Student Employment Handbook
Contents – click section to view immediately

Preface ........................................................................................................................................ 1
Student Employment Office Information ............................................................................... 2
Principles of Student Employment ...................................................................................... 3
UCCS Policy Statements ....................................................................................................... 4
  1.) Affirmative Action & Equal Opportunity Policy ............................................................ 4
  2.) Discrimination/Harassment/Anti-Retaliation Policy ..................................................... 4
  3.) IT Security Policy .......................................................................................................... 5
  4.) Records Policy ............................................................................................................. 5
  5.) Voluntarism .................................................................................................................. 5
  6.) Off-Campus Job Postings Disclaimer ........................................................................... 5
  7.) Training Requirements ............................................................................................... 6
  8.) Social Security Card Requirement ............................................................................. 6
  9.) Grievance Policy for Student Employees ........................................................................ 7
 10.) End of Employment ..................................................................................................... 8
    General Termination Policy (Work-study & Student Hourly Employees) ....................... 8
Definitions .................................................................................................................................. 10
  Employee .......................................................................................................................... 10
  Employer ............................................................................................................................ 10
  On-Campus Hourly (student hourly) ................................................................................. 10
  PDW .................................................................................................................................. 10
  Regular part-time and full time ......................................................................................... 10
  SEAN’S Place ..................................................................................................................... 10
  SEPO .................................................................................................................................. 10
  Temporary Odd Job .......................................................................................................... 10
  Workstudy (Need-based) ................................................................................................. 10
  Workstudy (No-need) ....................................................................................................... 10
Types of Student Employment & Qualifications .................................................................. 12
  1.) Need-Based Workstudy ............................................................................................... 12
  2.) No-Need Workstudy ................................................................................................... 12
  4.) On-Campus Hourly Employment ............................................................................... 13
4.) Off-Campus Regular Employment ................................................................. 14
5.) International Students .......................................................................................... 14

Hiring Procedures ........................................................................................................ 15
  Job Posting .................................................................................................................. 15
  Applying for a Job ......................................................................................................... 15
  Removing a Job Posting .............................................................................................. 15
  Hiring a Student Employee ......................................................................................... 15

Student Payroll Procedures ......................................................................................... 17
  Required Initial Hire Paperwork .................................................................................. 17

Compensation .................................................................................................................. 19
  Time Reporting ............................................................................................................. 19
  Breaks/Lunch ............................................................................................................... 19
  Jury Duty ....................................................................................................................... 20
  On/Off-Campus Workstudy and Hourly Employee Pay Information ..................................... 20
  Raises/Promotions ........................................................................................................ 20
  Evaluations ................................................................................................................... 21

Expectations ................................................................................................................. 21
  Employer ....................................................................................................................... 21
  Student Employee ........................................................................................................ 21
  Benefits ........................................................................................................................ 22
  Student Retirement Plan .............................................................................................. 22

Administration of Student Employment Handbook & Policies ......................................... 23
Preface

The employment of students at UCCS is intended to be of mutual benefit to students who want employment and to members of the UCCS community who need jobs performed. Student employment is a supportive service, at the same time it remains a complementary part of the educational process. The objectives of this handbook are:

- To summarize the basic policies applicable to student jobs and employment.
- To familiarize student employees & employers with policies and procedures.

Suggestions and comments on policies should be addressed to the UCCS Office of Student Employment. Careful consideration will be given when recommendations for policy changes are made. Nothing in this handbook should be considered to create a contract of employment for any fixed term between any student employee and UCCS. This handbook is advisory only and UCCS reserves the right to modify, delete, or suspend any provision of this handbook without notice.
Student Employment Office Information
Employment of students at the University of Colorado Colorado Springs is coordinated by the Office of Financial Aid, Student Employment, & Scholarships. The office serves students seeking part time and non-degree required full time jobs, on and off-campus, during the academic year, as well as the summer.

Office of Financial Aid, Student Employment, & Scholarships
Cragmor Hall, Room 201

Phone: (719) 255 3454
Toll Free: 1-800-990-UCCS (8227)
Fax: (719) 255-3650

Office hours:
Monday: 8am-7pm
Tuesday-Friday: 8am-5pm
Principles of Student Employment

All UCCS departments and off-campus workstudy contractors are required to adhere to the following procedures which have been outlined for the employment of hourly students, whether they are workstudy or non-workstudy employees.

The following principles of student employment were created as a result of:

- Generally accepted practices at the University,
- State and Federal workstudy programs that provide much needed assistance to the University's students,
- The position that a student employed by the University should be treated equitably, regardless of the source of funding

Those principles that are specifically prescribed by regulations are indicated below:

The primary purpose of the University's student employment system is to provide financial assistance to University of Colorado students.

