HR Management meetings December 9 & 10, 2019

CU Anschutz HR Management meeting:
- Monday, December 9, 2019
- from 9:30 to 11:00
- Ed2North, P28-1303

CU Denver HR Management meeting:
- Tuesday, December 10, 2019
- from 9:00 to 10:30
- CU Denver Building, Room #480
AGENDA

Carolyn Brownawell, Associate Vice Chancellor and Chief Human Resources Officer

- Welcome / Introductions

Deborah Lowe, Benefits Outreach Professional, Employee Services - Payroll and Benefits Administration (30 minutes)

- CU voluntary plans and the new ROTH feature for CU Faculty and Staff
- Navigating the new enrollment process in the employee portal

Lauren Fontana, Director of Affirmative Action Programs, Office of Equity, University of Colorado Denver | Anschutz Medical Campus (20 minutes)

- Tracking Outreach & Recruiting Efforts for Affirmative Action

Michelle Larson-Krieg, Director, International Student & Scholar Services (15 minutes)

- Managing International Student Workers

Doug Kasyon, Employee Relations and Performance Director, Human Resources (10 minutes)

- 2020 performance ratings – process and potential changes

Questions & Answers
CU Retirement Plans

Creating Future Income

Employee Services
Payroll and Benefits Administration
1800 Grant Street, Suite 400
Denver, CO 80203
CU Helps You Prepare

- Mandatory Retirement Plans
- Voluntary Retirement Plans
- Health Savings Account
www.cu.edu/benefits
Financial Consultation

No cost financial consultations

All employees

• TIAA – 1-800-732-8353
• On campus appointments
• Licensed financial planning
• Retirement accounts
• Family budgets
• Student debt

PERA Members: co.pera.org
CU Mandatory Retirement Plans
University of Colorado
ORP
TIAA.org/CU
• 401(a)
• Pretax contributions
• 5% Employee Contribution
• 10% CU Contribution

Faculty and University Staff

PERA
copera.org

• Defined Benefit Plan – Pension
• Defined Contribution Plan
• 8.75% Employee Contribution
• 10.4% CU Contribution

Classified Staff
Faculty and University Staff
PERAChoice
CU Voluntary Plans – plan features
VOLUNTARY

University of Colorado
403(b)
Pretax
ROTH

PERA
401(k)
Pretax

PERA
457
Pretax

Enroll, Increase, Decrease or Stop Contributions at anytime
Flexible Contribution Amounts
How do pretax accounts work?

Pretax contributions - lowering taxable income

Pay Check

Growth is not taxed

403(b) pretax
401(k)
457

Taxed on distributions in retirement

Distributions
How does the ROTH work?

Post-tax Contributions (included in gross income)

Pay Check

Growth is not taxed

403(b) ROTH post-tax

Tax free distributions in retirement

Distributions
CU Voluntary Plans - flexibility
2019 Contribution Limits – CU Voluntary Retirement Plans

University of Colorado 403(b)
- Pretax Contributions
- ROTH (post-tax)

$19,000 Contribution Limit
- Combined Total for Pretax /ROTH 403(b) & 401(k)

$25,000 age 50+ (catch-up $6,000)
- Combined Total for Pretax /ROTH 403(b) & 401(k)

Combined total contributions of Pretax/ROTH 403(b) does NOT aggregate with the 401(a) mandatory plan

PERA 401(k)
- Pretax Contributions

$19,000 Contribution Limit

Combined total contributions 401(k) will aggregate with 401(a) mandatory plan
- $56,000 Limit (excludes catch-up provision)

PERA 457
- Pretax Contributions

$19,000 Contribution Limit

$25,000 age 50+ (catch-up $6,000)

Combined total contributions 457 does NOT aggregate with the 401(a), 403(b) or 401(k)
CU Voluntary Plans – getting started
www.cu.edu/benefits
Choose a voluntary plan to learn more

- CU 403(b)
- PERA 401(k)
- PERA 457
Enroll

Instructions

1. Complete the 403(b) Salary Reduction Agreement below. Be sure to review, sign and date.
2. Fax the completed form to Employee Services at 303-860-4299 by 5 p.m. on the 10th of the month in which the change is to be effective. If it is received after the 10th of the month, changes will occur on the next month’s paycheck.
3. Login to your TIAA account after the expected pay date passes to manage your new account.
   - Name your beneficiaries
   - Allocate your investment strategy
   - Each month, verify your paycheck is correct and deductions reflect in your TIAA account

Learn more about the CU 403(b).

