

Cherwell User Guide

This guide is intended for use at UCCS specifically for the use of the Student Employment Cherwell Portal. This guide will be used in the case of **submitting any type of Student Employment Cherwell ticket** at UCCS.


Note: Cherwell and Internet Explorer do not always play nice. Please use a browser other than Internet Explorer to more easily navigate within Cherwell.

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A: Logging into the Student Employment Cherwell Portal

1. Navigate to the Student Employment website (www.uccs.edu/stuemp) and click on the Cherwell Portal button.


 University of Colorado
Colorado Springs

UCCS : Home • Calendar • Map

Search UCCS 

Student Employment

Find A Job General Information Student Employees Employers Hire a Student Employee Cherwell / HCM Payroll Calendar Forms Financial Aid



We strive to efficiently and transparently link students with employment opportunities that enhance their college education and transferable work skills while assisting them in paying for college. We act to cultivate mutually beneficial relationships between the university, its students, and the community as a whole.

Cherwell Portal

Find A Job

Post A Job

Office Information

Location: Cragmor Hall Room 104

Address
University of Colorado Colorado Springs | Student Employment
1420 Austin Bluffs Parkway Colorado Springs, CO 80918

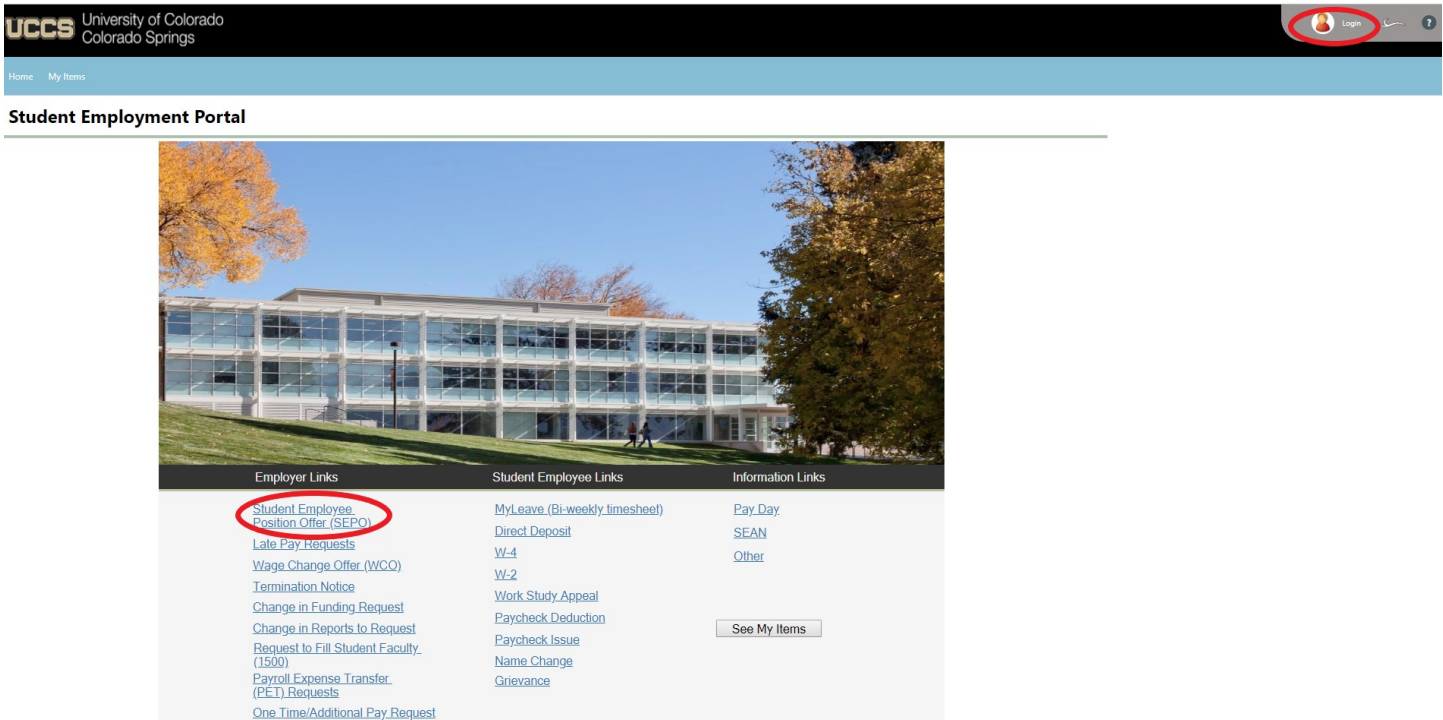
Office Hours
Monday - Friday: 8:00 a.m. to 5:00 p.m.

Phone: (719) 255-3454 or (800) 990-UCCS

Fax: (719) 255-3650

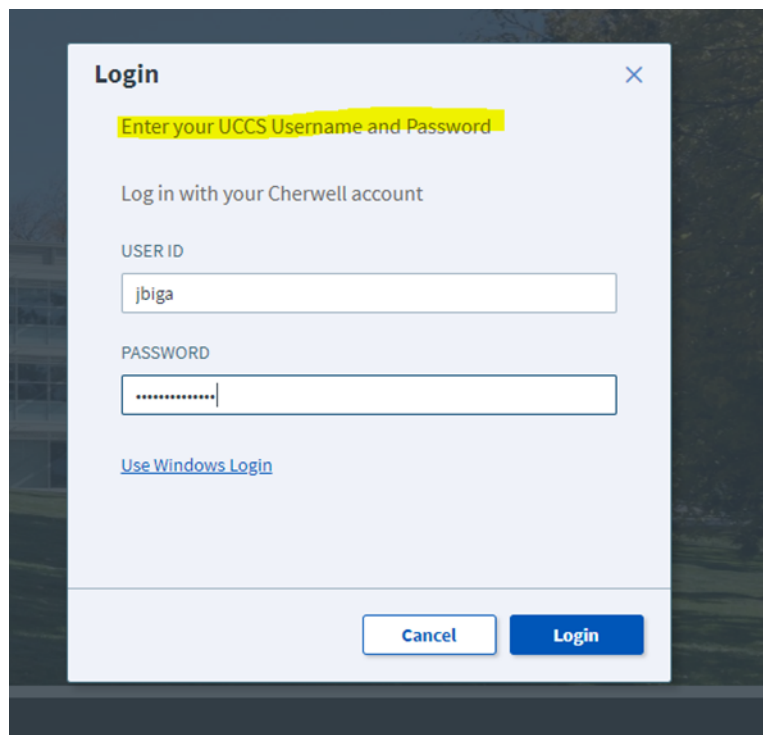
E-Mail: stuemp@uccs.edu

2. Login to Cherwell. You can either click the Login button at the top of the page or you can click on whichever ticket type you want to submit. Both will prompt you to login.



The screenshot shows the UCCS (University of Colorado Colorado Springs) Student Employment Portal. At the top, there is a navigation bar with the UCCS logo and a 'Login' button circled in red. Below the navigation bar, the page title 'Student Employment Portal' is displayed. The main content area features a large image of a modern building with a glass facade. Below the image, there are three columns of links: 'Employer Links', 'Student Employee Links', and 'Information Links'. The 'Employer Links' column includes links such as 'Student Employee Position Offer (SEPO)' (circled in red), 'Late Pay Requests', 'Wage Change Offer (WCO)', 'Termination Notice', 'Change in Funding Request', 'Change in Reports to Request', 'Request to Fill Student Faculty (1500)', 'Payroll Expense Transfer (PET) Requests', and 'One Time/Additional Pay Request'. The 'Student Employee Links' column includes links like 'My Leave (Bi-weekly timesheet)', 'Direct Deposit', 'W-4', 'W-2', 'Work Study Appeal', 'Paycheck Deduction', 'Paycheck Issue', 'Name Change', and 'Grievance'. The 'Information Links' column includes 'Pay Day', 'SEAN', and 'Other'. A 'See My Items' button is located at the bottom right of the links section.

You will use your UCCS username and password.



The screenshot shows a 'Login' dialog box with a close button (X) in the top right corner. The dialog box contains the following elements:


- A yellow highlighted text box with the instruction: **Enter your UCCS Username and Password**
- The text: **Log in with your Cherwell account**
- A label **USER ID** above a text input field containing the text 'jbiga'.
- A label **PASSWORD** above a password input field containing a series of dots.
- A link [Use Windows Login](#)
- At the bottom, there are two buttons: **Cancel** and **Login**.

B: Navigating in Cherwell

You can return to the main page in Cherwell at any time by clicking the Home link at the top of the page. This will always be in the same place no matter what page you are on within Cherwell. (See red circle below)

Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	See My Items
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	

Selecting My Items, either at the top of the page next to Home on any screen or using the button on the home screen, will take you to a list of all of your cases. (See blue circles above)

You can also navigate to the Employers page of the Student Employment website (www.uccs.edu/stuemp/employers) by clicking on the  button at the top right of the page (see yellow circle above).

UCCS University of Colorado Colorado Springs

UCCS : Home • Calendar • Map

Search UCCS

Student Employment

Find A Job General Information Student Employees **Employers** Hire a Student Employee Cherwell / HCM Payroll Calendar Forms Financial Aid

Home / Employers

Employers

Employer Information

Employer Training

Required and helpful trainings for new and experienced student employee supervisors.

Training For Supervisors

Basic On-Campus Supervisor Training Available once each Fall and Spring semester
 Basic Off-Campus Supervisor Training Available once each Fall and Spring semester
 Advanced Supervisor Training Available once each Fall and Spring semester

Forms

Please visit the Forms page for all forms and documents.

Employer Resources

Helpful links and other resources to assist student employee supervisors

Resources For Supervisors

Audit Checklist
 Job Classifications and Pay Ranges
 Job Posting Information
 On-Campus Employer FAQ
 Off-Campus Employer FAQ
 Required In-Person Student Employee Orientation

Actions that can be requested via Cherwell

In My Items, you can open a ticket by double clicking anywhere on the line of the ticket you want to look at.

[Home](#) [My Items](#)

My Open Student Employment Tickets

Below you will find a listing of all your open and recently closed Student Employment Case tickets.

You can view, edit, comment on and reopen any of your tickets listed below.

Open SE Case Tickets

SE Cases Opened by Me

	SE Case ID	Status	Short Description	Created Date Time

Recently Closed SE Case Tickets

SE Cases Opened by Me

	SE Case ID	Status	Short Description	Created Date Time
<input checked="" type="radio"/>	11510	Closed	SE Wage Change Offer Inquiry	10/22/2018 1:50 PM
<input type="radio"/>	11659	Closed	SE Position Offer Inquiry	10/29/2018 8:43 AM
<input type="radio"/>	11682	Closed	SE Change in Funding Request Inquiry	10/29/2018 3:42 PM
<input type="radio"/>	11684	Closed	SE Change in Reports to Request Inquiry	10/29/2018 3:46 PM
<input type="radio"/>	11779	Closed	SE Position Offer Inquiry	10/31/2018 2:42 PM
<input type="radio"/>	11786	Closed	SE Position Offer Inquiry	11/1/2018 9:43 AM
<input type="radio"/>	11799	Closed	SE Position Offer Inquiry	11/1/2018 12:14 PM
<input type="radio"/>	11800	Closed	SE Position Offer Inquiry	11/1/2018 12:14 PM
<input type="radio"/>	12048	Closed	SE Wage Change Offer Inquiry	11/12/2018 12:19 PM

Attachments can be found by clicking on the paperclip icon (see red circle below).

The screenshot shows the top navigation bar with 'Home' and 'My Items' (highlighted with a yellow square). Below is a toolbar with icons for Edit, Save, Abandon, and a paperclip icon (circled in red) labeled '(0)'. To the right of the paperclip icon are navigation arrows and the text 'Record 49 of 71'. The main header area displays 'Student Employment - SE Case ID: 6949'. Below this is a row of five colored squares: orange, green, green, green, and green. The main content area is divided into two sections. The left section contains a 'Short Description:' field with the text 'SE Change in Reports to Request Inquiry' and an 'Add Comment' link. Below this is an 'Additional Details:' section with a large empty text box. The right section is titled 'Your HR Case is owned by:' and displays the name 'Jennifer Biga', her email 'jbiga@uccs.edu', and her team 'Student Employment'. Below this information is a small box labeled 'Biga'. The bottom section is titled 'Resolution:' and contains a text box with the text 'Supervisor updated for [name of or number of student(s)] on 7/17/18.'

You can use the arrows (see blue square above) to navigate between cases.

Use the My Items button at the top (see yellow square above) to return to the My Items main page.

C: Submitting a ticket—Student Employee Position Offer (SEPO)

Use this ticket to request a student be hired within your department (new hire, rehire, additional job). **Please remember not to proceed with submitting your ticket until after you have received the results of the background check.** Please submit individual tickets for each student/position you are hiring. There should be one SEPO attached to each ticket.

If this SEPO is for a 1500 series position, please be sure that you have received approval through a Request to Fill Student Faculty (1500) ticket first and received the results of the background check before submitting your SEPO ticket.


There is a link to the SEPO form within the ticket but you can also find it on the Student Employment forms page at www.uccs.edu/stuemp/forms.