- The University will make an effort to respond to the employment needs of students to enhance their educational or career objectives.
- The primary role of a student is to earn an education; student employment complements and supports students in this pursuit.
- Compensation for students shall reflect a wage rate commensurate with the duties and responsibilities of the position. Student employees are not eligible for benefits.
- The University of Colorado Colorado Springs is committed to creating and maintaining a work and study environment for faculty, staff and students that does not discriminate on the basis of race, color, religion, sex, age, political affiliation, national origin, sexual orientation, disability, or veteran status. In addition, all employees, faculty and students must be allowed to work, study, and teach in an environment that is free of discrimination and unlawful harassment.
- Student employment at the University supplements rather than supplants the work of regular University employees. Student employees cannot be used to displace regular, non-student employees.
UCCS Policy Statements

1.) Affirmative Action & Equal Opportunity Policy
The University of Colorado ensures equal employment opportunity for all employees and applicants for employment at the University of Colorado.

In accordance with applicable federal and state law, and Article 10 of the Laws of the Regents, the University of Colorado does not engage in employment discrimination against any employee or applicant for employment on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status.


In addition, to the extent permitted by law, the University of Colorado takes affirmative action to employ and advance in employment qualified women, people of color, individuals with disabilities, and veterans. The University of Colorado takes affirmative action pursuant to its obligations as a federal contractor under the following federal laws and regulations: Executive Order 11246, the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the federal regulations found at 41 CFR §§ 60-2, 60-250, 60-300 and 60-741.

Click here for the complete Administrative Policy. For more information contact the Office of Sexual Harassment & Discrimination at 719-255-4324.

2.) Discrimination/Harassment/Anti-Retaliation Policy
The University of Colorado is committed to maintaining a positive learning, working and living environment. The University does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation, or veteran status in admission and access to, and treatment and employment in, its educational programs and activities. (Regent Law, Article 10). In pursuit of these goals, the University will not tolerate acts of protected class harassment or related retaliation against or by any employee or student.

UCCS operates under policies that prohibit discrimination and harassment. This APS policy (1) provides a general definition of prohibited acts of discrimination, harassment, and retaliation; (2) defines the obligations of members of the University community not to engage in these forms of prohibited conduct and to report instances of misconduct; and; and (3) sets out procedures to follow when a member of the University community believes a violation of the policy has occurred regarding a complaint. Individuals who violate this policy may be disciplined or subjected to corrective action, up to and including termination or expulsion.
Students, staff and faculty who desire information, have questions about procedures, or feel that they have been the subject of prohibited discrimination, harassment, or retaliation are encouraged to seek advice and counsel from The Office of Sexual Harassment & Discrimination at 719-255-4324.

3.) IT Security Policy
The IT Security Policy serves as the core for the University's IT security activities and provides general guidance to the computing community on ensuring the privacy of personal information and the availability of University information and IT resources. This Administrative Policy Statement encompasses all IT Security-related requirements.

4.) Records Policy
1. Departments must maintain a personnel file for all employees. This file will contain all employment material related to the individual and will be retained by the department for five years following the student's termination of employment with the department. After five years, the file may be returned to the Student Employment Office for further processing. State of Colorado records policy – page 4 section1-23.
2. The file contains:
   - Check-in procedures form (for initial hires)
   - All Student Employee Position Offers
   - Evaluations
   - Student class schedules for each semester worked (Workstudy students only)
   - Check-out form (upon employee separation/termination)
   - Termination letters or resignation documentation
3. Work time will be entered, approved, and maintained in the MyLeave system. All supervisors will be asked to access student employee time collection information each year during their departmental audit.
4. The student's file is open to the employer, the student, and the Student Employment Office. Unless otherwise required by state or federal law, the University will not release the student’s file without written consent of the student.

   *Temporary Employees (working one month or less)*

   Evaluations are not required for temporary employees. However, all other records are required.

5.) Volunteering
The Fair Labor Standards Act of 1938, as amended, prohibits employers (including colleges and universities) from accepting voluntary services from any paid employee. Consequently, all UCCS student employees (workstudy and non-workstudy) must be paid for all hours worked.

6.) Off-Campus Job Postings Disclaimer
*Regarding off-campus jobs posted using SEAN (online job search service)*

Because off-campus non-workstudy employment opportunities are not under the jurisdiction of UCCS, the University assumes no obligation for verification of job standards, continued employment, or affirmative action procedures of off-campus employers.
Please be aware of potential job posting scams. Any off-campus position is outside of UCCS’s jurisdiction and, as such, the University assumes no liability or obligation in verifying validity of postings. If you become aware of any fraudulent job posting, please inform the Office of Student Employment.