Download this form below. We recommend using Internet Explorer or Firefox browsers. If you are unable to open the fillable form a non-fillable version has been provided. Then either fax or mail the completed form to Employee Services.

ATTACHMENTS

- 403(b) Tax Deferred Salary Reduction Agreement
- 403(b) Tax Deferred Salary Reduction Agreement (Non-fillable)
Employee Services
Payroll and Benefits Administration
1800 Grant Street, Suite 400
Denver, CO 80203

www.cu.edu/benefits
Affirmative Action at CU Denver & CU Anschutz
Affirmative Action Obligations

• Executive Order 11246
  – Prohibits federal contractors from discriminating in employment decisions based on race, color, religion, sex, sexual orientation, gender identity, or national origin
  – Requires federal contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of employment
  – Prohibits federal contractors from taking adverse action against employees for discussing pay
Affirmative Action Obligations

• “It is not enough just to open the gates of opportunity. All our citizens must have the ability to walk through those gates.”
  - President Lyndon Johnson (1965)
Affirmative Action Obligations

• “A central premise underlying affirmative action is that, absent discrimination, over time a contractor’s workforce, generally, will reflect the gender, racial, and ethnic profile of the labor pools from which the contractor recruits and selects.”

41 C.F.R. § 60-2.10
Affirmative Action Obligations

- Workforce Analysis
- Job Group Analysis
- Incumbency vs. Availability
- Placement Goals
- Action-Oriented Programming
Workforce Analysis

• CU Anschutz Workforce
  – 10,688 employees
  – 62.8% women (6,715)
  – 18.8% minorities (2,009)
  – 1.0% individuals with (disclosed) disabilities (104)
    • Federal benchmark = 7%
  – 2.3% new hires are protected veterans (16)
    • Federal benchmark = 6.4%
Workforce Analysis

• CU Denver Workforce
  – 2,686 employees
  – 55.7% women (1,497)
  – 22.4% minorities (602)
  – 1.2% individuals with (disclosed) disabilities (33)
    • Federal benchmark = 7%
  – 2.2% new hires are protected veterans (3)
    • Federal benchmark = 6.4%
Job Group Analysis

• Group jobs together if they have similar content, opportunities, and wages
Incumbency vs. Availability

- Incumbency = % of women and minorities in a particular job group
- Availability = % of women and minorities among qualified candidates in the geographic area from which we recruit
- Where incumbency is less than availability by a statistically significant amount, we have underrepresentation
Placement Goals

• For each job group with statistically significant underrepresentation, we set a placement goal
  – NOT A QUOTA
  – A guideline for where we should focus our efforts
# CU Anschutz Placement Goals

<table>
<thead>
<tr>
<th>Job Group</th>
<th>Goal for Women</th>
<th>Goal for Minorities</th>
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<tbody>
<tr>
<td>Senior Instructor</td>
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<td>Instructor</td>
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<td>Post-Doctoral Fellow</td>
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<td>Other Fellow</td>
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<td>Middle Librarians</td>
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<td>Middle Other Teaching and Instructional Support</td>
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<td>Senior PRA</td>
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<tr>
<td>Entry Healthcare Practitioners &amp; Technical Occupations</td>
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<tr>
<td>Medical Resident</td>
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<tr>
<td>Entry Service Occupations</td>
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<tr>
<td>Entry Office &amp; Admin Support Occupations</td>
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## CU Denver Placement Goals

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Documenting our Process

• For each applicant, we are required to track:
  – When they were eliminated from consideration
  – Why they were eliminated from consideration

• Applicant Matrix available
  – Currently on HR’s website
  – Will soon be on Resource Toolkit Website
## Documenting Our Process

