates and employees are treated fairly when such checks are conducted, and that associated processes adhere to all state and federal laws, rules, and regulations.

Requests for non-classified employee groups are submitted through Oracle. Requests for classified employee groups are submitted through the Talent Management System.

Oracle	TMS
<ul style="list-style-type: none"> <li>• Associate</li> <li>• Non-Student Hourly</li> <li>• Student</li> <li>• Graduate Assistant</li> <li>• Volunteer</li> </ul>	<ul style="list-style-type: none"> <li>• State Classified</li> <li>• Administrative Professional</li> <li>• Research Professional</li> <li>• Faculty</li> </ul>

Training Resources:

- [A Guide to Background Checks at Colorado State University](#) (eLearning module)
- [How to Request a Check in Oracle](#) (PDF)
- [How to Request a Check in the Talent Management System](#) (PDF)

## I-9 Compliance

The Form I-9 is used to verify the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers are required to have their employees complete a Form I-9. The SSA 1945 is an electronic form in Equifax used to meet the [requirements of the Social Security Protection Act of 2004](#).

### Section 1

Employee is provided with department specific link (see below) to fill out Section 1 of the I-9 (and SSA-1945) in Equifax. **This must be completed no later than their date of hire.**

- Employees can complete Section 1 of the Form I-9 using the following URL:  
<https://hrx.talx.com/HRX/EmploymentCenter?packetid=3e021089-a4b0-45cf-8c8b-b827b498fcb2&Location=XXXX>
  - Replace “XXXX” with the four-digit CSU department number

### Section 2

Meet with the employee to review their two forms of identification and complete Section 2. **This must be completed no later than the 3<sup>rd</sup> business day after the employee starts.**

### Section 3: Reverification

Section 3 must be completed if an employee’s work authorization or documentation of employment authorization is expired. Reverification must occur no later than the date that the existing employment authorization expires.

Only Section 3 should be completed – **DO NOT** have the employee complete Section 1 and **DO NOT** complete Section 2.



### Remote Agents

Remote Agents are authorized representatives who are engaged on behalf of CSU to complete

Section 2 of the Form I-9 for remote hires. While USCIS does not place restrictions on who may serve as an authorized representative, restrictions may vary by state. Departments are responsible for ensuring Section 2 of the Form I-9 is completed on time and within compliance. For assistance in locating a Remote Agent, members of CUPA may utilize the [I-9 Reciprocal CUPA Consortium](#).

Hiring managers will complete and submit a [Request for Remote Agent Access](#) to HR Records to gain Equifax access for their designated representative.

Once access has been granted, the Remote Agent will receive email instructions and temporary login credentials for Equifax. The employee and Remote Agent will schedule a time to complete Section 2 of the I-9.

Training Videos:

- [Employee Section 1](#)
- [CSU Employer Site Navigation](#)
- [Section 2 Pending](#)
- [Reverification](#)
- [Receipt](#)
- [SSN Applied For](#)
- [New Form I-9 Info](#)

Additional Resources:

- [Completing the Form I-9: The Electronic Process](#) (PDF)
- [USCIS: I-9 Central](#)
  - [Acceptable Documents](#)
  - [Complete and Correct Form I-9](#)

## **Employee Relations**

The Employee Relations unit assists individuals and departments in creating a positive and effective workplace.

HR Solutions Partners provide consulting services, advice and support to employees, supervisors and managers who have questions or want assistance with rule and policy interpretation, performance management, workplace behavior consultations, and employee/supervisor communications.

## **Performance Management Program**

The Performance Management Program is designed to help employees achieve performance excellence and encourage consistent collaboration between supervisors and employees.

### **State Classified**

The Performance Management Program (PMP) is a state-mandated program and, as a state institution, Colorado State University is required to implement this program for its state-classified employees. This process is comprised of three required steps: [planning, mid-year review, and final evaluation](#).

## Administrative Professional

Guidelines for the Administrative Professional evaluation process are mandated according to [Section D.5.5. of the Academic Faculty and Administrative Professional Staff Manual](#).

The Evaluation of Administrative Professionals guide includes:

- The Academic Faculty and Administrative Professional Staff Manual statement setting forth the mandatory guidelines for performance evaluation of Administrative Professionals.
- A recommended performance process and appraisal form.

