



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 student 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 should schedule an appointment with the international tax office prior to completing their W-4. More information can be found at <https://www.cu.edu/employee-services/international-tax>
- 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.

2023–24 Student Employment Pay Periods and Pay Dates

Summer 2023

PAY PERIOD	PAY DATE
28 May — 10 June	June 23
11 June — 24 June	July 07
25 June — 08 July	July 21
09 July — 22 July	August 04
23 July — 05 Aug	August 18
06 Aug — 19 Aug	September 01

Fall 2023

PAY PERIOD	PAY DATE
20 Aug — 02 Sep	September 15
03 Sep — 16 Sep	September 29
17 Sep — 30 Sep	October 13
01 Oct — 14 Oct	October 27
15 Oct — 28 Oct	November 10
29 Oct — 11 Nov	November 24
12 Nov — 25 Nov	December 08
26 Nov — 09 Dec	December 22
10 Dec — 23 Dec	January 05
25 Dec — 06 Jan	January 19

Spring 2024

PAY PERIOD	PAY DATE
07 Jan — 20 Jan	February 02
21 Jan — 03 Feb	February 16
04 Feb — 17 Feb	March 01
18 Feb — 02 Mar	March 15
03 Mar — 16 Mar	March 29
17 Mar — 30 Mar	April 12
31 Mar — 13 Apr	April 26
14 Apr — 27 Apr	May 10
28 Apr — 11 May	May 24
12 May — 25 May	Jun 07

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!