



Congratulations on your new job!

Here is some important employee information:

- Your employee portal is within the [MyUCCS Portal](#). Click on “*CU Resources*” in order to access your W-4, W-2, direct deposit, address, MyLeave and all required online training.
- Set up direct deposit using your MyUCCS Portal. Click on *CU Resources > Paychecks > Direct Deposit*.
- Make your W-4 selections within 7 days using the Portal. Click on *CU Resources > Paychecks > W-4*.
- Review *Using MyLeave Guide* before entering time.
- The precise dates and times worked within each two week pay period must be recorded on MyLeave. Your timesheet must be submitted through MyLeave at the end of each pay period.
- No student employee may work more than 25 hours (50 hours per two-week pay period) a week, with no single week exceeding 40 hours.
- During the Summer work term, all student employees are authorized to work up to 40 hours per week.
- For International student employees the limit is usually 20 hours per week or 40 hours per two-week pay period, unless otherwise directed by the Office of International Affairs.
- International students should meet with the International Affairs office on campus to get instruction on how to obtain their Social Security Card. Once they have received their card, they will need to stop back by our office.
- International student employees will be contacted electronically by the international tax office. Information shared will help with the completion of the W-4. If there are additional questions, the international tax office can be contacted at intltax@cu.edu.
- Multiple positions must be disclosed to all supervisors using the Multiple Position Disclosure form.
- **Student employees may NEVER work during scheduled class periods.** Even if an instructor cancels class on a certain day, you are not authorized to work.
- With the exception of the Summer term, student employees MUST be enrolled at least halftime, generally 6 credits for an undergraduate and 3 credits for a graduate.
- During the Summer term and academic breaks if student employees fall below halftime enrollment or regularly work 40 or more hours per week (at any time) they will be automatically enrolled in the Student Retirement Plan through TIAA-CREF.
- If you are ever injured on the job, please contact University Risk Management at <https://www.cu.edu/risk/incident-procedure> or 888-812-9601. Student employees are covered under University Worker’s Compensation.
- A new Student Employee Position Offer (SEPO) is needed for new employees, and at any time you change positions.

2024–2025 Student Employment Pay Periods and Pay Dates

Summer 2024

PAY PERIOD	PAY DATE
26 May —08 June	June 21
09 June—22 June	July 05
23 June—06 July	July 19
07 July—20 July	August 02
21 July—03 Aug	August 16
04 Aug—17 Aug	August 30

Fall 2024

PAY PERIOD	PAY DATE
18 Aug—31 Aug	September 13
01 Sep—14 Sep	September 27
15 Sep—28 Sep	October 11
29 Sep—12 Oct	October 25
13 Oct—26 Oct	November 08
27 Oct —09 Nov	November 22
10 Nov—23 Nov	December 06
24 Nov—07 Dec	December 20
08 Dec—21 Dec	January 03
22 Dec—04 Jan	January 17

Spring 2025

PAY PERIOD	PAY DATE
05 Jan—18 Jan	January 31
19 Jan—01 Feb	February 14
02 Feb—15 Feb	February 28
16 Feb—01 Mar	March 14
02 Mar—15 Mar	March 28
16 Mar—29 Mar	April 11
30 Mar—12 Apr	April 25
13 Apr—26 Apr	May 09
27 Apr—10 May	May 23
11 May—24 May	June 06

Work Study Students Only

Remember to keep track of your work study award using the Basic Work Study Calculation spreadsheet. If you work over the amount of your award, the department will be responsible for paying 100% of your hourly wage.

stuemp.uccs.edu/forms

You are only allowed to work in one work study job per semester.

If you quit or are terminated from your work study position, you may not begin a new work study position until the following semester.

You may be able to exclude need-based work study earnings on your FAFSA! If you need help determining how much of your income was need-based, please contact the Financial Aid Office for more information!

(719) 255-3460

Don't forget that your work study earnings are taxable income!

What's Next?

1 Log into your MyUCCS portal to set up direct deposit and make W-4 selections!

This step is very important in order to ensure that your paycheck and tax information are set up correctly. If you do not set your direct deposit, a paper check may be issued.

3 Complete the Conflict of Interest Disclosure Survey online!

<https://hr.uccs.edu/current-employees/conflict-of-interest>

5 Review the Student Employment Handbook

https://stuemp.uccs.edu/sites/g/files/kjihxj1596/files/2023-02/Student%20Employment%20Handbook_2-2023.pdf

2 Complete required trainings in your MyUCCS Portal within 60 days of hire.

Click Training > Start SkillSoft >
>[Human Resources > CU Discrimination and Sexual Misconduct](#)
>[Information > CU: Information Security Awareness](#)
>[Finance > CU Fiscal Code of Ethics](#)

4 Make sure to go into MyLeave in your CU Resources tab to submit your time!

Refer to the [Using MyLeave Guide](#) for assistance.

NOTE: The CU Resources tab may take up to 7 business days to appear in your MyUCCS Portal. In the meantime, be sure to record exact times/dates that you work!