The Office of Student Employment at the University of Colorado Colorado Springs acts only as a referral service. We make no recommendations or guarantees about the positions and employers listed through our office. Due to the volume of jobs received by Student Employment, we are unable to research the integrity of every position listed. Therefore, students are urged to take on this responsibility themselves. We encourage you to use common sense and caution when applying for positions, especially when applying for positions off-campus. If a potential employer asks you to participate in an activity that makes you uncomfortable in any way, don’t do it. You may also wish to check with other services that rate business, for example the local Better Business Bureau.

7.) Training Requirements
There are three required trainings that all student employees must complete within 60 days of hire. The first two can be accessed through the MyUCCS Student Portal.

1. CU- Discrimination and Harassment
2. CU- Information Security and Privacy

These trainings are required of all University employees. Some employers may require additional trainings.

8.) Social Security Card Requirement

The Social Security Administration (SSA), in conjunction with the Internal Revenue Service (IRS), has established an annual regulatory process of matching social security information on wage statements (W-2 forms) filed and the records maintained by SSA. This process matches demographic information from both agencies and requires an exact match between SSA and IRS records. Because of this, we are required to view the original, signed social security card. If you need a new card, please visit the Social Security Administration’s website for information.

The verification and accurate entry of a new employee’s social security number (SSN) into the Human Resources Management System (HRMS) is a requirement for taxation purposes. This ensures that we will accurately report each employee’s name and social security number for payroll and tax reporting purposes. The correct SSN and name, as recorded on the social security card, is entered in HRMS along with the new employee’s appointment information. This ensures accurate tax reporting to both the Internal Revenue Service and the Social Security Administration.
9. Grievance Policy for Student Employees

Please review the policy carefully and share it with all persons in your department who supervise student employees. Also share this policy with your student employees. It is essential that this policy is followed in student employee grievance situations.

I. INTRODUCTION
   A. This grievance process is to serve as an effective method by which student employees may attempt to address and resolve workplace disputes at UCCS. This grievance process is designed to address and resolve problems, not be an adversarial process. The grievance process is not legally required and does not create any rights that students can legally enforce.

II. GENERAL PRINCIPLES
   A. Initiation of Grievance: The employee must initiate the grievance within ten calendar days from the date of the action or occurrence that forms the basis of the grievance, or within ten calendar days after the employee has acquired knowledge of, or reasonably should have acquired knowledge of, the action or occurrence that forms the basis of the grievance.
   B. Discrimination/Harassment/Retaliation: This process is appropriate for resolution of all employment matters that are not considered discrimination, harassment, or retaliation. Any complaints of discrimination, harassment, or retaliation should be directed to the Office of Sexual Harassment and Discrimination as described on Pages 4 and 5 of this handbook.
   C. Role of Student Employment Office: The parties shall provide copies of all documents filed or exchanged during the course of the grievance process to the Student Employment Office, which shall track and facilitate the processing of all grievances.
   D. Mediation: If either party to a grievance wishes to use mediation, the other party must participate and the time limits governing the grievance process are suspended pending the outcome or discontinuance of the mediation.
   E. Time Frames: Time frames designated in the grievance process below may be waived or modified if agreed to by both parties.
   F. Moot Grievances: If an employee’s employment at UCCS ends while his or her grievance is pending, the grievance shall be considered moot and be dismissed without further processing.

III. ACTIONS SUBJECT TO GRIEVANCE
   A. Not all of UCCS’s decisions affecting a student employee are subject to grievance. For example, a supervisor’s decision to assign particular work duties to a student employee does not significantly affect the terms and conditions of employment and would not be appropriate for resolution by grievance. While not exclusive, the Student Employment Office will accept grievances related to the following employment decisions that significantly affect the terms and conditions of employment: (1) performance evaluations where the employee is found “below expectations”; (2) placing an employee on probation for misconduct or poor performance; (3) demotion; (4) suspension; or (5) termination of employment. If the Student Employment Office determines a grievance does not significantly affect the terms and conditions of employment, it shall advise the student employee and the employee’s supervisor of its determination.

IV. PROCEDURE FOR INITIATING AND PROSECUTING EMPLOYMENT GRIEVANCES
This process provides two steps for employees to pursue in resolving their grievance. An employee must complete each step before initiating the next step.

**Step I** – Informal Grievance Level. To initiate a grievance, an employee shall notify his or her supervisor, or the individual serving at the lowest management level capable of providing effective relief for the employee’s grievance. An informal discussion shall be held between the employee and his or her supervisor (or other individual capable of providing relief) to attempt to resolve the employee’s grievance. The employee shall be informed in writing of the decision within seven calendar days after the informal discussion. The decision reached at this step shall be binding upon the parties unless the employee elects to proceed to Step II, the written grievance level, detailed below. If a timely decision is not issued, the employee may proceed to Step II of the grievance process.

