

Annual Student Employment Audit Checklist

Audit Years 2025-26

Valid for Fall 2025, Spring 2026 and Summer 2026

For all 4101-4106 & 1500 Job Codes

Every year the Office of Student Employment conducts an audit of on and off campus Student

Employment records. These records are required by federal mandate to include the following:

- Individual personnel file for each Student Employee.
- New Hire Check-In Procedures.
- Check-Out Sheet.
- Class schedule for every term worked, class days and times should be listed.
- Supervisor Electronic Timekeeping Agreement. (for 4100s only)
- Signed copies of all Student Employee Position Offers for each employee (SEPO includes the job description and compensation plan).
- Evaluations. Required at least once per year, upon termination for any student who was not yet evaluated, and for any student who has received a change in status or rate of pay.
- Signed copies of Termination Notices.
- Signed copies of Wage Change Offers.
- Faculty Pledge (for 1503 & 1506 only).

During the annual audit, the Office of Student Employment needs to have access to all files for the previous academic year (fall, spring and summer). You may use this checklist in each personnel file to assure the accuracy of your records. Any questions regarding the annual Student Employment Audit may be answered at 719-255-3454. Thank you for your anticipated cooperation in this matter.