



## 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](mailto: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.

## 2025–2026 Student Employment Pay Periods and Pay Dates

### Summer 2025

| PAY PERIOD      | PAY DATE  |
|-----------------|-----------|
| 25 May —07 June | June 20   |
| 08 June—21 June | July 04   |
| 22 June—05 July | July 18   |
| 06 July—19 July | August 01 |
| 20 July—02 Aug  | August 15 |
| 03 Aug—16 Aug   | August 29 |

### Fall 2025

| PAY PERIOD     | PAY DATE     |
|----------------|--------------|
| 17 Aug—30 Aug  | September 12 |
| 31 Aug—13 Sep  | September 26 |
| 14 Sep—27 Sep  | October 10   |
| 28 Sep—11 Oct  | October 24   |
| 12 Oct—25 Oct  | November 07  |
| 26 Oct —08 Nov | November 21  |
| 09 Nov—22 Nov  | December 05  |
| 23 Nov—06 Dec  | December 19  |
| 07 Dec—20 Dec  | January 02   |
| 21 Dec—03 Jan  | January 16   |

### Spring 2026

| PAY PERIOD    | PAY DATE    |
|---------------|-------------|
| 04 Jan—17 Jan | January 30  |
| 18 Jan—31 Jan | February 13 |
| 01 Feb—14 Feb | February 27 |
| 15 Feb—28 Feb | March 13    |
| 01 Mar—14 Mar | March 27    |
| 15 Mar—28 Mar | April 10    |
| 29 Mar—11 Apr | April 24    |
| 12 Apr—25 Apr | May 08      |
| 26 Apr—09 May | May 22      |
| 10 May—23 May | June 05     |

## 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](https://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](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!