Training Resources:

- Performance Management Program (eLearning module)
  - [Part 1: General Knowledge](#)
  - [Part 2: State Classified Process](#)

## Other Processes

### Annual Merit Exercise (SALX)

The annual Salary Increase Exercise process establishes salary increases for faculty and administrative professional staff. Each college and vice president are given a set percentage of dollars to distribute amongst their employees based on merit and evaluation of performance for the past year. The other elements of the exercise include promotions from the promotion and tenure process, as well as equity and special increases which are used to address other salary adjustments that go beyond the scope of the merit component. This exercise is administered by the [Office of Budgets](#) and the [Vice Provost for Faculty Affairs](#).

- For more information regarding the process please refer to the [SALX Training](#).

### Out-of-Cycle Pay Increase

Anytime that an employee's salary increases (except in cases where someone is assuming a brand-new position), a [Salary Adjustment Outside the Annual Merit Cycle form](#) is required to be approved through the provost's office. Even if the unit does not report to the Provost Office, the Individual Salary Adjustment form still needs to be reviewed by their committee.

### Employment Verification

CSU utilizes [The Work Number](#) for employment and salary verification which allows verifications to be completed in a secure and timely manner, 24-hours a day.

For more information, please contact the [HR Service Center](#).



# Resources and Additional Information

## Administrative Professional Council (APC)

The [APC's](#) purpose is to represent and promote the interests of administrative professionals at Colorado State University and to facilitate communication across campus. Members are dedicated to researching, discussing, making recommendations to the CSU Administration, and assisting in implementation, when warranted, issues regarding employment and benefits that have the potential to affect the welfare of Administrative Professional employees.

## Adult Learners and Veteran Services

[Adult Learner and Veteran Services \(ALVS\)](#) supports increased academic achievement and holistic development for all adult learners, including but not limited to veterans and student parents, resulting in graduation from CSU and sustainable personal and professional success. We do this through engagement and leadership opportunities, community building and resource facilitation.

## C2C: Commitment to Campus

Colorado State University's [Commitment to Campus](#) encompasses a wide range of programs, discounts, and special benefits available to CSU faculty and staff. These opportunities are offered to:

- Promote employee health, wellness, and personal advancement
- Engage employees in the life of the University
- Connect employees and students outside the classroom
- Enrich participation in campus programs, classes, and events
- Reward employees for their service and involvement in the CSU community

## CARE Program

The [CARE Program](#) provides CSU employees with information about, and referrals to, agencies and organizations in Northern Colorado who provide **low-cost or no-cost services** in the areas of:

- Physical and mental healthcare
- Food, clothing and other household necessities
- Dependent care and elder care
- Services for the disabled
- Housing, including emergency food and shelter
- Education
- Transportation
- Pets
- And other support services

The CARE Program is free and available to CSU employees\*

\*CSU students who need assistance should contact [Student Case Management](#)

## Classified Personnel Council (CPC)

The [CPC's](#) purpose is to represent and promote the interests of state classified employees at Colorado State University and to facilitate communication across campus. Members are dedicated to researching, discussing, making recommendations to the CSU Administration, and assisting in implementation, when warranted, issues regarding employment and benefits that have the potential to affect the welfare of State Classified employees.

## COVID Information & Resources

CSU's [COVID Information & Resources](#) website provides the latest information and resources for students, faculty, and staff.

## Ergonomic Evaluations

Ergonomics expands to all areas of work whether in the office, laboratory, materials handling or production facility. Identifying, evaluating and controlling exposure to ergonomic injury risk factors is crucial in preventing work related pain and injury, increasing productivity and reducing waste. Risk factors can include but are not limited to; awkward postures, repetition, duration, and contact stress.

The [Office of Risk Management & Insurance](#) offers a variety of ergonomics, injury prevention and risk assessment services. Click the appropriate link below to schedule an ergonomic evaluation:

[Schedule an Office Ergonomic Evaluation](#)

[Schedule an Industrial Ergonomic Evaluation \(non-office job tasks\)](#)

## Holiday Schedule

The [holiday schedule](#) is updated every year to reflect observed holidays that may impact the workweek.

## Land Acknowledgement

Colorado State University acknowledges, with respect, that the land we are on today is the traditional and ancestral homelands of the Arapaho, Cheyenne, and Ute Nations and peoples. This was also a site of trade, gathering, and healing for numerous other Native tribes. We recognize the Indigenous peoples as original stewards of this land and all the relatives within it. As these words of acknowledgment are spoken and heard, the ties Nations have to their traditional homelands are renewed and reaffirmed.

