

Annual Student Employment Audit Checklist

Audit Years 2024-2025

Valid for Fall 2024, Spring 2025 and Summer 2025 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 for any employee hired after January 1, 2008.
- Check-Out Sheet for any employee terminated after January 1, 2008.
- Class schedule for every term worked, class days and times should be listed. Each class schedule must be system generated and include the class date and meeting times.
- Supervisor Electronic Timekeeping Agreement. Only if a student's supervisor changed during their new employment, the new supervisor will need to fill out this form.
- Signed copies of all Student Employee Position Offers for each employee (SEPO includes 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/rate of pay. Evaluations should be complete upon termination for any student not previously evaluated regardless of the amount of time worked.
- Signed copies of Termination Notices. You can download the final signed termination from the link you received via email.
- Signed copies of Wage Change Offers.
- Faculty Pledge (for 1503 & 1506 only).
- Office Expectations/Absence Policy. To ensure each department's expectations/procedures are aligned with Student Employment guidance and are in compliance with the Colorado Healthy Families and Workplace Act we are requesting student employee absence expectation/procedure documents from each department to be reviewed during the annual audit process. This document is pass/fail so if you do not have it in the student file you will need to create one.

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 process may be answered at 255-3454. Thank you for anticipated cooperation!