Step 1—Open the SEPO ticket type

Choose the **Student Employee Position Offer (SEPO)** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

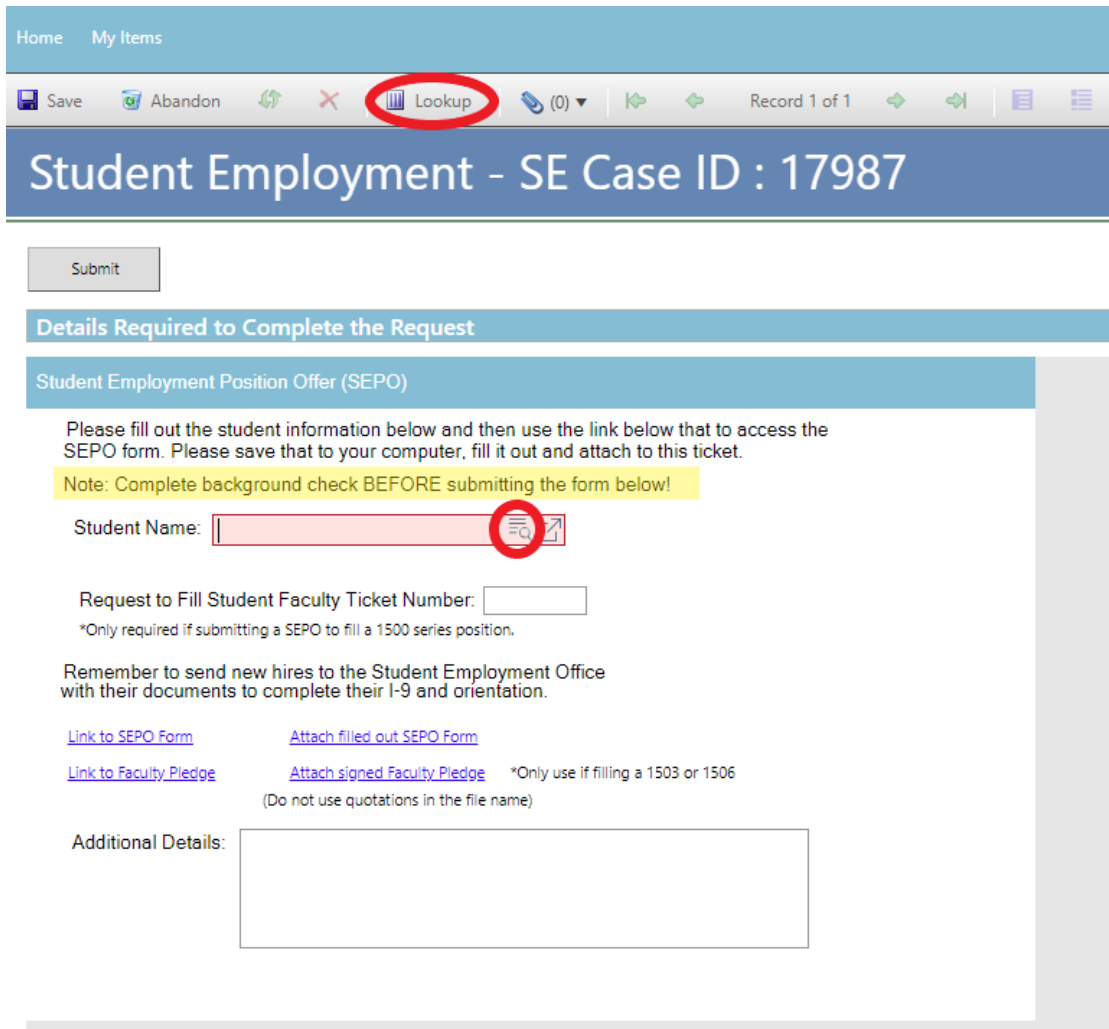
Student Employment Portal



Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	See My Items
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

Step 2—Select the Student Name

Put your cursor in the student name box. Then either type the student name (as the name is in CU-SIS) or use one of the search buttons (see red circles below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.



Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 17987

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506

(Do not use quotations in the file name)

Additional Details:

Again, please remember not to submit this ticket until after you have received the results of the background check. For new hires, we will not enter the hire until we have received the results of the background check. We are copied on those emails so you do not need to provide the background check results to us.

If you have already completed the SEPO, skip to [Step 4: Attaching Your Documents](#). Otherwise, proceed to [Step 3: Completing Your Documents](#).

Step 3—Completing Your Documents

Click on the link for the form you need to complete. These are the same forms you would access from our website: www.uccs.edu/stuemp/forms. Our most up-to-date form can always be found here on Cherwell. Be sure your pop-up blocker is turned off when you are trying to open the forms in Cherwell.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18017

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#)

[Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#)

[Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506


(Do not use quotations in the file name)

Additional Details:

You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

Be sure to complete your form including signatures before you attach your document to your Cherwell ticket.

SEPO-combined_3292019.pdf 1/3


**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: www.uccs.edu/stuemp

Student Employee Position Offer

Student Full Name: Last, First Middle

Student ID #: 999-99-9999 **Cherwell Ticket #**

Dear Last, First Middle

I am pleased to offer you a student employment position with the University of Colorado Springs as a Working Time in the 40001 Chancellors Office Department.

This is a part-time or full-time appointment. Your supervisor is Supervisor's Name.

Your employment start date is mm/dd/yyyy and will Choose One as at will employment. Either party may end employment at any time. This position is a Choose One position located Choose One at 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918.

The pay rate for this position is \$0.00 and will be paid Choose One Choose One.

Compensation for student employees must be at least minimum wage and is reviewed at least once per year. Raises and/or promotions are at the discretion of the department, are based on satisfactory evaluations, and rely upon fund availability both at the department level and per salary pool approvals made by the University Board of Regents.

The following are additional terms and conditions applicable to your appointment:

- I-9 Requirements** - Pursuant to the Immigration Reform and Control Act (IRCA), the university must verify your employment eligibility within the first three working days of employment. IRCA requires every employee to complete an I-9 Form and to provide certain documents that verify employment eligibility. As a condition of your employment, you must submit the required documentation in person to the Office of Student Employment in Cragmor Hall 104 prior to beginning employment at the university. *Failure to submit IRCA documentation will result in the termination of this appointment.*
- Maximum Hours** - No student employee may work in excess of 25 (62.5% time) hours per week (50 hours per two-week pay period) and no single week may exceed 40 hours during the fall and spring work terms. You may not exceed 40 hours per week during the summer work term. When working in more than one student position; combined hours for all positions may not exceed these maximums. If you are an international student you may not work in excess of 20 hours per week (50% time) during the Spring or Fall Semesters.
- Minimum Enrollment** - Student employees must be enrolled at least half time in order to work on campus. Half time enrollment is considered 6 credits for an undergraduate and 3 credits for a graduate student. Only main campus credit hours will be counted toward meeting this minimum.
- Required Training** - As a student employee, you will be required to complete mandatory training within 60 days of hire. The required training includes: Discrimination and Harassment, Information Security, SaVe Training, and the Conflict of Interest Disclosure.
- Multiple Positions** - Should you work in more than one position at UCCS and/or any CU campus or system office, you must disclose this information at the time of application to all supervisors of all positions so that hours worked remain within the maximums each work term. Should you be hired into an additional job after already working, you are required to disclose and notify all supervisors immediately and provide a signed copy of the Multiple Positions Disclosure Form for each personnel file.
- Background Check** - This offer is contingent upon you successfully passing a background check to include sex offender reg-

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Tips for completing the SEPO:

Position Type	% of time or Hourly	Appointment Type	Continuation	Pay Rate	Hourly or Monthly	When Paid
4106 or 4201	Hourly	Indeterminate	Continue into the future	Hourly amount at least min wage	Hourly	Bi-weekly
1500 series	% of time	Limited Appointment or Indeterminate	Continue no later than Continue into the future	Full Amount to be paid over Contract	Monthly	On the last working day of the month
Grad Reader	Hourly	Grad Reader	Either	Hourly amount at least min wage	Hourly	Bi-weekly

If this hire is a 1503 or 1506 job code, you will also need to have the Faculty Pledge signed. You can access the Faculty Pledge form from the Cherwell ticket (see below) or from the Student Employment forms page (www.uccs.edu/stuemp/forms).

[Home](#) [My Items](#)

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18026

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506

(Do not use quotations in the file name)

Additional Details:

In the next step, you will attach both the SEPO and Faculty Pledge to your Cherwell ticket. You can attach them as separate documents or as a single document. Please remember when saving your documents not to use quotation marks as Cherwell does not allow us to open documents named with quotation marks for some reason.

Faculty Pledge

REQUIRED BY C.R.S. 22-61-104

If you are not a citizen of the United States and are appointed on a temporary basis, you are not required to make this pledge. To exercise this option, please print your name on the line below in this box

I solemnly pledge that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

Signature:

Name Printed:

Date:

UCCS Human Resources
UNIVERSITY OF COLORADO
COLORADO SPRINGS
Revised September 2017

Step 4—Attaching Your Documents

Once you have the completed SEPO and if necessary the Faculty Pledge, attach them to your ticket using one of the options shown below:

Home My Items

Use the attachment tool

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18026

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

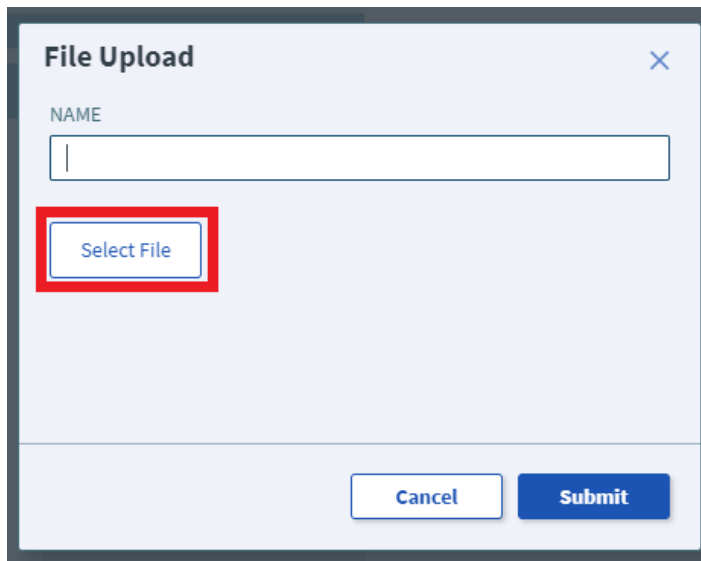
Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#) [Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#)

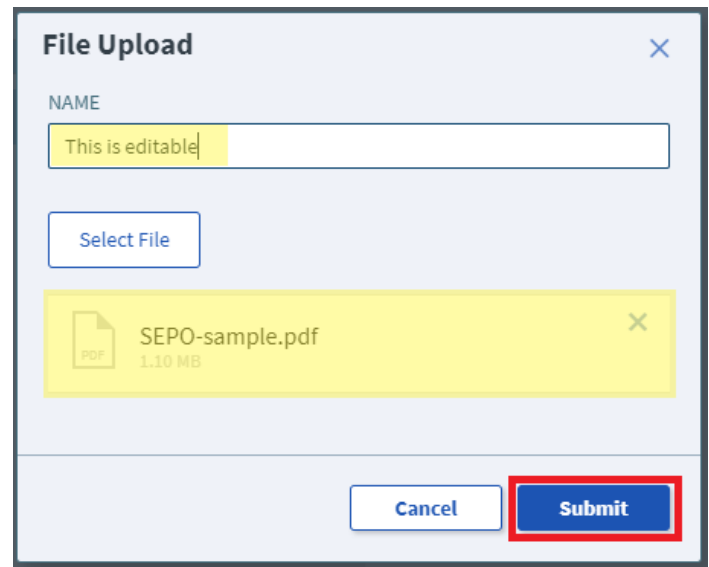
*Only use if filling a 1503 or 1506
(Do not use quotation marks in the file name)

Additional Details:

Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



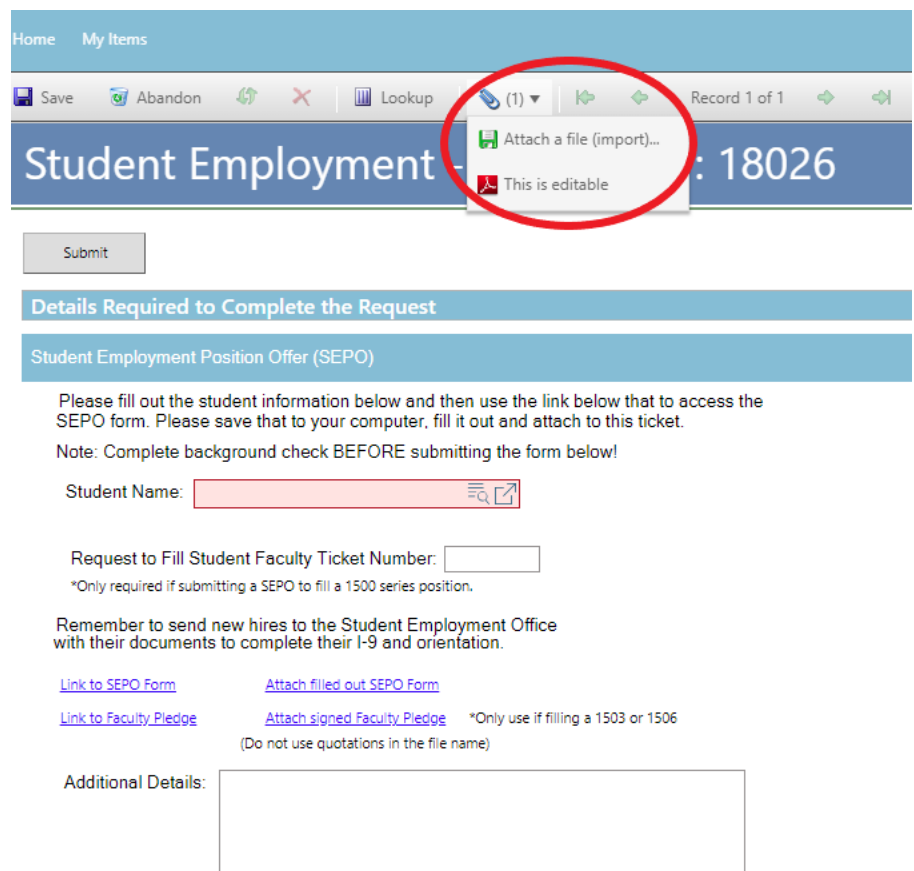
The image shows a 'File Upload' dialog box. At the top, there is a 'NAME' label and an empty text input field. Below this is a 'Select File' button, which is highlighted with a red rectangular box. At the bottom of the dialog, there are 'Cancel' and 'Submit' buttons.



The image shows the 'File Upload' dialog box after a file has been selected. The 'NAME' input field now contains the text 'This is editable'. Below the input field is the 'Select File' button. Underneath that, a yellow box displays a PDF icon, the filename 'SEPO-sample.pdf', and the size '1.10 MB'. At the bottom right, the 'Submit' button is highlighted with a red rectangular box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open any attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.





The image is a screenshot of a web application interface for 'Student Employment'. At the top, there is a navigation bar with 'Home' and 'My Items'. Below this is a toolbar with icons for 'Save', 'Abandon', 'Lookup', and a dropdown menu showing '(1)'. A red circle highlights the 'Attach a file (import)...' button in the toolbar. Below the toolbar, the main heading is 'Student Employment' followed by a large number '18026'. A 'Submit' button is visible. Below this is a section titled 'Details Required to Complete the Request' with a sub-section 'Student Employment Position Offer (SEPO)'. The text in this section reads: 'Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket. Note: Complete background check BEFORE submitting the form below!'. There are two input fields: 'Student Name:' and 'Request to Fill Student Faculty Ticket Number:'. Below these are several links: 'Link to SEPO Form', 'Attach filled out SEPO Form', 'Link to Faculty Pledge', and 'Attach signed Faculty Pledge'. A note states: '*Only use if filling a 1503 or 1506 (Do not use quotations in the file name)'. At the bottom, there is a section for 'Additional Details:' with a large empty text area.