### Minimum and Preferred Qualifications Screening Matrix

<table>
<thead>
<tr>
<th>Minimum Qualifications</th>
<th>Preferred Qualifications</th>
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<tbody>
<tr>
<td>DATE APPLIED (years)</td>
<td>DATE APPLIED (years)</td>
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<tr>
<td>LAST NAME OF APPLICANT</td>
<td>FIRST NAME OF APPLICANT</td>
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<td>MIDDLE NAME/INITIALS</td>
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### Remarks

- Selected for Further Interview? (Code)

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**Respect Expected.**
# Documenting Our Process

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<tr>
<th></th>
<th>LAST NAME OF APPLICANT</th>
<th>FIRST NAME OF APPLICANT</th>
<th>1st Interview Completed (Interviewer) (Formal)</th>
<th>2nd Interview Completed (Interviewer) (Informal)</th>
<th>Final Interview Completed (Interviewer) (Interview)</th>
<th>1st Interview Date (MM/DD/YY)</th>
<th>2nd Interview Date (MM/DD/YY)</th>
<th>3rd Interview Date (MM/DD/YY)</th>
<th>Appointment Authority Acceptances (MM/DD/YY)</th>
<th>Offer Accepted (MM/DD/YY)</th>
<th>Offer Date Official (MM/DD/YY)</th>
<th>Date of Start Date Proposed (MM/DD/YY)</th>
<th>Candidate Preference Notes</th>
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Tracking Our Efforts

• We are required to:
  – Engage in good-faith outreach efforts
  – Document our efforts
  – Evaluate our efforts

• Tracking form available on Office of Equity website
  
https://ucdenverdata.formstack.com/forms/aaoutreach
Resource Toolkit Website

• Website with resources for each step in the recruiting/hiring process developed by CODE HR

• Expect to go live February 2020
Questions?

Lauren Fontana
Director of Affirmative Action Programs
lauren.fontana@ucdenver.edu
303-315-0197
Hiring & Managing International Students: What You Need to Know

Presented by Michelle Larson-Krieg,
Director, International Student & Scholar Services
December 9 & 10, 2019
Overview Of Presentation

• Employment for F-1 & J-1 Students
  – On Campus Employment
  – Off Campus Employment
    • CPT
    • OPT
    • Academic Training

• Employment Authorization Documents
Employment for F-1 & J-1 Students

• F-1 visa status was designed for individuals whose primary purpose for being in the U.S. is to study.

• The overall purpose of the J Program is to provide foreign nationals with opportunities to participate in educational and cultural programs in the United States and return home to share their experiences, and to encourage Americans to participate in educational and cultural programs in other countries.

• Employment for nonimmigrants in F and J status is strictly regulated.
Employment for F-1 & J-1 Students

U.S. Citizenship and Immigration Services (USCIS) views working without authorization as a serious offense.

– Working without authorization will result in termination of visa status.
– Likewise, a student who loses his/her status for another reason will automatically lose any employment benefits.
– Working without authorization has serious and long-term consequences.
F-1 Students – On Campus Employment

• On-campus employment must be performed either
  – on the school's premises, including on-location commercial firms which provide services for students on campus,
    • School bookstore or food court – YES!
    • At the CU System Office – PROBABLY NOT.
  – at an off-campus location which is educationally affiliated with the school.
    • Civil Engineering students working with City of Denver as part of a class project – YES!
F-1 Students – On Campus Employment

- On-campus employment is allowed “incident to status,” and does not require permission from a Designated School Official (DSO).
- On-campus employment must not exceed 20 hours a week while school is in session.
- During designated school breaks, an F-1 student is allowed to work up to 40 hours a week.
- An F-1 student must actually be enrolled in classes to hold a student job, such as Research Assistant.
- F-1 Students are not eligible for work-study jobs.
F-1 Students – On Campus Employment

• Individuals who are in a non-immigrant visa status are not eligible for a social security number until they have an offer of employment.

