UCCS University of Colorado Colorado Springs

Student Employment Office
Cragmor Hall, Room 104
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918

Phone: 719-255-3454
Email: stuemp@uccs.edu
Web: stuemp.uccs.edu

New Student Employee Check–In Procedures

Department/Supervisor Responsibilities	Student Employee Responsibilities

Complete BEFORE employee's first day:

☐ ♦ Notify employee of their start date and instruct the student to bring proper identification documents for the I-9. **Remember that employees are also required to show their original Social Security Card.**

☐ ♦ Complete the Student Employee Position Offer (SEPO) and have student sign to accept.

☐ ♦ Send the completed and signed SEPO to the Student Employment Office through Cherwell and ensure that the student has visited to complete all required hire paperwork as well as the required orientation.

☐ ♦ Ensure employee reviews MyLeave Guide and understands how to enter time.

☐ ♦ Ensure employee reviews the Student Employment Handbook.

Complete within 60 days of hire:

Ensure that employee has taken all required trainings within 60 days of hire:

- ☐ ♦ Information Security Awareness
- ☐ ♦ Discrimination and Sexual Misconduct
- ☐ ♦ Fiscal Code of Ethics
- ☐ ♦ Conflict of Interest Disclosure Survey
- ☐ ♦ If the student is working in multiple positions on campus, instruct them to work with all supervisors to complete the Multiple Positions Disclosure Form.

Complete BEFORE beginning to work:

☐ ♦ Work with your supervisor and sign your Student Employee Position Offer (SEPO) to accept your position.

☐ ♦ Visit the Student Employment Office in Cragmor 104 to complete initial hire paperwork and orientation. Bring your original Social Security Card and any other documentation from the List of Acceptable Documentation for the I-9.

*****Once you have completed the above steps, within 5-7 business days you should have access to the CU Resources Tab within the MyUCCS Portal.*****

☐ ♦ Set up direct deposit using your MyUCCS Portal. Click on *CU Resources > Paychecks > Direct Deposit.*

☐ ♦ Make your W-4 selections within 7 days in the Portal. Click on *CU Resources > Paychecks > W-4.*

☐ ♦ Review *Using MyLeave* guide.

☐ ♦ Review the Student Employment Handbook.

Complete within 60 days of hire:

Complete all required trainings within 60 days of hire:

- ☐ ♦ Information Security Awareness
- ☐ ♦ Discrimination and Sexual Misconduct
- ☐ ♦ Fiscal Code of Ethics
- ☐ ♦ Conflict of Interest Disclosure Survey
- ☐ ♦ If working in multiple positions on campus, work with all supervisors to complete the Multiple Positions Disclosure Form.

Other department specific action items:

PURSUANT TO FEDERAL LAW, ALL PAPERWORK MUST BE COMPLETE OR STUDENT EMPLOYEE WILL NOT BE ENTERED INTO THE SYSTEM AND IS NOT ELIGIBLE TO WORK.

Certification of Completion and Electronic Timekeeping

Employee Agreement

Under the terms of the Electronic Signatures in Global and National Commerce Act, an electronic signature may be used in place of a written one. I understand that submitting my time in MyLeave constitutes an electronic signature. Further, I hereby agree that each time I electronically submit my time record in the MyLeave timekeeping system I am agreeing to the following statement:

> I certify (1) The hours and minutes shown in MyLeave are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported and approved by my supervisor. (2) The Speedtype identified in the HR system is appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed. (3) Student employee is enrolled in the proper number of credit hours, pursuant to campus specific student employment guidelines.

> I understand my job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half times my hourly rate. I agree to work overtime or compensatory time **only** with advance approval of my supervisor. Failure to receive advance approval for overtime or compensatory time worked may result in a corrective or disciplinary action which may include termination of University employment.

> I understand that logging into the MyLeave system using my campus ID and password uniquely identifies me to the system. I will not allow anyone else to use my campus ID, and will not intentionally disclose my password to anyone (except as required for official university business). I understand that allowing someone else to submit my time can result in a corrective or disciplinary action which may include termination of University employment.

This agreement shall remain in effect for the duration of my employment with the University of Colorado Colorado Springs.

Employee Name _____ Signature _____Date _____

Supervisor Agreement

Under the terms of the Electronic Signatures in Global and National Commerce Act, an electronic signature may be used in place of a written one. I understand that approving my employees' time records in MyLeave constitutes an electronic signature.

Further, I understand that approving the reported time for any work-study/hourly student is intended to serve as certification by the supervisor that the student(s) understand their job classification is eligible for overtime and/or compensatory time payment. These payments will be made at the rate of one and one-half times his/her hourly rate. The student(s) agrees to work overtime or compensatory time **only** with advance approval from their supervisor. Failure to receive advance approval for overtime or compensatory time worked my result in a corrective or disciplinary action which may include termination of University employment.

I hereby agree that each time I electronically approve any employee's time record in the MyLeave timekeeping system I am agreeing to the following statement:

> I certify hours and minutes shown in a student's approved time records in MyLeave are a complete and accurate record of time worked each day and for the reporting period. All leave taken and/or overtime earned or taken as compensatory time was reported, in accordance with work-study and university regulations.

> The Speedtype identified by the HR system is appropriate to pay these hours, and the percentage of time attributed to each reflects the actual effort expended on the project(s) specific to the Speedtype listed.

This agreement shall remain in effect for the duration of my employment with the University of Colorado Colorado Springs

Supervisor Name _____ Signature _____ Date _____

This form should be filed in each department's student employee personnel file.