**Step II** – Written Grievance Level. Within five calendar days after receipt of the informal decision, the employee may initiate the written grievance level by reducing the grievance to written form and submitting it to his or her appointing authority. Only the issues set forth in the written grievance shall be considered thereafter. At the option of the appointing authority, a meeting may be held to discuss the employee’s grievance. The employee shall be informed in writing of the appointing authority’s decision within seven calendar days after the meeting or the filing of the written grievance if no meeting is held. The appointing authority’s decision is final.

Alternate Decision Makers. If the subject of the employee’s grievance is the employee’s appointing authority, or the appointing authority was involved in the informal discussion as a part of Step I, the appropriate Assistant/Associate/Vice Chancellor shall render the final decision at the Step II level. If the subject of the employee’s grievance is an Assistant/Associate/Vice Chancellor, the Chancellor, or their designee, shall render the final decision at the Step II level.

10.) **End of Employment**

**General Termination Policy (Work-study & Student Hourly Employees)**

Students are ‘at will’ employees, this means the hiring department or the student can terminate a position at any time. Because at-will employees may be terminated at any time for any lawful reason, a supervisor does not have to demonstrate “cause” before terminating employment. Nonetheless, UCCS considers the following types of misconduct as severe and advises all student employees that engage in these acts that these actions will normally result in termination:

- Lack of performance or attendance
- Violation of UCCS policies (these violations may constitute immediate termination)
- Physical or verbal abuse, threatening behavior
- Theft
- Falsely reporting time worked
- Being at work under the influence of alcohol and/or illegal substances
- Unauthorized or fraudulent use of equipment and/or property
- Disclosure or use of confidential information for any reason
In instances where a student employee’s misconduct is not severe or can be remediated, UCCS recommends, but does not require, a supervisor to counsel the student employee before discharge. When appropriate, supervisors should inform student employees of unsatisfactory performance or behavior and provide the student employee an opportunity to correct it. We also encourage the employer to offer training to the employee to assist them in completing their job duties. Employers should be specific about what is expected from the student employee.

If you have any questions please contact the Student Employment Manager, Shannon Cable, at 719-255-3454 or shuddles@uccs.edu.
Definitions

Employee
An employee, as used in this handbook, is a workstudy, no-need workstudy student, or an on or off-campus hourly student. Employee is used to reference all types of student employees.

Employer
An employer is an on-campus department or off-campus workstudy employer.

On-Campus Hourly (student hourly)
Hourly non-workstudy on campus employment.

PDW
Personal Data Worksheet - generated by Student Employment Office gives pertinent information needed to process a new hire, including student name, social security number, hourly wage, employer number that allows a student to be paid.

Regular part-time and full time
For student working on-campus full-time is defined as working 40 hours per week, and part-time is working less than 40 hours per week. The work week at UCCS will begin on Sunday and end on Saturday.

SEAN'S Place
Student Employee Assistance Network System (SEAN) is a computerized listing of current job openings, both on and off-campus. You may access SEAN at seans.uccs.edu.

SEPO
Student Employee Position Offer - completed by the department upon hiring a student employee to set-up the parameters (i.e. wage, speed type) for that position. Submitted to Student Employment office no later than the first day of work for the student.

Temporary Odd Job
Hourly, on or off campus non-workstudy employment that is intermittent or on-call, e.g., catering or moving and that lasts for a short duration.

Workstudy (Need-based)
A government-funded financial aid program in which hourly pay is subsidized in part by Federal, State, or Institutional funds. Most workstudy is part of the financial aid program, and a student must apply and qualify for financial aid through the Free Application for Federal Student Aid (FAFSA) to be considered for need-based workstudy. The employer will pay 26 percent of the workstudy earnings for the current award year and thereafter. Off-campus workstudy employers also pay an additional 2 percent for Worker’s Compensation Insurance and a 7% administrative/handling fee.

Workstudy (No-need)
No-need workstudy is employment that is not based on need. No-need workstudy may be granted to undergraduate students attending at least half time (6 credit hours). It is only awarded once a year through an application, prior to the fall semester, by a computerized random selection.
Types of Student Employment & Qualifications

1.) Need-Based Workstudy
To qualify for participation in the need based workstudy program, students must first complete the Free Application for Federal Student Aid (FAFSA) and have need determined by completing the aid process. Please note that the completion of the FAFSA is a yearly process. Click here for more information on how to apply for aid.

To qualify for need based work-study student employment a student must:

- be eligible and awarded a workstudy award based on the current years FAFSA information
- be currently enrolled in a degree program and plan
- meet financial aid Satisfactory Academic Progress standards
- be enrolled at least half-time - half-time enrollment status for undergraduates is a minimum of 6 credit hours and for graduates it is a minimum of 3 credit hours (both require this minimum for fall/spring/summer semesters)

2.) No-Need Workstudy
No-need workstudy is program funded by the State of Colorado to assist students without financial need as determined by the FAFSA find employment. Applications are available starting one month before fall classes begin. No need workstudy positions are awarded by a computerized random selection process and are awarded for fall and spring semesters only.