Step 5—Submitting Your Ticket


You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save

 Abandon

 Lookup

 (0)

Record 1 of 1

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506

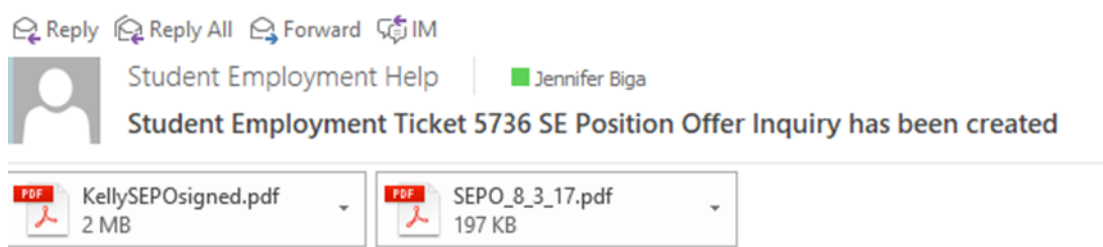
(Do not use quotations in the file name)

Additional Details:

Submit

Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents you attached to the ticket. It is a good idea to keep these emails so you can easily ask questions regarding a particular ticket by replying to this email.



SE Case 5736

Description:
SE Position Offer Inquiry



Customer Name: Jennifer Biga
Phone: +1 (719)255-3564
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 5736. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5736](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. The easiest way to resolve issues is to reply to any emails sent through Cherwell that you receive regarding the ticket. The other option is to use [Section N—Editing a Ticket](#).

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

10:12 AM

Regarding Student Employment Case 8174



Student Employment Case 8174

Dear Jennifer,


Regarding your [SE Case 8174](#), logged on 8/14/2018 9:43 AM, we have the following question or update:

The SEPO attached to this ticket does not have signatures. Please attach a SEPO with signatures so we can complete your request. Thank you!

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 8174](#) for more details.


UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

For a new hire, if we have received everything from the employer (i.e. SEPO and background check) but are still waiting on the student to come into the Student Employment Office to complete their I-9 and orientation, the case will remain pending. We will code the ticket on our end as “waiting for student.” We will follow-up on these tickets regularly with a reminder email to send the student to the Student Employment Office. Likewise, if we have the SEPO and the student has completed their orientation and I-9, we will follow-up to see where you are in the background check process.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

10:15 AM

Regarding Student Employment Case 8174



Student Employment Case 8174

Dear Jennifer,

Regarding your [SE Case 8174](#), logged on 8/14/2018 9:43 AM, we have the following question or update:

The hire for (student name) has not been completed because the student has not come to the Student Employment office to complete their I-9 verification and orientation. The student should not begin work before the I-9 has been completed. Please send the student to the Student Employment Office as soon as possible to complete the I-9 verification and orientation.

If you are no longer hiring this student, please let us know so we can close this case. Thank you!

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 8174](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If at any point you decide you are not going to move forward with the hire, please just reply to the reminder email with that information and we will close the case. We will send you an email confirming that we have closed the case and asking you to submit a new case if you later choose to hire the student.



Student Employment Help

 Jennifer Biga**Student Employment Case 5935 SE Position Offer Inquiry has been resolved**

Student Employment Case 5935

We are pleased to inform you that your Student Employment Case 5935 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Per the reply we received from you, we are closing this case and not moving forward with the hire of (Student Name). If you choose to hire this student in the future, please submit a new case.

Description of the request:

SE Position Offer Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5935](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Once we have received everything from both the employer and the student, we will process the hire. You will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 5736 SE Position Offer Inquiry has been resolved

Student Employment Case 5736

We are pleased to inform you that your Student Employment Case 5736 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Hire for [REDACTED] completed 2018-06-25.

Empl ID: 123456

Position #: 00987654

Thank you for contacting Student Employment; we have processed your position offer. If there is anything else we can help you with, please create a new ticket or email StuEmpHelp@uccs.edu.

Description of the request:
SE Position Offer Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5736](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

D: Submitting a ticket—Late Pay Request


Use this ticket to request pay be entered for a student if the deadline for submission of time has been missed or a student did not get paid for a pay period. Please complete the form (link provided) and attach to your request. You may submit multiple requests (both multiple students and multiple pay periods) at one time by using the Late Pay Request Sheet. The form can also be found on the Student Employment forms page at www.uccs.edu/stuemp/forms.

Step 1—Open the Late Pay ticket type

Choose the **Late Pay Requests** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	See My Items
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

Step 2—Adding Ticket Information

Enter the department number or select the department name from the drop down. Then enter the number of students that will be submitted on the Late Pay form. If it is one student with multiple pay periods, you can leave the selection at 1. If it is multiple students over multiple pay periods, please choose the number of unique student names on the request.

[Home](#) [My Items](#)

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 17986

Submit

Details Required to Complete the Request

Late Pay Request

Please fill out the information below and then use the [link](#) below that to access the Late Pay Request sheet. Please fill out the worksheet, save to your computer, and attach to this ticket.

Department Number:

Department:

Number of Students:

Additional Details:

[Late Pay Request Sheet](#) [Payroll Calendar](#)
[Attach filled out Late Pay Request Sheet](#)
(Do not use quotations in the file name)

Step 3—Completing Your Documents

Click on the link for the Late Pay Request Excel spreadsheet. You will need to complete and attach this form in order for us to complete your request. This is the same form you would access from our website: www.uccs.edu/stuemp/forms. Be sure your pop-up blocker is turned off when you are trying to open the forms in Cherwell.

There is also a link to the Payroll Calendar for your convenience to assist in completing the form with appropriate dates.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 17986

Submit

Details Required to Complete the Request

Late Pay Request

Please fill out the information below and then use the link below that to access the Late Pay Request sheet. Please fill out the worksheet, save to your computer, and attach to this ticket.

Department Number: Department:

Number of Students:

Additional Details:

[Late Pay Request Sheet](#) [Payroll Calendar](#)

[Attach filled out Late Pay Request Sheet](#)
(Do not use quotations in the file name)

UCCS University of Colorado
Colorado Springs

Late Pay Request_....xlsx

Click here to open the file.











The link will open an Excel document. Complete the spreadsheet with the information needed to enter the Late Pay. Be sure to save the document once complete so you can attach to your ticket.

Department ID	Student Name	Job Record	Employee ID	Reason for Exceptions	Pay Period Hours Were Worked	Number of Hours	Additional Amount	Date Sent	Sent By
EX: 40126	Student Example	0	123456	Student did not submit timesheet before payroll close.	12/20/2015-1/2/2016	15	0	1/25/2016	Becca Stephens

Step 4—Attaching Your Documents

Once you have saved the completed form, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#) Use the attachment tool

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 17986

Submit

Details Required to Complete the Request

Late Pay Request

Please fill out the information below and then use the [link](#) below that to access the Late Pay Request sheet. Please fill out the worksheet, save to your computer, and attach to this ticket.

Department Number: Department:

Number of Students:

Additional Details:

[Late Pay Request Sheet](#) [Payroll Calendar](#)

[Attach filled out Late Pay Request Sheet](#) Use the link
(Do not use the title of the file name)

Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.

The first screenshot shows a 'File Upload' dialog box with a 'NAME' input field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'Late Pay Sample.xlsx' (9.76 KB) selected, and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open any attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.

The screenshot shows the 'Student Employment' system interface. A red circle highlights the 'Attach a file (import)...' button and the 'Late Pay Sample' file. Below the upload area, the 'Details Required to Complete the Request' section is visible, including fields for Department Number, Department, Number of Students, and Additional Details.

Submit

Details Required to Complete the Request

Late Pay Request

Please fill out the information below and then use the link below that to access the Late Pay Request sheet. Please fill out the worksheet, save to your computer, and attach to this ticket.

Department Number: 40126 Department: Financial Aid/ ...

Number of Students: 5

Additional Details:

[Late Pay Request Sheet](#) [Payroll Calendar](#)














[Attach filled out Late Pay Request Sheet](#)

(Do not use quotations in the file name)

Step 5—Submitting Your Ticket

You can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1     

Student Employment - SE Case ID : 17986

Submit

Details Required to Complete the Request

Late Pay Request

Please fill out the information below and then use the [link](#) below that to access the Late Pay Request sheet. Please fill out the worksheet, save to your computer, and attach to this ticket.

Department Number: Department:

Number of Students:

Additional Details:

[Late Pay Request Sheet](#) [Payroll Calendar](#)

[Attach filled out Late Pay Request Sheet](#)
(Do not use quotations in the file name)

Submit

Step 6—Communication

After you submit your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 6999 SE Late Pay Requests Inquiry has been created



Late_Pay_Request_Sheet_0(7).xlsx
10 KB

SE Case 6999

Description:

SE Late Pay Requests Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu




We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 6999. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6999](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we have any questions regarding the late pay, we may send an email through the system, but it is more likely that we will call you as we do generally try to process late pay as quickly as possible.

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 6999 SE Late Pay Requests Inquiry has been resolved

Student Employment Case 6999

We are pleased to inform you that your Student Employment Case 6999 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Late Pay entered for [student name] on 7/18/18. This should pay on Friday, August 3.

Description of the request:

SE Late Pay Requests Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6999](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

E: Submitting a ticket—Wage Change Offer (WCO)

Use this ticket to request a change in the rate of pay for a student. Please submit individual tickets for each student for which you are requesting a wage change. Please remember that Promotions and Merit Raises require a current evaluation be included (the WCO and eval can be included as one document attached to the request). All WCOs need to have an effective date equal to the beginning of a pay period. You can check the payroll calendar here:

<https://www.uccs.edu/stuemp/calendar>

Links to the WCO, evaluation form, and payroll calendar are available within the ticket but can also be found on the Student Employment forms page at www.uccs.edu/stuemp/forms.

Step 1—Open the Wage Change Offer ticket type

Choose the **Wage Change Offer (WCO)** ticket type on the Cherwell home page.

Home My Items

Student Employment Portal



Employer Links

[Student Employee
Position Offer \(SEPO\)](#)
[Late Pay Requests](#)
[Wage Change Offer \(WCO\)](#)
[Termination Notice](#)
[Change in Funding Request](#)
[Change in Reports to Request](#)
[Request to Fill Student Faculty
\(1500\)](#)
[Payroll Expense Transfer
\(PET\) Requests](#)
[One Time/Additional Pay Request](#)
[Overpayment Notice Request](#)
[Termination For Cause](#)

Student Employee Links

[MyLeave \(Bi-weekly timesheet\)](#)
[Direct Deposit](#)
[W-4](#)
[W-2](#)
[Work Study Appeal](#)
[Paycheck Deduction](#)
[Paycheck Issue](#)
[Name Change](#)
[Grievance](#)

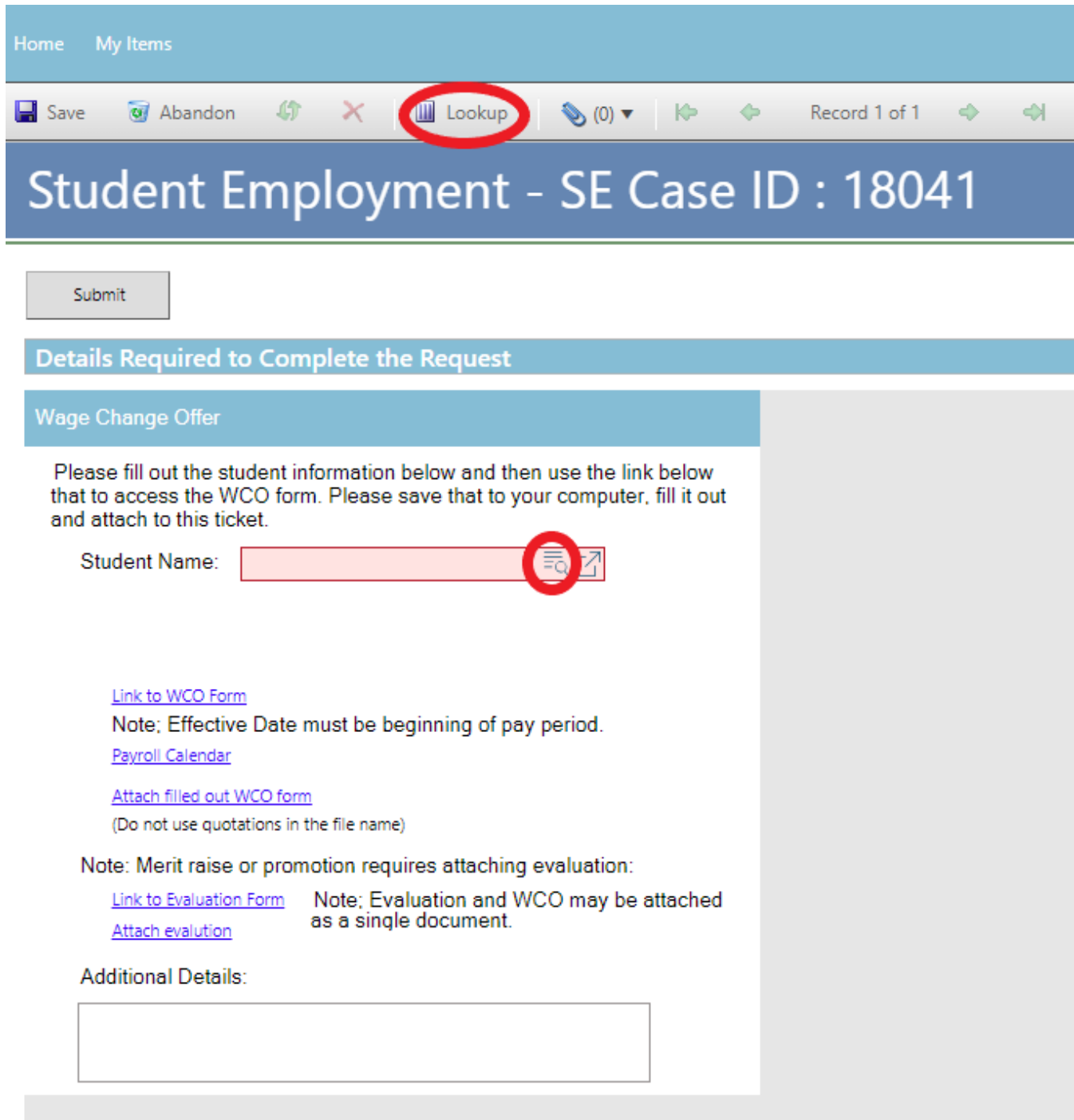
Information Links

[Pay Day](#)
[SEAN](#)
[Other](#)

See My Items

Step 2—Select the Student Name

Type in or search for the student name (this is the student name in CU-SIS so may not match with the name in HCM). Using one of the search buttons (see red circles below) can also help you ensure you have selected the correct student. We ask for this information so that we can search within Cherwell for requests specific to a student.



Home My Items

Save Abandon **Lookup** (0) Record 1 of 1

Student Employment - SE Case ID : 18041

Submit

Details Required to Complete the Request

Wage Change Offer

Please fill out the student information below and then use the link below that to access the WCO form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to WCO Form](#)
Note: Effective Date must be beginning of pay period.
[Payroll Calendar](#)
[Attach filled out WCO form](#)
(Do not use quotations in the file name)

Note: Merit raise or promotion requires attaching evaluation:
[Link to Evaluation Form](#) Note: Evaluation and WCO may be attached as a single document.
[Attach evaluation](#)

Additional Details:

If you have already completed your documents, skip to [Step 4 - Attaching Your Documents](#). Otherwise, proceed to [Step 3 - Completing Your Documents](#).