## Talent Development

[Talent Development](#) designs and coordinates training and talent development opportunities for personal and professional growth for Colorado State University employees. This is accomplished through live and online training, self-paced courses, programs, customized workshops and coaching sessions. Learning topics include:

## **Tell Someone**

If you are concerned about a student or an employee's mental health or safety, [Tell Someone](#) is a university resource that can connect that person with help, or address safety concerns. Immediate safety concerns should be reported to 911.

## **SilverCloud**

[SilverCloud](#) is a confidential, self-guided program based on cognitive behavioral therapy principles that can be accessed 24 hours/day, 7 days/week. Each module offers information, tips, and interactive activities to better understand one's emotional well-being.

## **Workers Comp**

Workers compensation is held through the [Office of Risk Management](#).

# Student Diversity Offices

## Asian/Pacific American Cultural Center

[The Asian/Pacific American Cultural Center](#) works to make CSU a safe and supportive space for Native Hawaiian, Pacific Islander, Middle Eastern, Asian American (including Southeast Asian, Desi, adopted, mixed race) students and other historically marginalized communities

APACC runs several educational and volunteer programs for students to help spread awareness of Asian American culture and connect students with one another.

## Black/African American Cultural Center

[The Black/African American Cultural Center](#) assists students who identify as, with, and/or in exploration of the Black/African American culture with their transition to CSU and throughout their academic careers by providing support and encouragement for their academic, professional, cultural, and personal development and to enhance ALL students' knowledge of the culture, history, heritage and traditions that are unique to the African American experience.

## El Centro

The mission of [El Centro](#) is to provide support for the Latinx community at CSU and Fort Collins through student engagement, academic success, cultural pride, empowerment, and volunteer/leadership opportunities. El Centro strives to promote an inclusive environment that focuses on awareness and understanding of the Latinx experience.

## Native American Cultural Center

[The Native American Cultural Center \(NACC\)](#) office was established in 1979. Their mission is to ensure a successful educational experience for students by providing support and services related to recruitment, retention, graduation, and community outreach. The office embraces and encourages a supportive environment based on the traditions and cultures of Native American peoples.

## Office of International Programs

The mission of the [Office of International Programs \(OIP\)](#) is to help create and foster international activities supporting teaching, learning, research and engagement throughout Colorado State University. This mission is accomplished through a broad array of programs and services designed to provide international experiences for all CSU students, scholars, faculty and staff.

## Pride Resource Center

[The Pride Resource Center](#) provides resources and support for all CSU community members to explore and increase their understanding of sexual/romantic orientation, and gender intersection.

## **Student Disability Center**

[The Student Disability Center](#) provides support services in three categories: accommodations, awareness, and advocacy. Accommodations are designed to give students access to the programs offered by CSU. Awareness activities are related to improving the climate on campus for students with disabilities. Advocacy efforts are to ensure the needs of students with disabilities or chronic health conditions are addressed in both in individual situations as well as in policies and procedures of the university.

## **Women & Gender Advocacy Center**

[The Women & Gender Advocacy Center](#) provides confidential crisis intervention and emotional support. We provide information about academic, legal, medical, emotional, and student conduct resources to survivors of sexual assault, relationship violence, and stalking. We also offer support to secondary survivors such as intimate partners, friends, family, and you. Visit our [About Advocacy](#) page for more information.

# Acronyms

AAR	Administrative Applications & Resources
ACA	Affordable Care Act
ACNS	Academic Computing & Networking Services
AFAP	Academic Faculty and Administrative Professional
AL / SL	Annual Leave, Sick Leave
APC	Administrative Professional Council
BCR	Budget Change Request
BIS	Break in Service
BFS	Business and Financial Services
CCAF	Contract, Continuing, and Adjunct Faculty
CIS	Campus Information System
CPC	Classified Personnel Council
DOB	Date of Birth
DOH	Date of Hire
EE	Employee
ESL	Extended Sick Leave
ESS	Employee Self-Service
FML(A)	Family Medical Leave (Act)
FTE	Full-Time Employment
HRIS	HR Information Systems
LOA	Leave of Absence
LWOP	Leave Without Pay
LSC	Lory Student Center

NSH	Non-Student Hourly
OAB	Oracle Advanced Benefits (Enrollment System)
OEO	Office of Equal Opportunity
OGC	Office of General Counsel
PAR	Personnel Action Request (Oracle Action)
PD / VI / CPI	Post-Doctoral Fellow, Veterinary Intern, Clinical Psychology Intern