To qualify for participation in the no-need workstudy program, students must meet the following criteria:

1. Be eligible for regular resident tuition (students who have resident tuition due to military or Olympic exceptions are not regular residents and therefore are not eligible)
2. Be an undergraduate
3. Be accepted in a degree program and plan
4. Be enrolled for a minimum of 6 credit hours
5. Be meeting Satisfactory Academic Progress (SAP) Standards

3.) Special Regulations Relating to Workstudy Employers and Employees

- **Workstudy students may have only one workstudy job per semester.** If the workstudy student employee quits or is terminated they may not get another workstudy job until the following semester; any unused portion of their award for that term is forfeited.
- **Workstudy awards are semester/term based.** Award amounts cannot be carried forward into the next term or carried back into a previous term.
- **Supervisors must not permit workstudy employees to exceed allowable earnings unless they are willing to pay 100% of wages beyond the workstudy award.**
- **Workstudy student employees cannot work during scheduled class periods.** To ensure students do not work during classes a class schedule is required to be kept in a workstudy student employee’s file for each term they work. The schedule should include meeting days and times.
• Brand new incoming workstudy student employees who have never attended a class at UCCS may not begin working until they have attended their first class.

• Workstudy employment must not displace employees (including those on strike) or impair existing service contracts.

• Workstudy positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

• Workstudy awards are subject to change. Workstudy student employees and their supervisors should be aware that workstudy awards are subject to change as they depend on a student’s financial aid status at any given time; it is the responsibility of the student and supervisor to keep track of a student’s award amount. The workstudy student employee should notify the employer immediately of any changes made to his or her award amount and discuss with the employer, what, if any, work schedule changes will result as a result of the award change.

• Neither UCCS nor an off-campus employer that has an agreement with UCCS to hire workstudy students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a student’s workstudy employment.

• Workstudy awards may not be awarded to a student every term. Workstudy student employees and employers should be aware that workstudy awards are awarded annually based on the FAFSA.

• Off-campus workstudy employers must mail or bring original copies of off-campus timesheets to the Office of Student Employment so that are maintained by UCCS. We will accept timesheets via confirmed email address during payroll processing but will require all original timesheets to be sent to the Office of Student Employment within 30 days and require each off-campus employer to maintain a duplicate copy in their student personnel file.

For complete state and federal workstudy regulations visit:


4.) On-Campus Hourly Employment

To qualify for on-campus hourly employment, a student must be either currently enrolled in a degree program and taking at least one credit hour or be enrolled in a non-degree program taking at least the credits listed in the chart below.

<table>
<thead>
<tr>
<th>Non-degree program Student Hourly Requirements</th>
<th>Enrolled in both fall and spring</th>
<th>Enrolled in only fall or only spring</th>
<th>Enrolled in summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Graduate</td>
<td>3</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

*Summer Hourly Employment Enrollment Exception*
For purposes of summer employment, a student may be employed without being enrolled if he/she was enrolled at least half-time in the spring semester and the student demonstrates intent to return to UCCS the following fall semester.

*Pre-Semester Hourly Employment Enrollment Exception*

Additionally, new students who intend to pursue a course of study beginning in the next scheduled enrollment opportunity may pursue employment with the university one semester before enrollment. To be eligible for pre-enrollment employment, the student must provide the hiring authority with proof of acceptance by the institution or have confirmed enrollment for the next semester.

4.) **Off-Campus Regular Employment**

Off-campus regular employment is work with non UCCS affiliated employers. To qualify to view off-campus non-workstudy employment on SEAN (UCCS online student job search site), a student must be currently enrolled in one credit hour.

5.) **International Students**

International students in the United States with a Student Visa (e.g. F1 Visa), may work on-campus as a non-workstudy for a maximum of 20 hours per week while classes are in session. When classes are not in session, they may work on-campus non-workstudy for up to 40 hours per week.
Hiring Procedures
To provide all students with access to information regarding student employment opportunities, all hiring departments must comply with the requirements described in the following paragraphs.

Job Posting
All current job openings are listed online on SEAN (Student Employment Assistance Network). Students may access SEAN from any computer with internet access. This service is strictly self-referral. If a student is hired for an on-campus position, the student must complete appropriate paperwork in the Student Employment Office. Any student with questions about SEAN should contact the Student Employment Office.

All University employers are required to list hourly job vacancies with the Student Employment Office using SEAN. Each vacancy must be listed for a minimum of three (3) days before a student can be hired.