Step 3—Completing Your Documents

Click on the link for the form you need to complete. These are the same forms you would access from our website: www.uccs.edu/stuemp/forms. Be sure your pop-up blocker is turned off when you are trying to open the forms in Cherwell. If the wage change you are submitting is for a **Merit Raise** or **Promotion**, please be sure to also complete and attach an evaluation. We have included the link to the checklist evaluation form in the Cherwell ticket. If you prefer the narrative evaluation form, you will need to access it from the Student Employment forms page: www.uccs.edu/stuemp/forms.

As a reminder, wage changes must be effective on the first day of a pay period. We have included a link to the payroll calendar on the Cherwell ticket for your convenience (see blue arrow below). You can also access the payroll calendar through the following link: <https://www.uccs.edu/stuemp/calendar>.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18041

Submit

Details Required to Complete the Request

Wage Change Offer

Please fill out the student information below and then use the link below that to access the WCO form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to WCO Form](#)

Note: Effective Date must be beginning of pay period.

[Payroll Calendar](#)

[Attach filled out WCO form](#)
(Do not use quotations in the file name)

Note: Merit raise or promotion requires attaching evaluation:

[Link to Evaluation Form](#)

Note: Evaluation and WCO may be attached as a single document.

[Attach evaluation](#)

Additional Details:

You will need to download and save the WCO form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

Be sure to get signatures before you attach your document to your Cherwell ticket.

Wage Change Offer.pdf 1 / 1

UCCS University of Colorado Colorado Springs

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

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

Cherwell Ticket #

Student Employee Wage Change Offer

Date: Date (Month DD, YYYY)

Student Name: Student Name Student ID Number

Dear Student First Name

Employee ID #: EmpID
Position #: Position #
Action Reason: Choose One
Department #: 40001 Chancellors Office
Speedtype%: Speedtype Percentage
Speedtype 2 Percentage 2
Note: If any of the above is missing, the change cannot be entered.

Due to your meritorious performance I am pleased to offer you a Pay change: change in pay. This change increased your hourly rate to New Hourly Rate in your current student employee position at UCCS in the 40001 Chancellors Office department. This wage change will be effective 12/02/2018. Your job title is Choose One.

This is a Choose One position. Attached is your supporting evaluation.
Below is a brief description of job duties. (Include any additional duties if applicable due to a promotion):
Insert Job Description here. If you need more space, please attach additional pages.

Compensation for student employees is reviewed at least once per year. Raises and/or promotions are at the discretion of the department, are based on satisfactory evaluations, and rely upon fund availability (both at the department level and per salary pool approvals made by the University Board of Regents).

by Effective Date: We look forward to your acceptance of this offer and your contributions to the University. Supervisor Name

Supervisor Name Supervisor Signature Reports to Position # Date

Department Approver Name Date

Dept. Approver Name Approver Signature Date

I accept this offer of the student employee position described above.

Student Employment Office Only:
Entered by Date

File Home Insert Design Layout References Mailings Review View Tell me what you want to do... Evaluation_Form_Checklist (Compatibility Mode) - Word Jennifer Biga Share

Clipboard Font Paragraph Styles Editing

UCCS Office of Financial Aid, Student Employment, and Scholarships
UNIVERSITY OF COLORADO COLORADO SPRINGS

Name: SID: Emp. ID:
Position: Department:
Old hourly rate: \$ New hourly rate: \$

Part I: Supervisor must mark with an "x" each item in the corresponding column. This list is not limited to these criteria; you may add criteria as appropriate.

	DOES NOT APPLY	UNSATISFACTORY	STANDARDS	BELOW STANDARDS	MEETS STANDARDS	ABOVE STANDARDS	OUTSTANDING
1. Reliability							
• Always on time, shows up when scheduled, and calls in when unable to make scheduled time or finds a replacement if possible							
• On time or early completion of duties, when assigned							
2. Quality of work							
• Accurate, efficient, and knowledgeable work							
• Performs all work duties with 100% effort							
3. Demonstrates initiative							
• Takes pride in work, and finds ways to improve procedures or policies to make work more efficient and effective							
• Goes the extra mile when necessary. For example, helping another student find other available resources on campus							
• Anticipates needs for the future and helps to plan accordingly, working with little supervision							

Please note that the wage change offer and evaluation can be attached as a single document to your Cherwell ticket.

When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have the needed forms completed and signed, attach them to your ticket using one of the options shown below. The WCO and evaluation can be attached as one document or as separate documents.

[Home](#) [My Items](#)

Use the attachment tool

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18041

Submit

Details Required to Complete the Request

Wage Change Offer

Please fill out the student information below and then use the link below that to access the WCO form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

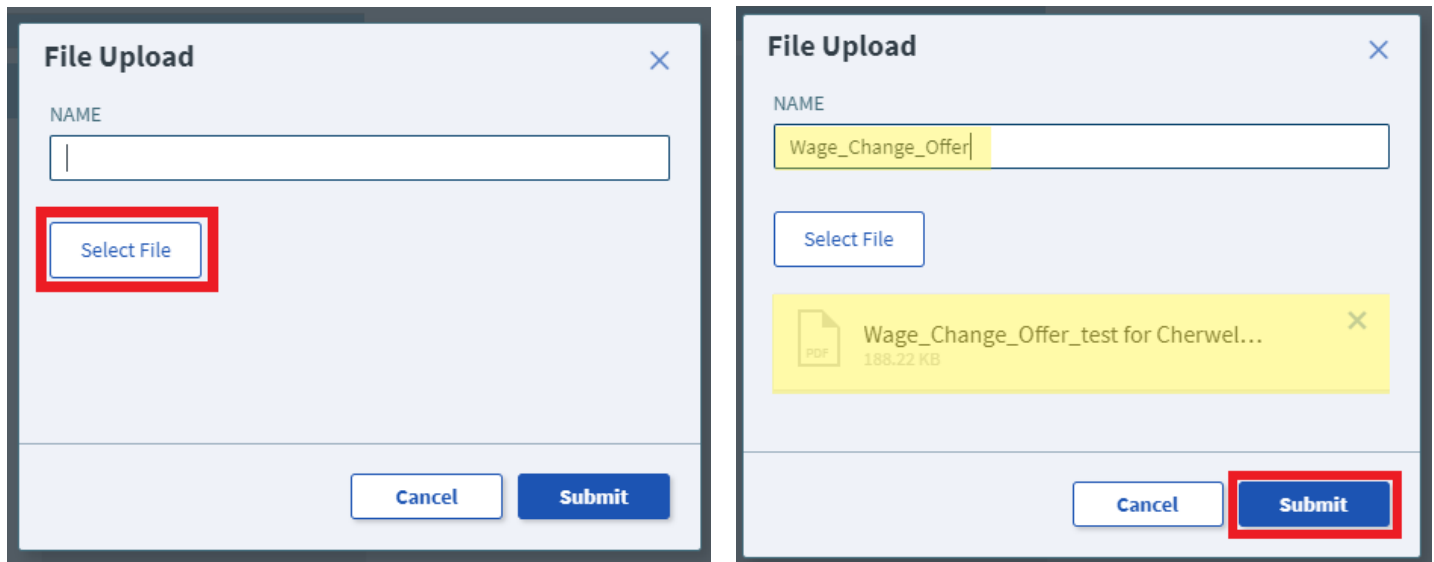
[Link to WCO Form](#)
Note: Effective Date must be beginning of pay period.
[Payroll Calendar](#)
[Attach filled out WCO form](#) (Do not use quotations in the file name)

Use one of the links

Note: Merit raise or promotion requires attaching evaluation:
[Link to Evaluation Form](#) Note: Evaluation and WCO may be attached as a single document.
[Attach evaluation](#)

Additional Details:

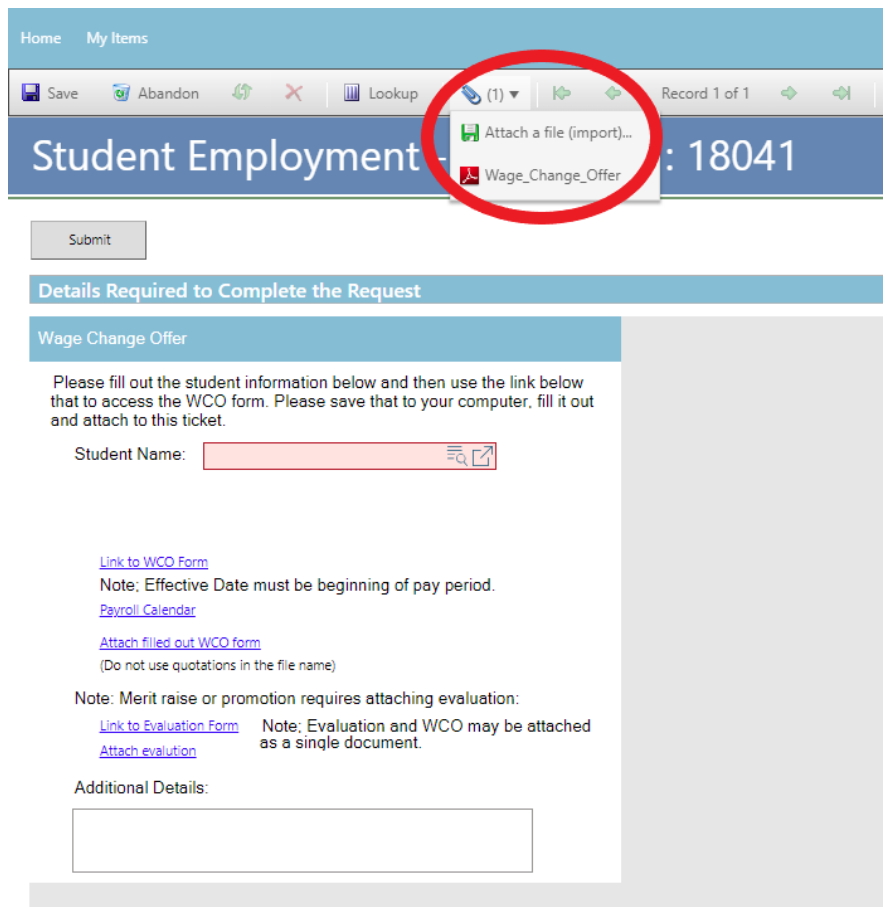
Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



The first screenshot shows a 'File Upload' dialog box with a 'NAME' field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'Wage_Change_Offer_test for Cherwel...' attached, and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open any attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.



The screenshot shows the 'Student Employment' portal with the 'Attach a file (import)...' button highlighted with a red circle. Below the portal, there is a 'Details Required to Complete the Request' section for 'Wage Change Offer'. The section includes instructions to fill out the student information and use the link to access the WCO form. It also includes links to the WCO Form, Payroll Calendar, and Evaluation Form, along with notes about the effective date and evaluation requirements.

Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box. Then you can submit your ticket by clicking on one of the options shown below:

The screenshot shows a web interface for submitting a ticket. At the top, there is a navigation bar with 'Home' and 'My Items'. Below this is a toolbar with various icons and buttons. The 'Save' button is highlighted with a red circle. Below the toolbar, there is a 'Submit' button, also highlighted with a red circle. The main content area is titled 'Details Required to Complete the Request' and contains a section for 'Wage Change Offer'. This section includes instructions, a form for 'Student Name', and several links: 'Link to WCO Form', 'Payroll Calendar', 'Attach filled out WCO form', 'Link to Evaluation Form', and 'Attach evaluation'. A note states that a merit raise or promotion requires attaching an evaluation. At the bottom of the form, there is an 'Additional Details' section with a text area. A 'Submit' button is located at the bottom right of the page, also highlighted with a red circle.

Home My Items

Save Abandon Lookup (1) Record 1 of 1

Submit

Details Required to Complete the Request

Wage Change Offer

Please fill out the student information below and then use the link below that to access the WCO form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to WCO Form](#)

Note: Effective Date must be beginning of pay period.

[Payroll Calendar](#)

[Attach filled out WCO form](#)

(Do not use quotations in the file name)

Note: Merit raise or promotion requires attaching evaluation:

[Link to Evaluation Form](#) Note: Evaluation and WCO may be attached as a single document.





[Attach evaluation](#)

Additional Details:

Submit

Step 6—Communication

After you submit your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 7003 SE Wage Change Offer Inquiry has been created



SE Case 7003

Description:

SE Wage Change Offer Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 7003. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7003](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. The easiest way to resolve issues is to reply to any emails sent through Cherwell that you receive regarding the ticket. The other option is to use [Section N—Editing a Ticket](#).

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Regarding Student Employment Case 5974

Student Employment Case 5974

Dear Jennifer,

Regarding your [SE Case 5974](#), logged on 6/29/2018 12:48 PM, we have the following question or update:

The effective date is not at the beginning of a pay period. Would you prefer this change in funding be effective on (date) or (date)?

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 5974](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

In the example above, you could just reply to the email you received and answer the question. That will provide the detail on our end to finish processing.

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 7003 SE Wage Change Offer Inquiry has been resolved

Student Employment Case 7003

We are pleased to inform you that your Student Employment Case 7003 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Wage change entered for [student name] on 7/18/18 with a 7/15/18 effective date.

Description of the request:

SE Wage Change Offer Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7003](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

F: Submitting a ticket—Termination Notice

Use this ticket to request a student be removed from a position within your department. Evaluations do not need to be submitted with the Termination Notice; however, evaluations need to be current within the personnel file in your office. A link to the Termination Notice form is available within the ticket. Please submit individual tickets for each student you are requesting be terminated. There should be one termination notice form attached to each ticket. Exception: If you have one student, with multiple positions within your department, you can attach multiple termination forms to a single ticket as long as you have fully filled out the termination forms with position number and pay rate so we can differentiate and complete all terminations requested.


If you believe you have a termination for cause, please call the Student Employment office to discuss your situation. If it is agreed that your situation is a termination for cause, please refer to [Section M: Submitting a ticket—Termination for Cause](#).

Step 1—Open the Termination Notice ticket type

Choose the **Termination Notice** ticket type on the Cherwell home page.