• In addition to an offer letter, an F-1 student needs a letter from a Designated School Official (ISSS staff member) confirming that they are in valid status to apply for a Social Security Number.
F-1 Students – On Campus Employment

To apply for an SSN, the student will need an original letter of offer that includes:

- Date
- Job title
- A brief job description
- The anticipated employment start date
- The number of hours the student will work each week
- The name and phone number of the student’s supervisor
- The University of Colorado Denver’s Federal Employer Identification number - 84-6000555
- Supervisor’s signature
F-1 Students – On Campus Employment

• You may hire an individual who is authorized to work, but who does not yet have a SSN.
• An individual who does not yet have a SSN may begin working without it.
• However, the employee usually cannot get paid until s/he has the SSN.
• If you have an employee who does not receive his/her SSN within 30 days after applying, please contact International Tax to request a temporary number.
J-1 Students – On Campus Employment

• A J-1 student must be in good academic standing to engage in on-campus employment. Work cannot interfere with progress towards degree.

• A J-1 student must report his/her on-campus job to ISSS before beginning employment.

• The institution’s Responsible Officer (RO) must sign a letter authorizing on-campus employment and the authorization must be entered in the student’s SEVIS record.
F-1 Student – Off Campus Employment

- F-1 students may engage in off-campus employment only after they have been studying for a full academic year.
- There are three main types of off-campus employment, Curricular Practical Training (CPT), Severe Economic Hardship, and Optional Practical Training (OPT).
F-1 Students – Curricular Practical Training

• An F-1 student may be authorized by a Designated School Official (DSO) to participate in a curricular practical training program that is an *integral part* of an *established curriculum*.

• Curricular practical training (CPT) is defined as alternative work/study, internship, cooperative education, or any other type of *required* internship or practicum that is offered by sponsoring employers through cooperative agreements with the school.

• A student may begin CPT only after receiving his or her Form I-20 with the DSO endorsement.
F-1 Student – Severe Economic Hardship

• To be eligible, a student must experience severe economic hardship caused by unforeseen circumstances beyond the student's control.
  – Loss of financial aid or on-campus employment without fault on the part of the student,
  – Substantial fluctuations in the value of currency or exchange rate,
  – Inordinate increases in tuition and/or living costs,
  – Unexpected changes in the financial condition of the student's source of support,
  – Medical bills, or
  – Other substantial and unexpected expenses.

• Available only to a student who has completed a full academic year, and who is maintaining F-1 status.
Optional Practical Training (OPT) provides international students in F-1 status the opportunity to apply for work authorization from U.S. Citizenship & Immigration Services (USCIS) after completing a degree.

If granted, a recipient may work full-time anywhere in the U.S. for 12 months provided that the work is related to their field of study.

Applicants must pay a filing fee.
F-1 Students – Optional Practical Training

New policy guidance from Immigration and Customs Enforcement requires:

• F-1 students applying for OPT to provide a detailed explanation of how their OPT employment is directly related to their major area of study.

• DSOs are required to 1) review the explanation provided by students to ensure that there is a direct relationship between the OPT participant’s job and major area of study; 2) obtain additional documentation from the OPT participant if necessary to determine a direct relationship, and 3) retain both the explanation and any additional documentation.
F-1 Students – Optional Practical Training
F-1 Students – Optional Practical Training

• MAY NOT start working before Employment Authorization Document (EAD Card) is in hand.
• MAY NOT start working before the *start date* printed on the EAD Card.
• MAY NOT continue working beyond the *end date* of the card, unless they have obtained alternative legal work authorization.
Who is Eligible for a STEM Extension?

• A student with a STEM-qualifying bachelor's, master's, or doctoral degree from an accredited, SEVIS-certified U.S. educational institution,

• who is in a valid period of standard post-completion OPT, and

• has an offer of paid employment for at least 20 hours per week from an employer enrolled in E-Verify.
F-1 Students – OPT STEM Extensions

• The University of Colorado Denver | Anschutz Medical Campus is an E-Verify employer!

