

# Hiring a UCCS Student Employee from Beginning to End

This guide is intended for use at UCCS specifically for the hire of student employees. This guide will be used in the case of any **new hire, rehire or additional job** at UCCS. Any termination or wage change will be completed using the applicable forms available on the Student Employment webpage.

## A: Selecting a student employee

1. Log into SEAN and post your job.

**<http://seans.uccs.edu/employer>**

2. Interested students will apply for the job and you will interview and select a candidate for hire.
3. Verbally notify the selected student that they have been selected for hire pending completion of all required paperwork including the required background check(s).
4. Complete the Background Check Authorization form and return to HR with student's signature. Do not proceed until background check has cleared.
5. **Send student to visit the Student Employment Office in Cragmor Hall 104 for required orientation and to provide required documents for I-9.**

## B: Complete Student Employee Position Offer (SEPO)

1. Supervisors or hiring managers should provide the **SEPO** to the Payroll Liaison via the PDF form provided by Student Employment.
2. The SEPO should be signed by the student and supervisor **after** the student has cleared any required background check.
3. The Payroll Liaison should verify that all required information has been provided by the supervisor before sending the completed SEPO to Student Employment.

## C: Send SEPO to Student Employment

1. Send the completed Student Employment Position Offer form to Student Employment via the Student Employment Cherwell portal at <https://cherwell3.uccs.edu/cherwellportal/se>
2. No student employee will be hired without a completed and signed SEPO.
3. Note: **Do not** send SEPO before any required background checks have cleared.

## D: Personal Information Collected from Student

1. The student should visit Student Employment in person to complete a [required orientation](#) and submit any required I-9 documentation.
2. Do not send student to complete this paperwork unless they have cleared any required background check.
3. **A student will still need to have a completed I-9 and required documentation on file with the Student Employment Office before they can begin working.**

## E: Student is Hired in HCM

1. Student Employment hires student in HCM.

## F: Student is Eligible to Begin Working

1. Once all required steps have been completed the student employee is eligible to begin working.
2. Do not allow a student to begin working without having completed all required I-9 documentation in person in the Student Employment Office.
3. Any student who is allowed to begin working before having their I-9 verified by the Student Employment Office is working unlawfully.

## G: Supervisor Begins Personnel File

1. The supervisor should create a personnel file that contains all of the following:
  - [New Student Employee Check-In Procedures](#)
  - [Check-out sheet \(upon termination\)](#)
  - Class schedule for any semester worked, class days and time must be listed
  - Signed student employee Electronic Signature Statement
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  - Printed and signed copies of SEPO and any Wage Change Offers or Termination Notices
  - 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 or rate of pay. *Evaluations should be completed upon termination for any student not previously evaluated regardless of the amount of time worked.*
2. The personnel file may be audited by the Student Employment Office on an annual basis.

**Student Employment is here to help. If you or your student employees have questions about any step in this process, please contact Student Employment at (719) 255-3454, via Cherwell @ <https://cherwell3.uccs.edu/cherwellportal/se>, or visit us in Cragmor Hall Room 104.**