[Home](#)
[My Items](#)

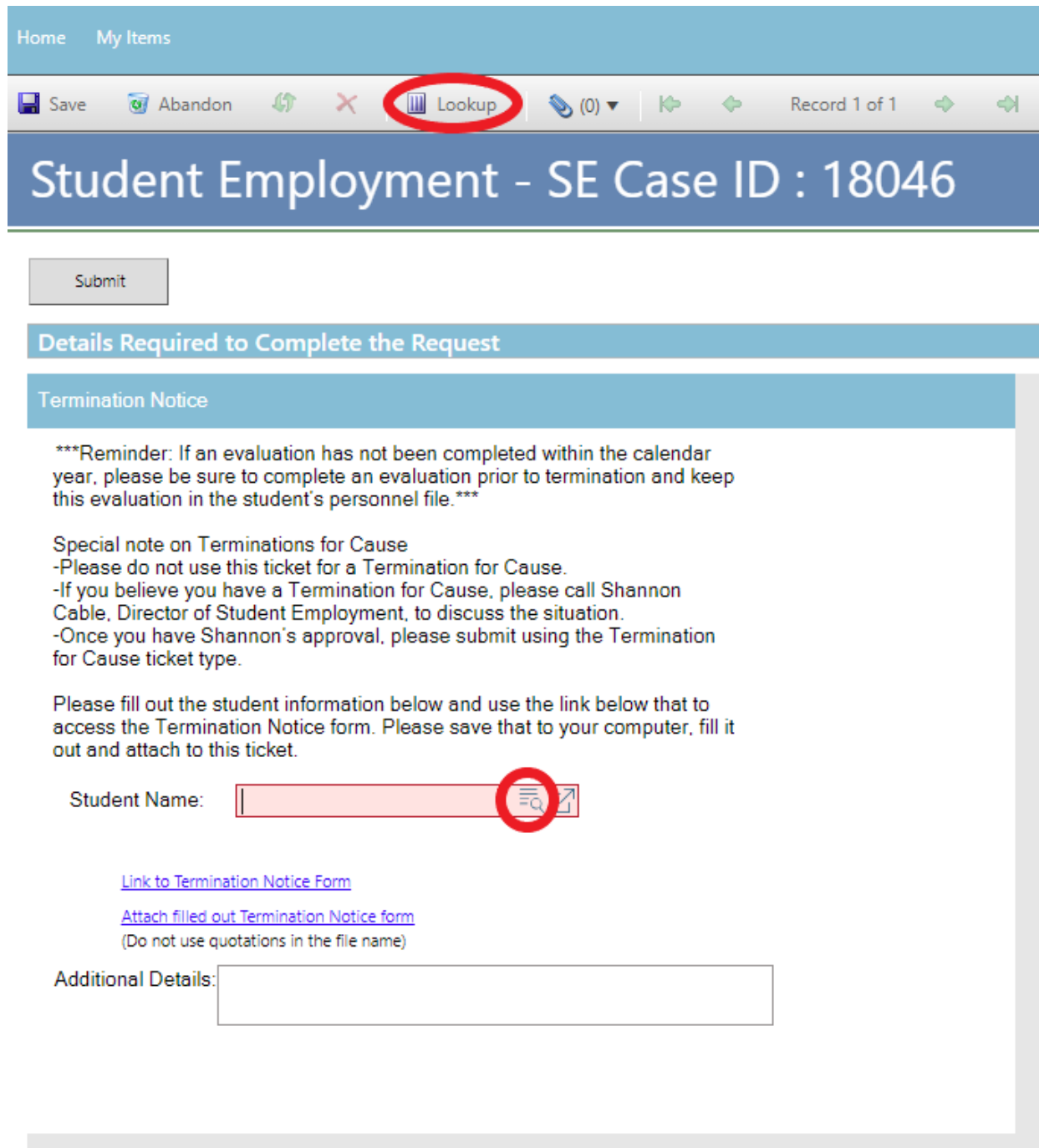
Student Employment Portal



Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	
Request to Fill Student Faculty (1500)	Paycheck Issue	See My Items
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

Step 2—Select the Student Name

Put your cursor in the student name box. Then either type the student name (as the name is in CU-SIS) or use one of the search buttons (see red circles below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.



Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18046

Submit

Details Required to Complete the Request

Termination Notice

Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause

- Please do not use this ticket for a Termination for Cause.
- If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.
- Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)











Additional Details:

If you have already completed the Termination Notice, skip to [Step 4 - Attaching Your Documents](#). Otherwise, proceed to Step 3 - Completing Your Documents.

Step 3—Completing Your Documents

Click on the link for the Termination Notice form. This is the same form you would access from our website: www.uccs.edu/stuemp/forms.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18046

Submit

Details Required to Complete the Request

Termination Notice

Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause
-Please do not use this ticket for a Termination for Cause.
-If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.
-Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)
[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

Additional Details:

You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document.

Be sure to get signatures before you attach your document to your Cherwell ticket.

Termination Notice.pdf 1 / 1

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: www.uccs.edu/stuemp

Cherwell Ticket #

Student Employee Termination Notice **Date:** _____

Dear _____

This document serves as notice that your student employee position with the University of Colorado Colorado Springs *Working Title* _____ in the 40001 Chancellors Office has been terminated effective _____.

Either party, employer or employee, may end employment at any time. A work study employee who's position is terminated during the semester may not get another work study job that semester.

Supervisor Name	Supervisor Signature	Reports to Position #	Date
_____	_____	_____	_____

Dept. Approver Name	Approver Signature	Date
_____	_____	_____

Effective Date: _____	Employee ID #: _____
Name: _____	Position #: _____
Working Title: <i>Working Title</i> _____	Student ID #: _____
Action Reason: Choose One _____	Pay Rate: _____
Department #: 40001 Chancellors Office _____	
Reason for Termination: _____	
Please explain the reason for termination. _____ _____	

Student Employment Office Date: _____

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have the form completed and signed, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#)

Use the attachment tool

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18046

Submit

Details Required to Complete the Request

Termination Notice

Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause
-Please do not use this ticket for a Termination for Cause.
-If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.
-Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

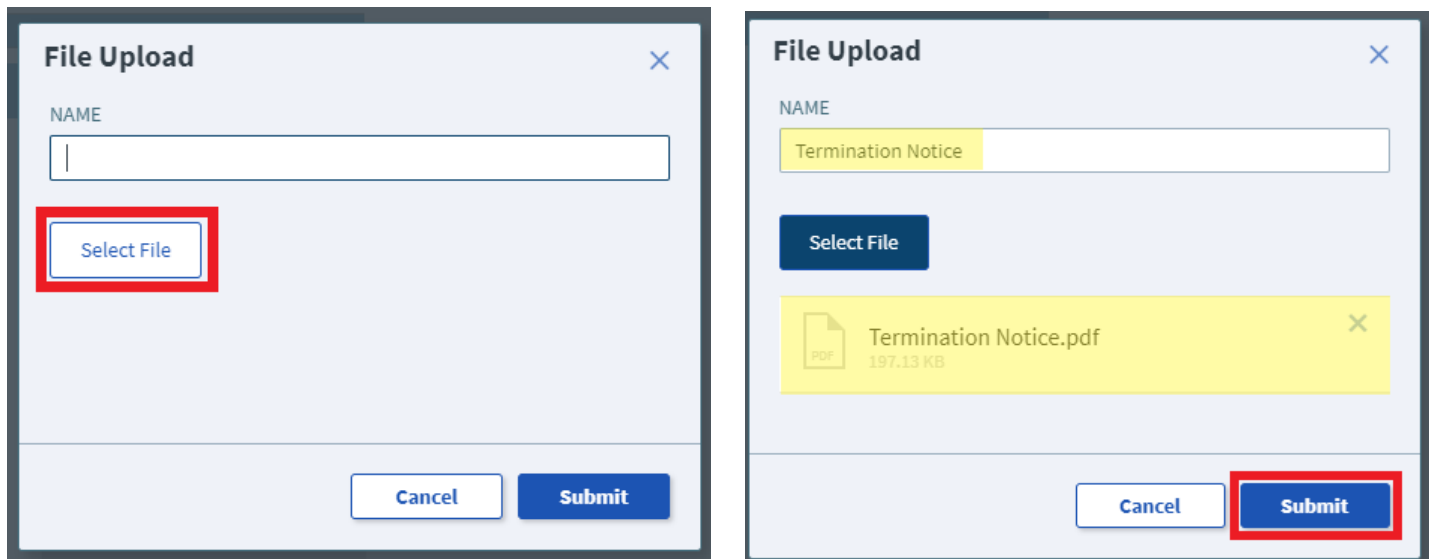
[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

Use the link

Additional Details:

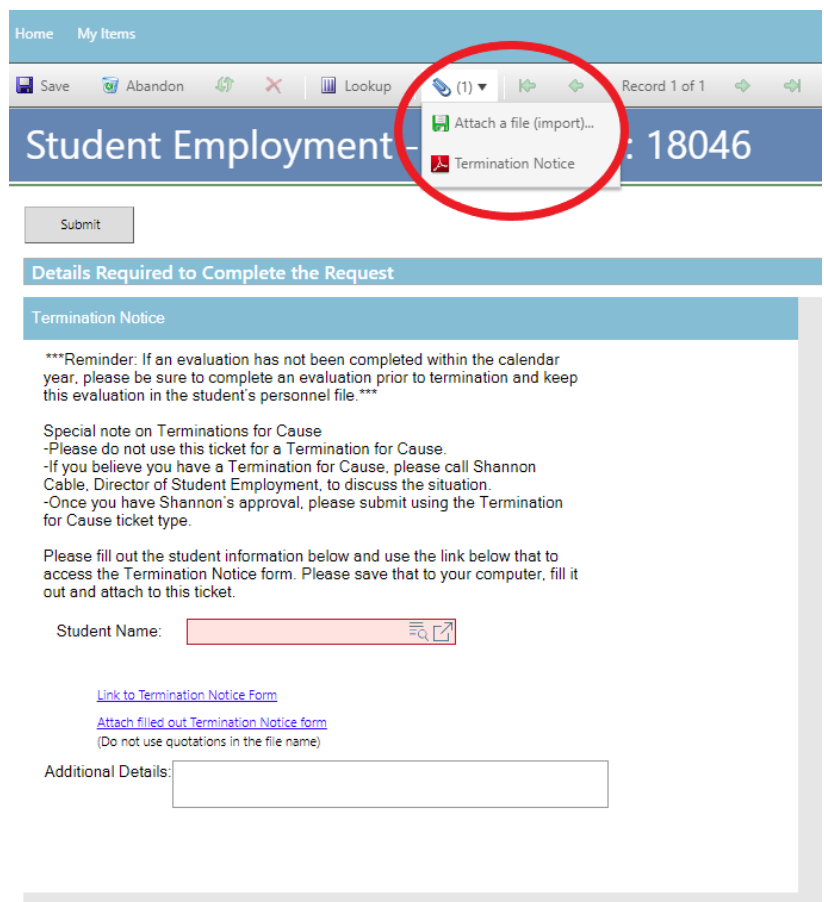
Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



The first screenshot shows a 'File Upload' dialog box with a 'NAME' field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the 'NAME' field populated with 'Termination Notice' and a file icon representing 'Termination Notice.pdf' (197.13 KB) shown below the 'Select File' button. The 'Submit' button is highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open any attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.



The screenshot shows the 'Student Employment' ticket details page. The 'Attach a file (import)...' button is circled in red. The page displays the 'Termination Notice' form with instructions and a 'Submit' button. The form includes a reminder about evaluation completion, special notes on terminations for cause, and a link to the termination notice form.

Home My Items

Save Abandon Lookup (1) Attach a file (import)... Record 1 of 1

Student Employment : 18046

Submit

Details Required to Complete the Request

Termination Notice

Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause

- Please do not use this ticket for a Termination for Cause.
- If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.
- Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)














(Do not use quotations in the file name)

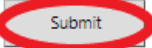
Additional Details:

Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (1)   Record 1 of 1     



Details Required to Complete the Request



Termination Notice

Reminder: If an evaluation has not been completed within the calendar year, please be sure to complete an evaluation prior to termination and keep this evaluation in the student's personnel file.

Special note on Terminations for Cause

- Please do not use this ticket for a Termination for Cause.
- If you believe you have a Termination for Cause, please call Shannon Cable, Director of Student Employment, to discuss the situation.
- Once you have Shannon's approval, please submit using the Termination for Cause ticket type.

Please fill out the student information below and use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket.

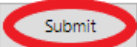
Student Name:  

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)

(Do not use quotations in the file name)

Additional Details:



Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents you attached to the ticket.



Student Employment Help

■ Jennifer Biga

Student Employment Ticket 5404 SE Termination Notice Inquiry has been created



Termination,Douglas2016.pdf
171 KB

SE Case 5404

Description:

SE Termination Notice Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 5404. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5404](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. You can always reply to an email regarding a case. This will update the ticket in the Cherwell system. The other option is to use [Section N—Editing a Ticket](#).



Student Employment Case 5404

Dear Jennifer,

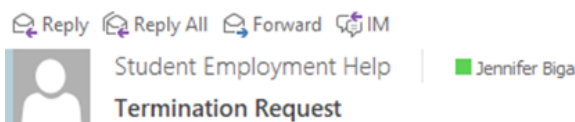
Regarding your [SE Case 5404](#), logged on 6/18/2018 11:35 AM, we have the following question or update:

Please attach an updated form with signatures. We cannot process this termination until we receive a signed termination notice request.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 5404](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Once we have reviewed your ticket, if everything looks accurate, we will log an effective date and a follow-up date on the ticket in our system. This will generate another email and move the case to pending.



1:31 PM

We have reviewed the termination request you submitted for [REDACTED]. Due to the effective date of 6/14/2018, we will not complete this process until after 6/29/2018. You will receive further notification once we have completed this request. Thank you!

{CMI: HRPROD018686}

Note: This step may be skipped if the termination happens in the past. In that case, we will review the ticket and, if we have all of the information, process the termination at any time. You will not receive the above email but you will receive the email on the following page confirming that the termination has been completed.

Once we have completed the termination, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 5404 SE Termination Notice Inquiry has been resolved

Student Employment Case 5404

We are pleased to inform you that your Student Employment Case 5404 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Termination Completed on 6/29/2018 for 

Description of the request:

SE Termination Notice Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5404](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

G: Submitting a ticket—Change in Funding Request

Use this ticket to request a change in the speedtype(s) you want your students paid from. This request is for future payments. If you need to update funding on past payments, please complete a [PET request](#). The change in funding request can be made for both individual and group requests. Please remember that funding changes need to be effective at the beginning of a pay period. You can check the payroll calendar here:

<https://www.uccs.edu/stuemp/calendar>

For an individual request, simply fill out the form shown on the ticket. To request funding updates for multiple students, you can complete the spreadsheet and attach it to the ticket. There is a link to the spreadsheet within the ticket but the form can also be accessed on the Student Employment forms page: <https://www.uccs.edu/stuemp/forms>.