• F-1 status holders who graduated with a STEM (science, technology, engineering, mathematics) degree are eligible for a **24-month extension** of their OPT based on employment with us.
F-1 Students – OPT STEM Extensions

Hiring Unit and Employee complete and certify Form I-983. The Hiring Unit must attest that they:

• Have enough resources and trained personnel available to appropriately train the Employee;
• Will implement a formal training program to augment the Employee’s academic learning through practical experience.
• Will provide an OPT opportunity that is commensurate with those of similarly situated U.S. workers in duties, hours, and compensation.
• Are not hiring the STEM OPT Employee to replace a full- or part-time, temporary or permanent U.S. worker.
F-1 Students – OPT STEM Extensions

Resources:

• **ISSS Website** – From the landing page, go to HR/Immigration Admin, then Other Employment-Based Options, then scroll down to F-1 Optional Practical Training.

• Detailed information for students and employers can also be found on the [DHS Study in the States OPT STEM Hub](#).
J-1 Students – Academic Training

- Academic Training (AT) is employment authorization for J-1 students that allows them to work in a position directly related to their academic objective in the U.S.
- In contrast to F-1 off-campus work authorization, AT can be used immediately upon starting an academic program.
J-1 Students – Academic Training

• At the Bachelor’s or Master’s level (or for a non-degree program), a student can engage in up to 18 months of AT or the period of the full course of study, whichever is less.

• At the Ph.D. level, J-1 students are allowed up to 36 months of academic training.

• AT can be full or part-time, but any time used will be subtracted from the total time available as if it had been full-time.
J-1 Students – Academic Training

• To apply for AT, a J-1 student must submit the following items to the RO or ARO at his/her school:
  – Letter of offer from employer
  – Letter of support from academic advisor

• An RO/ARO can authorize AT once s/he receives the required letters from the student.

• AT applications are not adjudicated by USCIS or the U.S. State Department.
J-1 Students – Academic Training

• If you want to employ a J-1 student who is eligible for AT, please provide the student with an employment letter that includes the following:
  – Full Name of Employer
  – Physical Address of Location(s) where AT will take place.
  – Name of Supervisor
  – Number of Hours Per Week
  – Training Begin Date
  – Training End Date
J-1 Students – Academic Training

Letter from the student’s Academic Advisor must address:

• The goals and objectives of the specific academic training program;

• A description of the academic training program, including its location, the name and address of the training supervisor, number of hours per week, and dates of the training;

• How the academic training relates to the student’s major field of study; and

• Why it is an integral or critical part of the student’s academic program.
J-1 Students – Academic Training

• Evidence of AT approval includes a new DS-2019 with the employment information and an approval letter signed by the RO/ARO.

• A J-1 student using AT as work authorization may also need to apply for a social security number.
Employment Authorization Document

All of the following categories of individuals (and more!) are eligible to apply for an EAD Card.

- Refugee--(a)(3)
- Paroled as a Refugee--(a)(4)
- Asylee (Granted Asylum)--(a)(5)
- Asylum Applicant (With a Pending Asylum Application) -- (c)(8)
- Temporary Protected Status (TPS)--(a)(12) and (c)(19)
- Adjustment Applicant--(c)(9)
- Renewal EAD for National Interest Waiver Physicians
- Consideration of Deferred Action for Childhood Arrivals--(c)(33)
- VAWA Self-Petitioners--(c)(31)

- F-1 Student Seeking Post-completion Optional Practical Training -- (c)(3)(B)
- F-1 Student Seeking 17-month extension for STEM Students -- (c)(3)(C)
- F-1 Student Seeking Off-Campus Employment Due to Severe Economic Hardship--(c)(3)(iii)
- J-2 Spouse or Minor Child of an Exchange Visitor-(c)(5)
- Spouse of an L-1 Intracompany Transferee--(a)(18)
- Spouse of an H-1B Nonimmigrant--(c)(26)
ANY QUESTIONS?

For more immigration-related information, please visit the ISSS website or contact an ISSS staff member directly.

Michelle Larson-Krieg, J.D.
Michelle.Larson-krieg@ucdenver.edu | 303.315.2235
2020 Performance Ratings

Presented by: Doug Kasyon, Director of Employee Relations and Performance

- Same process…but different
- Axiom?
- Spreadsheet submittals will be folded into Table 1
- If not received, S/C/D will need to enter manually into HCM
- No rating, no merit increase
Questions?

To view past HR Management meeting materials, and an audio file of this meeting visit:

www.ucdenver.edu/about/departments/HR

in the HOT TOPICS section