

# Administrative Procedures and Requirements

## *CURA Administrative Procedures*

### Job Description and Selection of Student

The CURA Program Manager or Community Program Assistant will work with the community agency to draft the student job description. The completed job description will be posted on the University of Minnesota's Employment website. Students will apply directly to the community agency, or online through the U of M employment system.

Once an agency has selected a student to be hired, they notify Jeff Corn at CURA via fax or e-mail using the [Student Recommendation Form](#). The community group may notify the successful candidate of its decision, but should make it clear that CURA makes the hiring decisions and that the student does not have a job until he/she has been determined eligible for employment by CURA and has been placed on payroll. In addition, the student cannot begin working until he/she has completed employment paperwork at CURA. This restriction is based on federal law.

### Matching Funds

CURA appreciates matching funds from the community. It helps stretch our limited resources and allows us to fund more projects. There is no requirement for a match, but if two proposals were of equal merit, we would select the one that cost us less.

There are two ways to provide the match: as a gift or through a contract. In either case, this arrangement must be formalized before the student can be hired.

- ▶ **Gift.** A gift is the simplest way to provide a match; simply write a check to *CURA, University of Minnesota*. The community organization formalizes this approach by submitting a written statement saying they are committed to providing \$XX.XX in support of the specified project. Please name the CURA program (CAP, NPCR, or Communiversity) and the title of the project. We expect at least 25% of the gift amount to be paid before the student is hired.
- ▶ **Contract.** Some organizations would prefer to use a formal contract; CURA will provide a standard University contract on request. A signed copy of the contract must be delivered before the student can be hired.

### Hiring Process

CURA's administrator will contact the student to schedule an appointment with him/her to process the appropriate University of Minnesota payroll and human resources paperwork. If the student has not worked at the University in the past 12 months, he/she will need to provide verification of eligibility to work in the United States, such as a Social Security card and

either a passport or driver's license. International students will need to have appropriate visa status. At the meeting, the student will be given timesheets for reporting hours worked.

### **Time Sheets**

The student's agency supervisor is responsible for monitoring the student's time and approving the timesheets before he/she submits them to CURA. Time sheets are due at CURA by 12:00 PM on the day after the pay period ends. Students may deliver, mail, e-mail, or fax the time sheets. CURA will process a time sheet without the supervisor's signature, but we must receive the original or copy of the time sheet with the supervisor's signature before we process another time sheet for the student. The University has a biweekly payroll schedule. Time sheet due dates and payday are listed on the back of each time sheet. Time sheets can be faxed to (612) 626-0273 or e-mailed to [cura@umn.edu](mailto:cura@umn.edu).

### **Fringe Benefits**

For appointments during the academic year, graduate research assistants will receive tuition remission and health insurance premium benefits based on the number of hours they work during the semester. Students must work at least 97.5 hours to qualify for tuition remission and 195 hours to qualify for health insurance premium benefits. Hours worked before or after the semester payroll period will not generate these benefits. For summer appointments, health insurance premium benefits will be covered for those working at least 50% (130 hours during summer), but tuition benefits ordinarily are not supported. For more information, see [www.cura.umn.edu/StudentP/Gradpolicy.php](http://www.cura.umn.edu/StudentP/Gradpolicy.php).

### **2006–2007 Payroll Periods**

- ▶ Fall semester: 8/28/06 to 1/10/07
- ▶ Spring semester: 1/11/07 to 5/27/07
- ▶ Summer semester: 5/28/07 to 8/26/07

### **Maximum Work Hours**

The University of Minnesota and the federal government have a variety of restrictions on the number of hours a student may work each week during the academic year as a total of all of their University of Minnesota jobs. They are as follows:

- ▶ **Undergraduate students:** 40 hours/week (we recommend 10–15 hours/week)
- ▶ **Graduate students:** 30 hours/week (we recommend 10 hours/week; more than 30 hours/week only with written permission of the Graduate School)
- ▶ **International students:** 20 hours/week during scheduled class periods and finals week

Please be aware that, per federal law, we cannot pay international students for hours worked above this limit. A payroll schedule and other useful information for F-1 and J-1 visa holders can be found at [www1.umn.edu/ohr/payroll/international/index.html](http://www1.umn.edu/ohr/payroll/international/index.html).

During semester breaks and summer, ALL students may work 40 hrs/week.

### **Final Report Requirements**

CURA Community-Based Research Programs require research assistants to complete and submit a final report to both CURA and the community organization directing the project. This final report assures the project research will be available to other community organizations. The report will be posted on the CURA website and placed in the CURA library for researchers and community organizers to utilize. More information on the requirements for the final report can be found on [page 15](#).

### **Expense Reimbursements**

For Communiversities and NPCR, the community agency will reimburse student employees for out-of-pocket expenses. The CAP program will pay for two trips during the semester for travel outside the Twin Cities metro area. To request reimbursement, students need to complete a University Employee Expense Worksheet and submit it to Jeff Corn for review and approval. Requests for expense reimbursements should be submitted to CURA on a monthly basis or when expenditures total at least \$25.00. A copy of the [expense worksheet](#) is included in the “Forms” section of this packet.