Step 1—Open the Change in Funding Request ticket type

Choose the **Change in Funding Request** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links

[Student Employee Position Offer \(SEPO\)](#)
[Late Pay Requests](#)
[Wage Change Offer \(WCO\)](#)
[Termination Notice](#)
[Change in Funding Request](#)
[Change in Reports to Request](#)
[Request to Fill Student Faculty \(1500\)](#)
[Payroll Expense Transfer \(PET\) Requests](#)
[One Time/Additional Pay Request](#)
[Overpayment Notice Request](#)
[Termination For Cause](#)

Student Employee Links

[MyLeave \(Bi-weekly timesheet\)](#)
[Direct Deposit](#)
[W-4](#)
[W-2](#)
[Work Study Appeal](#)
[Paycheck Deduction](#)
[Paycheck Issue](#)
[Name Change](#)
[Grievance](#)

Information Links











[Pay Day](#)
[SEAN](#)
[Other](#)

[See My Items](#)

Step 2—Select Which Type of Request (Single or Multiple)

Select the radio button to indicate whether this is a single or multiple request. “No” will be the default indicating that this is a single request. Select “Yes” if you need to make a multiple request.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18053



Submit

Details Required to Complete the Request

Change in Funding

Is this a Multiple Change in Funding request? ☐ Yes ☒ No

To change the funding for a position, please fill out the information below for the employee/positions you need updated and we will complete the funding update.

Employee Name:  

Position Number:

Speed Type:

Effective Date: ▼

Additional Details:

Step 3a—Completing the Form for a Single Request

Put your cursor in the student name box. Then either type the student name (as the name is in CU-SIS) or use one of the search buttons (see red circles below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18053


Submit

Details Required to Complete the Request

Change in Funding

Is this a Multiple Change in Funding request? ☐ Yes ☒ No

To change the funding for a position, please fill out the information below for the employee/positions you need updated and we will complete the funding update.

Employee Name: 

Position Number:

Speed Type:

Effective Date:

Additional Details:

Fill in the Position Number, new Speed Type, and choose the Effective Date from the drop down. Additional Details can be added but are not required to complete your request. Jump to [Step 5 - Submitting Your Ticket](#).

Step 3b—Completing the Form for a Multiple Request

1. Select the “Yes” radio button at the top (red box below).
2. Enter your department number or select your department name from the drop-down. Once you enter information in one of these boxes, the other will auto-populate. We ask for this information to help complete the request and to be able to search within Cherwell for requests specific to a department.
3. Fill in the number of students for which the request is being made (blue box below). We ask for this to help us provide better statistics and to track how many of these requests we are completing.
4. If you have already completed the worksheet, skip this step and jump to [Step 4-Attaching Your Documents](#). Otherwise, open the form using the link (red circle below). This form can also be accessed on the Student Employment forms page at <https://www.uccs.edu/stuemp/forms>.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18053

Submit

Details Required to Complete the Request

Change in Funding

Is this a Multiple Change in Funding request? ☒ Yes ☐ No

Department Number: Department:

Number of Students:

Please fill out and attach the Multiple Change in Funding Form from the Student Employment website: [Link to Form](#) [Attach Completed Form](#)

Additional Details:

Multiple Change i....xlsx

The link will open an Excel document. Complete the spreadsheet with the information to update your students' funding. Be sure to save the document once complete so you can attach to your ticket.

Employee ID	Student Name	Position Number	New Speedtype	Effective Date (Must be beginning of a Pay Period)	Additional Details	Date Sent	Sent By
EX: 123456	Student Example	00123456	4xx12345	https://www.uccs.edu/stuemp/calendar	Optional	5/10/2018	Jennifer Biga

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have the form completed and saved, attach it to your ticket using one of the options shown below:

Home My Items

Use the attachment tool

Save Abandon Lookup (0)

Record 1 of 1

Student Employment - SE Case ID : 18090

Submit

Details Required to Complete the Request

Change in Funding

Is this a Multiple Change in Funding request? ☒ Yes ☐ No

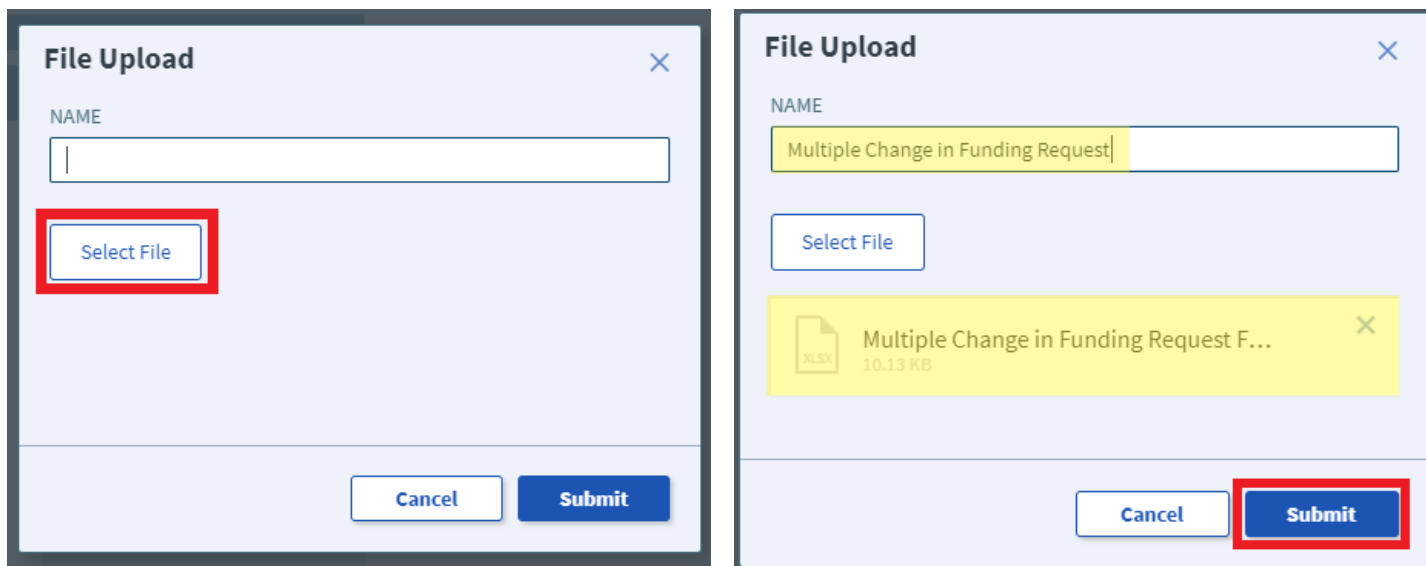
Department Number: Department:

Number of Students:

Please fill out and attach the Multiple Change in Funding Form from the Student Employment website: [Link to Form](#) [Attach Completed Form](#) Use the link

Additional Details:

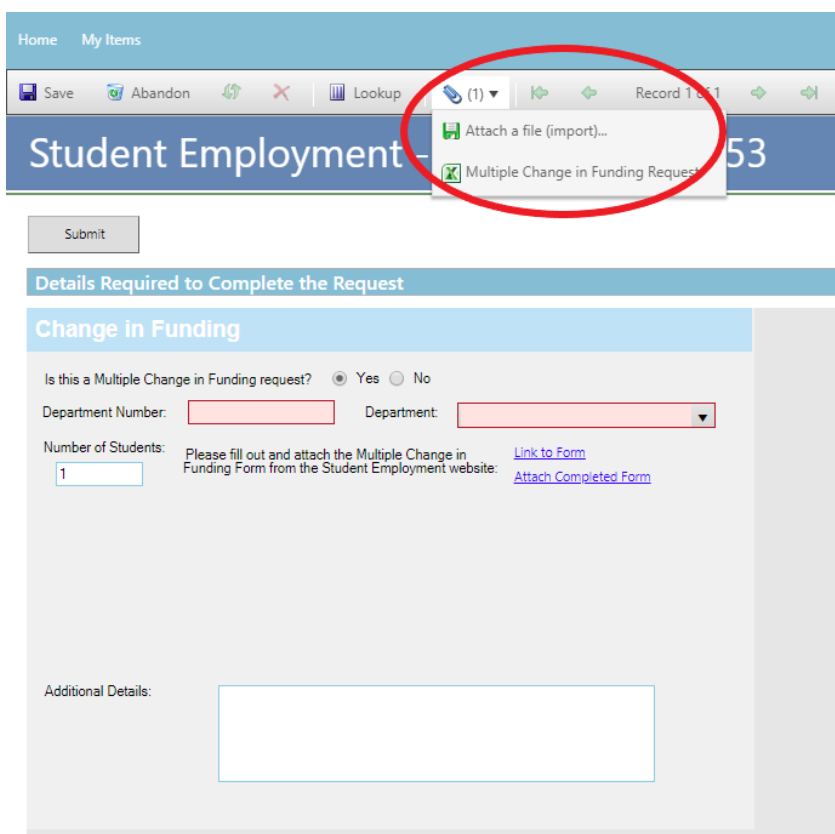
Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



The first screenshot shows a 'File Upload' dialog box with a 'NAME' field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'Multiple Change in Funding Request F...' (10.13 KB) uploaded, and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open any attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.



The screenshot shows the 'Student Employment' website. The 'Details Required to Complete the Request' section is visible. The 'Attach a file (import)...' button is circled in red. The 'Number of Students' field is set to 1. The 'Department Number' and 'Department' fields are also visible. The 'Additional Details' section is at the bottom.

Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

The screenshot shows a web application interface for submitting a ticket. At the top, there is a navigation bar with 'Home' and 'My Items' links. Below this is a toolbar containing several icons and buttons: 'Save' (highlighted with a red circle), 'Abandon', a green double arrow, a red 'X', a 'Lookup' button, a paperclip icon with '(0)', and navigation arrows. Below the toolbar is a 'Submit' button (also highlighted with a red circle). The main content area is titled 'Details Required to Complete the Request' and contains a section for 'Change in Funding'. This section includes a radio button question 'Is this a Multiple Change in Funding request?' with 'Yes' selected. It also has input fields for 'Department Number' and 'Department'. Below these is a 'Number of Students' input field with the value '1'. To the right of this field is a text instruction: 'Please fill out and attach the Multiple Change in Funding Form from the Student Employment website:' followed by two links: 'Link to Form' and 'Attach Completed Form'. At the bottom left of the form is an 'Additional Details' label next to a large empty text box. At the bottom right of the page is another 'Submit' button (highlighted with a red circle).

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Submit

Details Required to Complete the Request

Change in Funding

Is this a Multiple Change in Funding request? ☒ Yes ☐ No

Department Number: Department:


Number of Students: Please fill out and attach the Multiple Change in Funding Form from the Student Employment website: [Link to Form](#) [Attach Completed Form](#)

Additional Details:

Submit

Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents , if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 5974 SE Change in Funding Request Inquiry has been created

SE Case 5974

Description:

SE Change in Funding Request Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

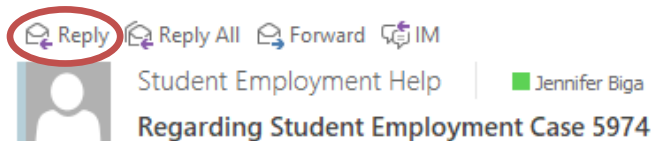
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 5974. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5974](#) .

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. The easiest way to resolve any issues is to simply reply to the email you received from Cherwell, but you can also use [Section N—Editing a Ticket](#).



Student Employment Case 5974

Dear Jennifer,


Regarding your [SE Case 5974](#), logged on 6/29/2018 12:48 PM, we have the following question or update:

The effective date is not at the beginning of a pay period. Would you prefer this change in funding be effective on (date) or (date)?

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 5974](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 5974 SE Change in Funding Request Inquiry has been resolved

Student Employment Case 5974

We are pleased to inform you that your Student Employment Case 5974 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Funding update for [name or number of student(s)] on July 6, 2018.

Description of the request:

SE Change in Funding Request Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 5974](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

H: Submitting a ticket—Change in Reports to Request

Use this ticket to request a supervisor change for a student. This can be used for both individual and group requests. For an individual request, simply fill out the form shown on the ticket. For multiple students, you can complete the spreadsheet and attach it to the ticket.


There is a link to the spreadsheet within the ticket. It can also be found on the Student Employment website: www.uccs.edu/stuemp/forms.

Step 1—Open the Change in Reports to Request ticket type

Choose the **Change in Reports to Request** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal













Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	See My Items
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

Step 2—Select Which Type of Request (Single or Multiple)

Select the radio button to indicate whether this is a single or multiple request. “No” will be the default indicating you need to make a single request. Select “Yes” if you need to make a multiple request.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18114

Submit



Details Required to Complete the Request

Change in Reports To Request

I need to change the supervisor ('reports to' person) for one or more position: Please fill in the information below for the employee/position(s) you need updated and we will complete the change in supervisor

Is this a multiple Change in Reports To Request? ☐ Yes ☒ No

Student Name:


 

Position Number:

Position # of New Supervisor:

New Supervisor Name:

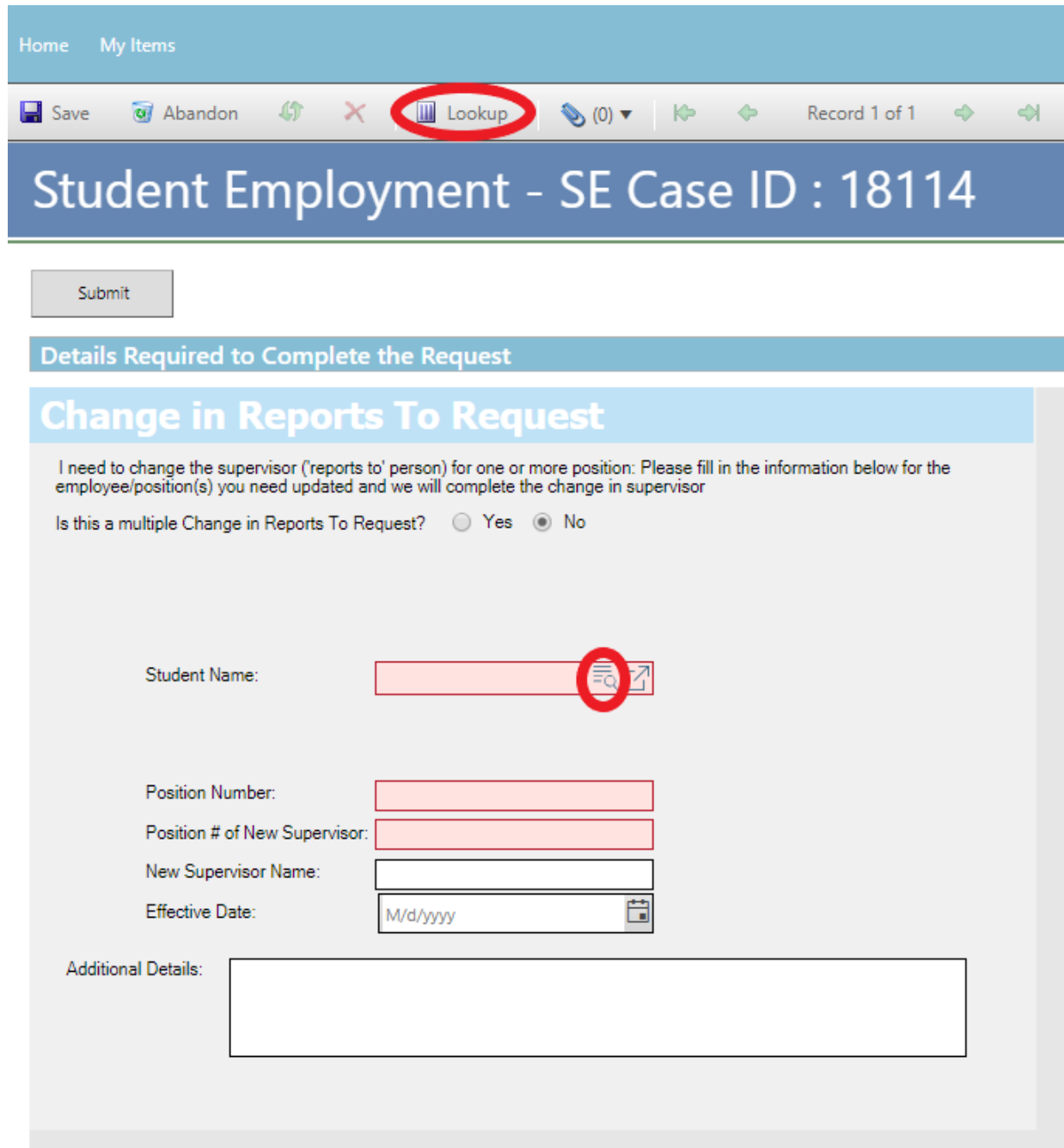
Effective Date:



Additional Details:

Step 3a—Completing the Form for a Single Request

Put your cursor in the student name box. Then either type the student name (as the name is in CU-SIS) or use one of the search buttons (see red circles below) to look up the student. We ask for this information so that we can search within Cherwell for requests specific to a student.



Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18114

Submit

Details Required to Complete the Request

Change in Reports To Request

I need to change the supervisor ('reports to' person) for one or more position: Please fill in the information below for the employee/position(s) you need updated and we will complete the change in supervisor

Is this a multiple Change in Reports To Request? ☐ Yes ☒ No

Student Name:

Position Number:

Position # of New Supervisor:

New Supervisor Name:

Effective Date:

Additional Details:

Fill in the position number of the student, the position number of the new supervisor, the new supervisor name, and the effective date. Additional Details can be added but are not required to complete your request. Jump to [Step 5 - Submitting Your Ticket](#).

Step 3b—Completing the Form for a Multiple Request

1. Select the “Yes” radio button at the top (red box below).
2. Enter your department number or select your department name from the drop-down. Once you enter information in one of these boxes, the other will auto-populate. We ask for this information to help complete the request and to be able to search within Cherwell for requests specific to a department.
3. Fill in the number of students for which the request is being made (blue box below). We ask for this to help us provide better statistics and to track how many of these requests we are completing.
4. If you have already completed the worksheet, skip this step and jump to [Step 4-Attaching Your Documents](#). Otherwise, open the form using the link (red circle below). This form can also be accessed on the Student Employment forms page at <https://www.uccs.edu/stuemp/forms>.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18114

Submit

Details Required to Complete the Request

Change in Reports To Request

I need to change the supervisor ('reports to' person) for one or more position: Please fill in the information below for the employee/position(s) you need updated and we will complete the change in supervisor

Is this a multiple Change in Reports To Request? ☒ Yes ☐ No

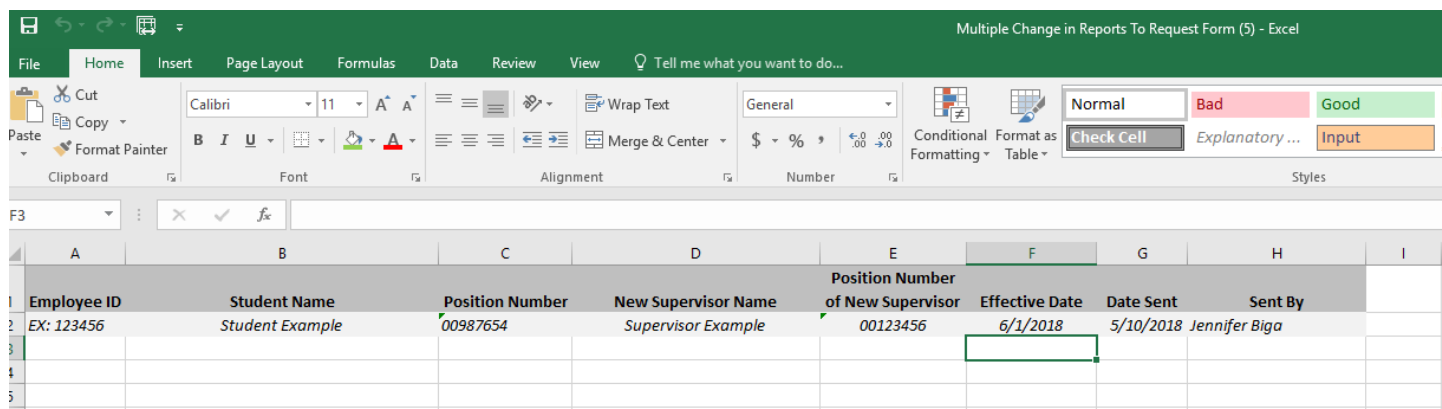
Department Number: Department:

Number of Students: Please fill out and attach the Multiple Change in Reports To Form from the Student Employment website: [Link to Form](#) [Attach Completed Form](#)

Additional Details:

Multiple Change i....xlsx

The link will open an Excel document. Complete the spreadsheet with the information needed to update your students' supervisor. Be sure to save the document once complete so you can attach to your ticket.



Employee ID	Student Name	Position Number	New Supervisor Name	Position Number of New Supervisor	Effective Date	Date Sent	Sent By
EX: 123456	Student Example	00987654	Supervisor Example	00123456	6/1/2018	5/10/2018	Jennifer Biga

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have completed and saved the form, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#)

Use the attachment tool

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18114

Submit

Details Required to Complete the Request

Change in Reports To Request

I need to change the supervisor ('reports to' person) for one or more position: Please fill in the information below for the employee/position(s) you need updated and we will complete the change in supervisor

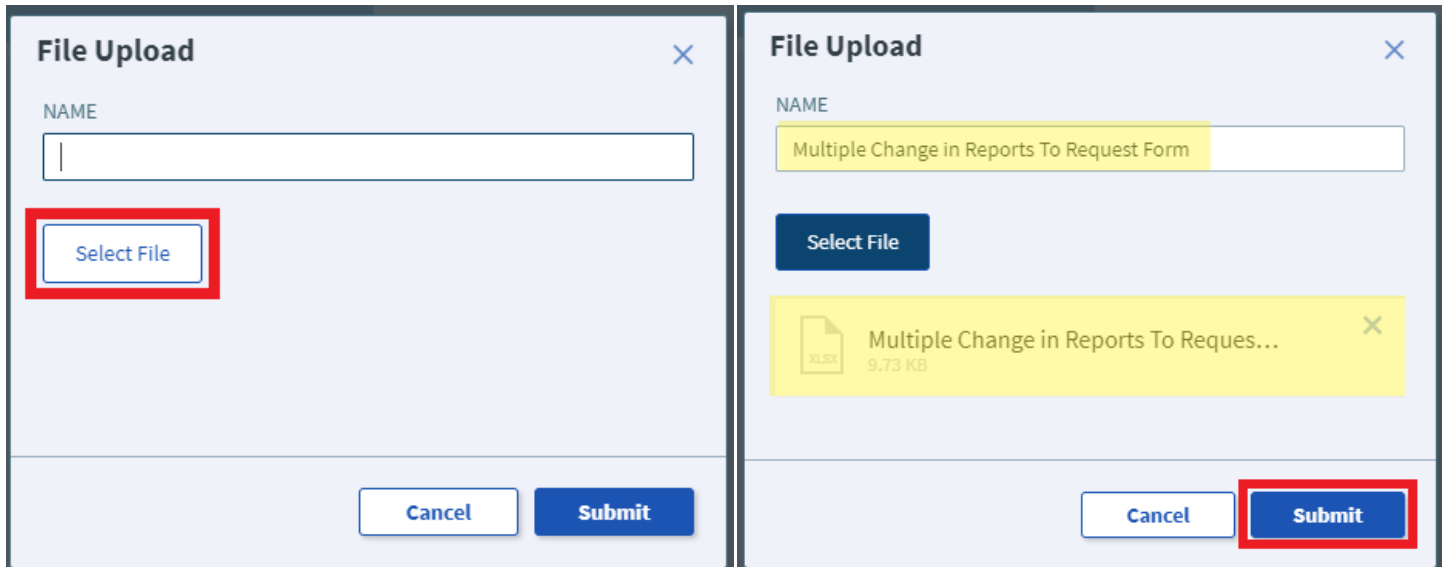
Is this a multiple Change in Reports To Request? ☒ Yes ☐ No

Department Number: Department: [Link to Form](#)

Number of Students: 1 Please fill out and attach the Multiple Change in Reports To Form from the Student Employment website: [Attach Completed Form](#) Use the link

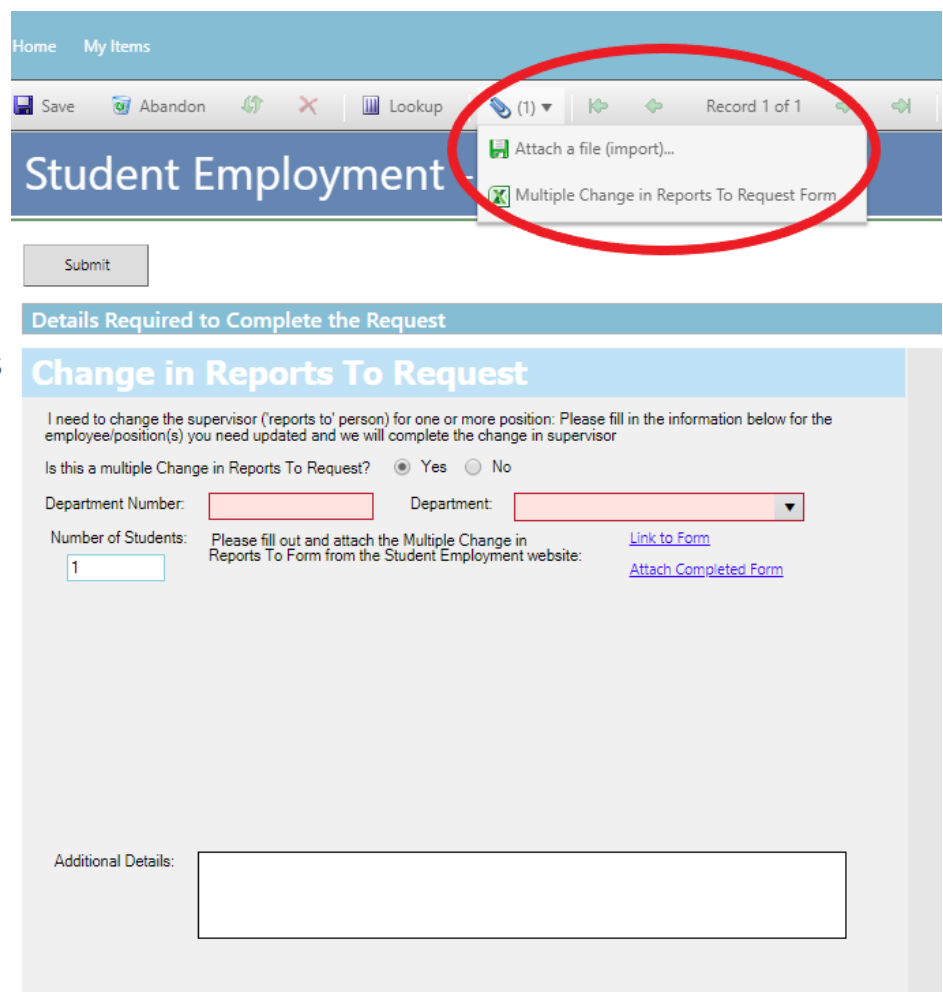
Additional Details:

Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



Repeat Step 4 until all applicable documents have been attached.














You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.



Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (1)   Record 1 of 1     

Submit

Details Required to Complete the Request

Change in Reports To Request

I need to change the supervisor ('reports to' person) for one or more position: Please fill in the information below for the employee/position(s) you need updated and we will complete the change in supervisor

Is this a multiple Change in Reports To Request? ☒ Yes ☐ No

Department Number: Department:

Number of Students: Please fill out and attach the Multiple Change in Reports To Form from the Student Employment website: [Link to Form](#)

1 [Attach Completed Form](#)

Additional Details:

Submit

Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 6949 SE Change in Reports to Request Inquiry has been created

SE Case 6949

Description:

SE Change in Reports to Request Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

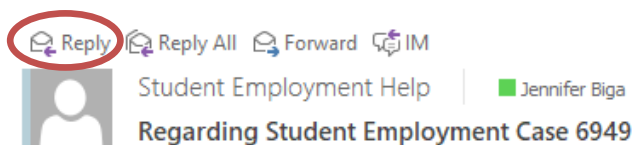
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 6949. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6949](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending.



Student Employment Case 6949

Dear Jennifer,

Regarding your [SE Case 6949](#), logged on 7/17/2018 3:09 PM, we have the following question or update:

This request is for multiple students but there is no form attached. Please attach the form so we can process this request.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 6949](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

In the example above, you have two options. First, you could just reply to the email you received and be sure to attach the spreadsheet to your email. This will automatically attach your documentation to the ticket. The second option would be to follow the instructions in [Section N—Editing a Ticket](#).

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 6949 SE Change in Reports to Request Inquiry has been resolved

Student Employment Case 6949

We are pleased to inform you that your Student Employment Case 6949 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Supervisor updated for [name of or number of student(s)] on 7/17/18.

Description of the request:

SE Change in Reports to Request Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6949](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

I: Submitting a ticket—Request to Fill Student Faculty (1500)

Use this request as the first step to hiring a new Student Faculty/1500 Series position. This request will be used to determine if the position requested meets the criteria to be in a 1500 series position rather than an hourly 4106 position. There is a link to the form in the ticket.

It can also be found on the Student Employment website: www.uccs.edu/stuemp/forms.