Applying for a Job
After consulting SEAN, eligible students must apply for each specific position by contacting the department or company/organization and following the application instructions contained in the job posting. All interviews are completed by employers.

Students should apply only for positions for which they meet the eligibility requirements. If a student does not have a workstudy award, and is not eligible for workstudy, the student should not apply for “Workstudy Only” positions. The Office of Student Employment assists students in determining the positions for which they may be eligible, but the student is ultimately responsible for ensuring that he or she is eligible for the position. Any student awarded a workstudy award will have to accept the award on their MyUCCS Portal before they will see workstudy positions listed on SEAN.

*Students who are awarded need-based or non-need based work-study may apply for a work-study position beginning three to four weeks before the start of each semester and throughout the year thereafter. Student Hourly Positions are posted at any time and throughout the year.

Removing a Job Posting
Employers remove their postings using SEAN. If there are difficulties employers can contact the Student Employment Office at 255-3454 or at stuemp@uccs.edu.

Hiring a Student Employee
I. The employer must use University Student Job Categories and hourly rates associated with those job categories to determine job title (student assistant level) and base rate of pay. The selected job category must reflect the actual duties the student is to perform.

II. The employer must post an open position on SEAN for a minimum of three days.

III. If a background check will be required, the employer must list this requirement in the job posting. When the employer requires a background check, the employer may offer a student a position contingently upon the satisfactory completion of the background check. It is the supervisors responsibility to refer to the University of Colorado background check policy and require a check where appropriate.
IV. The employer will conduct interviews with students. A student who is not hired may be advised to continue their job search via SEAN.

V. When a decision to hire is made, the student must complete initial hire paperwork if he or she is a brand new hire to UCCS.

VI. The student must also visit the Office of Student Employment to complete a brief orientation.

VII. The employer must complete the Student Employee Position Offer and create the student’s personnel file using the Student Employee file audit checklist as a guide.

VIII. All hire paperwork must be completed before a student can begin working.

IX. Students will have 60 days to complete required trainings.

X. The employer is required to make the Student Employment Handbook available to employees and follow all record keeping procedures. The Student Employment Handbook is always available online.
Student Payroll Procedures

Required Initial Hire Paperwork

All documents below must be completed and turned into the Office of Student Employment before a student begins work.

I. Direct Deposit

All student employees must participate in the Direct Deposit program. A Direct Deposit Application Form can be obtained [here](#).

Along with the form a student must provide a voided check or appropriate documentation of their account information from their financial institution. Any updates to direct deposit can be made using the [MyUCCS Student Portal under the CU Resources Tab](#). The initial Direct Deposit form is sent to the University of Colorado Payroll and Benefits Office for initial processing. Direct Deposit must be canceled by filling out the Direct Deposit Form.

II. I-9: Verification Of Eligibility For Employment

The Immigration Reform and Control Act requires that the University verify employment eligibility by the end of the third day of work. This documentation will be recorded on the Federal I-9 form. All employees hired at UCCS after November 6, 1986, are required to provide documents to show that they are authorized to work. The necessary documentation must be taken to the UCCS Office of Student Employment, Cragmor Hall Room 201, within 3 days of being hired (documentation is listed on page 2 of the I-9). If the student is not sure whether he or she is authorized to work in the United States, please contact the UCCS Office of Student Employment, Cragmor Hall 201, 255-3454. Failure to provide the document(s) will result in termination of the student’s employment.

III. Personal Data Worksheet (PDW)

A Personal Data Worksheet (PDW) is required for all new employees and former employees who are no longer active in the Payroll System. After the Personal Data Worksheet is complete and entered into the HRMS system, the PDW is retained for record in the Office of Student Employment.

IV. Social Security Card

The University of Colorado requires that every employee provide his or her employer with an original social security card. This requirement applies to all persons hired, including workstudy and non-workstudy hourly employees. Each employee who is hired at UCCS after July 1, 1992 is required to show an original social security card to an advisor in the Student Employment Office. If the student employee does not have an original social security card, he or she may apply for a replacement card at the Social Security Office, 3628 Citadel Drive North, Colorado Springs (574-9279). Before the student’s employment can be processed, the student must either an original social security card or the receipt for the replacement social security card. No name change can be processed in the payroll system without a new social security card showing the new name.

V. Student Employee Position Offer (SEPO)
After a decision to hire is made by an employer, the employer must complete the UCCS Student Employee Position Offer. This form serves as a Student Certification and an Employer Certification. This form must be signed in permanent ink. Unsigned forms cannot be processed.

The Student Employee Position Offer (SEPO) must be completed and returned to the Student Employment Office before the student can be paid. This should be done no later than the student's 1st day of work!

If the employer needs to update or change any information on the Student Employee Position Offer, the corrected SEPO needs to be sent to the Student Employment Office. The circumstances where an employer should submit an updated or changed SEPO include changes to job class or hourly rate change due to a reclassification or a pay raise and termination of an employee. For pay raises, the employer must follow the procedures outlined under Compensation - raises. For a change of address, the student can update their information using their MyUCCS Portal under the CU Resources Tab.

VI. W-4 Form
A W-4 Form is required for all new employees and all former employees who have been terminated from the payroll system. Any subsequent changes to the W-4 can be completed through the MyUCCS Portal. The W-4 form is sent to the University of Colorado Payroll and Benefits Office for initial processing.
Compensation

Time Reporting

All employees, except off-campus regular employees, must enter the precise hours that they work each day on their MyLeave employee calendar or other approved record. Employers are responsible for the accuracy of time records. Employers approve hours worked when they approve the student employee’s timesheet in the MyLeave system each pay period. Students can access the MyLeave system through the MyUCCS Portal under the CU Resources Tab>Employee Information>Leave.

The employer will require all student employees to record their time in the MyLeave system. Every bi-weekly pay period student employees will submit their timesheet for approval. After reviewing for accuracy the employer will approve the timesheet. By approving the timesheet the employer certifies the hours reported are correct. Employers are responsible for approving timesheets by 9:00 a.m. on the scheduled due date. When timesheets have been approved in MyLeave the department payroll liaison will enter each student’s time in the HRMS system using the MyLeave upload feature.

Under normal circumstances, students may only be scheduled to work up to a maximum of 40 hours per week. If unusual, short-term circumstances necessitate work in excess of 40 hours per week, students may do so only with the pre-approval of the appropriate Supervisor and Dean/Director. This approval will need to be documented as part of the student's personnel file. All hours worked beyond 40 hours per week are considered overtime and are paid at the time and a half rate. Students must be paid for all hours worked.

The student cannot be paid until all time reporting procedures are followed.

If a time clock is used to record time in/time out for the employee, the employee and the supervisor must certify the hours. **Employers are responsible for the accuracy of time records.** Employers approve hours worked when they approve the student’s time sheet/time record. Timesheets in MyLeave are official records and are subject to audit.

Breaks/Lunch

Student employees at UCCS are covered under the Fair Labor Standards Act (FLSA). Under the FLSA, rest breaks of a short duration, usually 20 minutes or less, are common. These breaks are optional, but UCCS supports short work breaks for student employees. Federal law considers these breaks compensable work hours that would be included in the sum of hours worked during the work week and considered in determining if overtime was worked.

Bona fide meal periods (typically lasting at least 30 minutes), serve a different purpose than other breaks and, thus, are not work time and are not compensable. The employee must be completely relieved from duty for the purpose of eating regular meals. The employee is not relieved if he/she is required to perform any duties, whether active or inactive, while eating. If a student employee works for 5 or more consecutive hours UCCS encourages employers to offer a meal period.
Employees of The University of Colorado Colorado Springs, are not covered by the Colorado Division of Labor Minimum Wage Order. UCCS is a state government institution and, thus, is an exception to the Minimum Wage Order.

Jury Duty
In accordance with the Code of Colorado Regulations, students are paid their actual hourly rate for any normally scheduled work that occurs during the first three days of jury duty. Employers pay 100 percent of the jury duty pay and turn in the hours on the regular pay cycle -- documenting in the file what hours were during jury duty. Federal or State workstudy dollars are not used to pay for jury duty. Hours paid for jury duty should be recorded on a separate/additional line in time entry with an earn type of SJD (Student Jury Duty).

On/Off-Campus Workstudy and Hourly Employee Pay Information
Students are paid within a range designated by their student assistant Job Category. There are six student job categories. Each job category relates the position’s level of duties and responsibilities. Employers must use the ranges within the UCCS Job Category Table, in conjunction with the department’s Student Employee Position Offer, to determine the hourly rate for each position. UCCS student employees must earn between the Federal or State minimum wage (whichever is higher) and a maximum hourly wage of $18.00 per hour. A student’s wages must be within the designated pay range for his or her job category (including the minimum and maximum).

The ranges in the Job Category table may be adjusted annually each fall semester based upon the University's Board of Regents approved salary pool percentage. These adjustments only increase the minimum and maximum rates for each job category (except for minimum wage) and do not entitle any employee to an increase in the wages they are currently paid.

Each employer will develop and include position descriptions and initial wage rates within a Student Employee Position Offer. The offer must be agreed upon by the student employee and the supervisor. The offer will also include language indicating that future raises and promotions are entirely with the employer’s discretion, depending upon the employee’s performance, funds availability, and the Board of Regents annual salary decisions. If the Board of Regents approves no salary pool (or 0%) raises and promotions will not available until the next decision on salary pool is approved by the Regents. Guidelines for raises and promotions will be available to ensure that similarly situated student employees within a given department are treated equally.

Raises/Promotions
Each employer will develop position descriptions and initial wage rates within student job categories. This information will be documented in the Student Employee Position Offer and agreed upon by the student employee and the supervisor. The offer will also include language regarding future raises and promotions.

Raises and promotions will be at the discretion of each department and will be based upon satisfactory evaluation, funds availability, and the Board of Regents annual salary decisions. UCCS has published
guidelines to assist departments in determining when and how to offer raises and promotions. Click here for the complete guidelines and evaluation templates, (useful in raise and promotion situations).

To complete a raise/promotion the employer must evaluate the student employee and complete a Wage Change Offer. The Wage Change Offer will be signed by both the student and the employee and be kept in the student’s personnel file. The employer will then need to notify the Office of Student Employment of the wage change using the Wage Change Offer. The Student Employment Office will process the new rate with the nearest Bi-Weekly Payroll Effective date.

*Off-Campus Regular Employment*

All off campus hourly jobs that are listed in SEAN must pay at least minimum wage, with the exception of child care in the home and waiter/waitress. Raises and promotions are at the employer's discretion.

**Evaluations**

Student employee evaluations are required at a minimum of once a year. These evaluations will be completed by supervisors annually between April 1st and April 30th. Should a department wish to evaluate student employees more frequently, they are welcome to do so.

A standardized Student Employee Evaluation Form may be used by all employers. However, employers may use another evaluation instrument if they desire.

An evaluation must be signed by the supervisor, the department head, and the employee after it has been discussed by all parties. The signature of the student employee does not necessarily indicate agreement with the evaluation. A copy of the evaluation must be provided to the student. The student may submit a written rebuttal to areas of disagreement in the evaluation.

**Expectations**

**Employer**

Employers are asked to consider the students' class schedules, academic work loads, and individual needs in establishing regular work schedules. A supervisor should discuss the job description, job expectations, compensation, and location with student employees. Both employer and employee must sign a copy of the Student Employment Position Offer. It is the responsibility of the employer to set a departmental policy regarding time off for employees. This policy should be communicated to employees when they are hired. If the employer chooses to have a dress code for student employees it should be communicated to employees when they are hired.

**Student Employee**

The work that student employees do is extremely important to the University. Students should be prepared to work. It is the students' responsibility to report promptly and regularly to their jobs and report hours worked on time and accurately. In cases of illness, emergency or unusual circumstances, student are responsible for notifying their employers that they will not be able to report for work.
Benefits
Student employees are not eligible for benefits (i.e. sick leave, vacation pay, holiday pay). Students are paid only for hours actually worked and are not eligible for paid leave.

WORKER’S COMPENSATION

All student employees are covered by Worker's Compensation. All work related injuries should be reported to the UCCS Public Safety Office, 255-3111.

Student Retirement Plan
Effective Fall Semester 2011 all student employees who are not in at least the minimum credit hours listed below (not including continuing education classes) and/or normally work 40 hours (or more) per week must participate in the Student Retirement Plan. Enrollment will be checked every bi-weekly payroll and contributions will be based upon the number of credit hours a student was enrolled in for the majority of that two week pay period. If the student is subject to the plan they will be enrolled in the program automatically by the retirement vendor TIAA-CREF. Information about the program will be mailed to the student directly from TIAA/CREF.

<table>
<thead>
<tr>
<th></th>
<th>Fall enrollment</th>
<th>Spring enrollment</th>
<th>Summer enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>6</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Graduate</td>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

When subject to the plan student employees will see a 7.5% contribution of gross wages toward retirement and a 1.45% of gross wages contribution for Meditax. The employer will pay 1.45% of the student's gross wages for Meditax. If the student employee is a workstudy student employee the employer's contribution will come out of the employer's account, not the federal or state workstudy account.

See the Administrative Policy Statement on the Student Retirement Plan for more information/details.

See the Student Retirement Fact Sheet.
Administration of Student Employment Handbook & Policies

Student Employment policy is effective immediately upon their release from the Student Employment Office. The Student Employment Office will attempt to advise employees and employers within 30 days of a policy change. However, it is the responsibility of employees and employers to be familiar with Student Employment policy and when changes take place.

The Chancellor of the University of Colorado Colorado Springs has given the Director of Financial Aid, Student Employment, & Scholarships the authority and the responsibility to implement and administer all student employment policies at UCCS. Federal and State Financial Aid Regulations and State Employment Policies are considered in establishing UCCS student employment policies.

The Student Employment Advisory Committee was organized in the Fall of 1978 as a purely advisory group to advise when asked on Student Employment related policies and procedures. The Committee is composed of one faculty member, one staff member, one Student Government Association (SGA) Representative, and two students. The committee has no formal jurisdiction over student employment affairs.