Step 1—Open the Request to Fill Student Faculty (1500) ticket type

Choose the **Request to Fill Student Faculty (1500)** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links

[Student Employee
Position Offer \(SEPO\)](#)
[Late Pay Requests](#)
[Wage Change Offer \(WCO\)](#)
[Termination Notice](#)
[Change in Funding Request](#)
[Change in Reports to Request](#)
[Request to Fill Student Faculty
\(1500\)](#)
[Payroll Expense Transfer
\(PET\) Requests](#)
[One Time/Additional Pay Request](#)
[Overpayment Notice Request](#)
[Termination For Cause](#)

Student Employee Links

[MyLeave \(Bi-weekly timesheet\)](#)
[Direct Deposit](#)
[W-4](#)
[W-2](#)
[Work Study Appeal](#)
[Paycheck Deduction](#)
[Paycheck Issue](#)
[Name Change](#)
[Grievance](#)

Information Links











[Pay Day](#)
[SEAN](#)
[Other](#)

[See My Items](#)

Step 2—Completing the Form

1. Type in the full name of the supervisor or hiring authority requesting the position.
2. Type in or select from the drop-down either your department name or department number. Filling in one box will auto-fill the other box.
3. Choose your requested job code from the drop-down.
4. If you have already completed the worksheet, skip this step and jump to [Step 4-Attaching Your Documents](#). Otherwise, open the form using the link (red circle below). This form can also be accessed on the Student Employment forms page at <https://www.uccs.edu/stuemp/forms>.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment – SE Case ID : 18129

Submit

Details Required to Complete the Request

Request to Fill Student Faculty Position (1500)

This is the first step to hiring student faculty. You MUST complete and attach the Request to Fill Form as linked below. Once your request to fill has been approved, the next step will be to complete and submit a SEPO ticket.

Full Name:

Department:

Department Number:

Requested Job Code:

[Link to Form](#) [Attach Form](#)

Additional Details:

The link will open a Word document. Complete the form with the information requested. Be sure to save the document once complete so you can attach to your ticket.

Request to Fill a Student Faculty Position

Office of Financial Aid, Student
Employment, and Scholarships
UNIVERSITY OF COLORADO COLORADO SPRINGS













Department Name:					
Reason:	<input type="checkbox"/> New Position				
Reports to Name:		Reports to Position #:			
Bi-Weekly or Monthly Pay Frequency:		Begin Date:		End Date:	
Requested Job Code:		Percent of Time or hours per week:		Pay Rate:	
Position Summary (brief description):					
Stu Emp Approved Job Code:					
Notes:					

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 4—Attaching Your Documents

Once you have completed and saved the form, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18129

Submit

Details Required to Complete the Request

Request to Fill Student Faculty Position (1500)

This is the first step to hiring student faculty. You **MUST** complete and attach the Request to Fill Form as linked below. Once your request to fill has been approved, the next step will be to complete and submit a SEPO ticket.

Full Name:

Department:

Department Number:

Requested Job Code:

[Link to Form](#) [Attach Form](#)

Additional Details:

Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.

The first screenshot shows a 'File Upload' dialog box with a 'NAME' input field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'Request to Fill Student_Faculty' selected, and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.














You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.

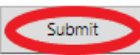
The screenshot shows the 'Student Employment' form for 'Request to Fill Student Faculty Position (1500)'. A red circle highlights the paperclip icon in the top right corner, indicating that a file has been attached. The form includes fields for 'Full Name', 'Department', 'Department Number', and 'Requested Job Code'. Below these fields are links for 'Link to Form' and 'Attach Form'. The 'Additional Details' section is also visible.

Step 5—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (1)   Record 1 of 1     



Details Required to Complete the Request

Request to Fill Student Faculty Position (1500)

This is the first step to hiring student faculty. You MUST complete and attach the Request to Fill Form as linked below. Once your request to fill has been approved, the next step will be to complete and submit a SEPO ticket.

Full Name:

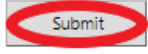
Department:

Department Number:

Requested Job Code:

[Link to Form](#) [Attach Form](#)

Additional Details:



Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 18134 Request to Fill Student Faculty (1500) has been created



RequesttoFillStudent_Faculty.docx

136 KB

SE Case 18134

Description:

Request to Fill Student Faculty (1500)

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 18134. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 18134](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending.



Case 18134 for Jennifer Biga.


The Request to Fill Student Faculty you submitted for (FULL NAME) is missing an attachment. Please reply to this email with the paperwork attached so that we can process this request. Thank you!

Thank You,

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

In the example above, the easiest way to respond is to reply to the email with the form attached. This will automatically attach your documentation to the ticket. The other option you have would be to follow the instructions in [Section N—Editing a Ticket](#).

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 18134 Request to Fill Student Faculty (1500) has been resolved

Student Employment Case 18134

We are pleased to inform you that your Student Employment Case 18134 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Your Request to Fill Student Faculty position has been approved. Please submit a SEPO ticket so we can complete the hire of this position.

Description of the request:

Request to Fill Student Faculty (1500)

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 18134](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

J: Submitting a ticket—Payroll Expense Transfer (PET) Requests

Use this to request student pay that has already processed be moved from one speedtype to a different speedtype or to request a change to or from work study. Regardless of whether your request is for a single student, single pay period or for multiple students and/or multiple pay periods, the PET form must be completed and attached. There is a link to the form within the ticket. It can also be found on the Student Employment website:

www.uccs.edu/stuemp/forms.

Step 1—Open the Payroll Expense Transfer (PET) Requests ticket type

Choose the **Payroll Expense Transfer (PET) Requests** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links

[Student Employee
Position Offer \(SEPO\)](#)
[Late Pay Requests](#)
[Wage Change Offer \(WCO\)](#)
[Termination Notice](#)
[Change in Funding Request](#)
[Change in Reports to Request](#)
[Request to Fill Student Faculty
\(1500\)](#)
[Payroll Expense Transfer
\(PET\) Requests](#)
[One Time/Additional Pay Request](#)
[Overpayment Notice Request](#)
[Termination For Cause](#)

Student Employee Links

[MyLeave \(Bi-weekly timesheet\)](#)
[Direct Deposit](#)
[W-4](#)
[W-2](#)
[Work Study Appeal](#)
[Paycheck Deduction](#)
[Paycheck Issue](#)
[Name Change](#)
[Grievance](#)

Information Links











[Pay Day](#)
[SEAN](#)
[Other](#)

[See My Items](#)

Step 2—Select Which Type of Request (Single or Multiple)

Select the radio button to indicate whether this is a single or multiple request. “No” will be the default for a single request. Select “Yes” if you need to make a multiple request.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 7009



Submit

Details Required to Complete the Request

Payroll Expense Transfer Request

Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.

Is this a multiple PET request? ☐ Yes ☒ No

Student Name:  

[Link to PET Form](#)
[Attach filled out PET form](#)
(Do not use quotations in the file name)

Additional Details:

Step 3a—Completing the Form for a Single Request

1. Put your cursor in the Student Name box and either type in or search for the student name (this is the student name in CU-SIS so may not match with the name in HCM). Using one of the search buttons (see red circles below) can also help you ensure you have selected the correct student. We ask for this information so that we can search within Cherwell for requests specific to a student.
2. If you have already completed the PET form, skip to [Step 5—Attaching Your Documents](#). Otherwise, click on the link (see blue circle below) to open the Excel spreadsheet. Be sure to have your pop-up blocker turned off. Then proceed to [Step 4—Completing Your Documents](#).

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18149

Submit

Details Required to Complete the Request

Payroll Expense Transfer Request

Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.

Is this a multiple PET request? ☐ Yes ☒ No

Student Name:

[Link to PET Form](#)

[Attach filled out PET form](#)

(Do not use quotations in the file name)

Additional Details:

UCCS University of Colorado
Colorado Springs

[PET Request Sheet \(.....\)](#) Click here to open the Excel spreadsheet

Step 3b—Completing the Form for a Multiple Request

1. Select the “Yes” radio button at the top (red box below).
2. Type in your Department number or select your Department name from the drop down. When you enter one, the other will auto-populate. We ask for this information to help complete the request and to be able to search within Cherwell for requests specific to a department.
3. Fill in the number of unique students for which the request is being made (see blue box below). We ask for this to help us provide better statistics and to track how many of these requests we are completing.
4. If you have already completed the worksheet, skip to [Step 5-Attaching Your Documents](#). Otherwise, click on the link (see red circle below) to open the Excel spreadsheet. Be sure your pop-up blocker is turned off. Then proceed to [Step 4—Completing Your Documents](#).

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18149

Submit

Details Required to Complete the Request

Payroll Expense Transfer Request

Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.

Is this a multiple PET request? ☒ Yes ☐ No

Department Number: Department:

Number of Students:

[Link to PET Form](#)

[Attach filled out PET form](#)

(Do not use quotations in the file name)

Additional Details:

UCCS University of Colorado
Colorado Springs

PET Request Sheet (.....) [Click here to open the Excel spreadsheet](#)

The link will open an Excel document. This form is also available on the Student Employment website: www.uccs.edu/stuemp/forms. Complete the spreadsheet with the information needed to complete your PET request. Please be sure to use the most updated form; this is especially important if your PET request involves a Fund 30/31/34 Sponsored Project. Be sure to save the document once complete so you can attach to your ticket.











Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 5—Attaching Your Documents

Once you have completed and saved the form, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#)

Use the attachment tool

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18149

Submit

Details Required to Complete the Request

Payroll Expense Transfer Request

Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.

Is this a multiple PET request? ☒ Yes ☐ No

Department Number: Department:

Number of Students:

[Link to PET Form](#)

[Attach filled out PET form](#) Use the link

(Do not use quotations in the file name)

Additional Details:

Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.

The first screenshot shows a 'File Upload' dialog box with a 'NAME' input field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'PET Request Sheet sample.xls' (44.00 KB) uploaded, and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.














You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.

The screenshot shows the 'Student Employment - 18149' form. The 'Attach a file (import)...' button is circled in red. The form includes a 'Submit' button, a 'Details Required to Complete the Request' section, and a 'Payroll Expense Transfer Request' section. The 'Payroll Expense Transfer Request' section contains the following text: 'Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.' It also includes a question 'Is this a multiple PET request?' with 'Yes' selected, a 'Department Number' field, a 'Department' dropdown, a 'Number of Students' field with '1' entered, and a 'Link to PET Form' link. Below this is a 'Link to PET form' link and a note '(Do not use quotations in the file name)'. At the bottom is an 'Additional Details' text area.

Step 6—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (1)   Record 1 of 1     



Submit

Details Required to Complete the Request

Payroll Expense Transfer Request

Please fill out the information below and then use the link below that to access the PET form. Please save that to your computer, fill it out and attach to this ticket.

Is this a multiple PET request? ☐ Yes ☒ No

Student Name:  

[Link to PET Form](#)

[Attach filled out PET form](#)


(Do not use quotations in the file name)

Additional Details:

Submit

Step 6—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 7053 SE Payroll Expense Transfer Inquiry has been created



PETRequestSheet(1).xls
44 KB

SE Case 7053

Description:

SE Payroll Expense Transfer Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

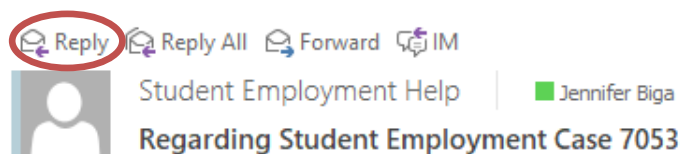
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 7053. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7053](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we review your ticket and find that we cannot process the ticket without additional information, we will send you an email requesting the information we need. The case will remain pending. The easiest way to resolve any issues is to reply to the email with the requested information. Your other option is to use [Section N—Editing a Ticket](#).



Student Employment Case 7053

Dear Jennifer,


Regarding your [SE Case 7053](#), logged on 7/19/2018 11:02 AM, we have the following question or update:

Please confirm that the amount for the 6/17-6/30 PPE is only a partial payment that you are requesting be moved.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 7053](#) for more details.

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 7053 SE Payroll Expense Transfer Inquiry has been resolved

Student Employment Case 7053

We are pleased to inform you that your Student Employment Case 7053 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Thank you for contacting Student Employment; we have processed your PET request, and it was completed on 7/19/2018. If there is anything else we can help you with, please create a new ticket or email StuEmpHelp@uccs.edu.

Description of the request:

SE Payroll Expense Transfer Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7053](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

K: Submitting a ticket—One Time/Additional Pay Request


Use this to request a one-time or additional payment to a student. An example of a one-time payment would be if a student earned an additional amount for a special project and the time was not recorded on their timesheet. An example of additional pay would be if a student performed a one-time additional duty and needed to be reimbursed for the time or paid a specific amount (must meet minimum wage standards) for that duty. If you had a wage change that was not entered in time for a specific payroll period, you can use either the late pay request or this one-time/additional pay request to pay the employee for the difference in their wage earned for the hours worked during that pay period.

Step 1—Open the One Time/Additional Pay Request ticket type

Choose the **One Time/Additional Pay Request** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

[See My Items](#)

Step 2—Completing the Form

1. Put your cursor in the Student Name box and either type in or search for the student name (this is the student name in CU-SIS so may not match with the name in HCM). Using one of the search buttons (see red circles below) can also help you ensure you have selected the correct student. We ask for this information so that we can search within Cherwell for requests specific to a student.
2. Type in your department number or select your Department name from the drop-down. Filling in one box will auto-fill the other box.
3. Fill in the rest of the form. You can choose to fill in just an amount due or you can fill in the number of hours worked and hourly rate of pay and the amount due will auto-calculate. The next page shows an example of a completed form.

Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18153

Submit

Details Required to Complete the Request

One Time/Additional Pay Request

Please fill in the information below for the employee/position(s)/job record you need updated and we will complete the one time/additional pay.

Student Name:

Department Number:

Department:

Employee ID:

Employee Job Record Number:

Position Number:

Pay Period begin date:

Pay Period end date:

Number of Hours Worked:

Hourly Rate of Pay:

Amount Due:

Speed Type:

Supervisor Name:

Requestor Name:

Reason for one time pay or additional pay (required):

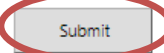
Step 3—Submitting the Form

Once you have completed the form, you can submit your ticket by clicking on one of the options shown below:

Home My Items

 Save  Abandon    Lookup  (0)   Record 1 of 1     

Student Employment - SE Case ID : 7018

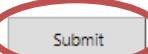


Details Required to Complete the Request

One Time/Additional Pay Request

Please fill in the information below for the employee/position(s)/job record you need updated and we will complete the one time/additional pay.

Student Name:	<input type="text"/>
Department Number:	<input type="text" value="40126"/>
Department:	<input type="text" value="Financial Aid/ Student E..."/>
Employee ID:	<input type="text" value="322351"/>
Employee Job Record Number:	<input type="text" value="0"/>
Position Number:	<input type="text" value="00745593"/>
Pay Period Begin Date:	<input type="text" value="07/01/2018"/>
Pay Period End Date:	<input type="text" value="07/14/2018"/>
Number of Hours Worked:	<input type="text" value="12.25"/>
Hourly Rate of Pay:	<input type="text" value="\$0.20"/>
Amount Due:	<input type="text" value="\$2.45"/>
Speed Type:	<input type="text" value="42000123"/>
Supervisor Name:	<input type="text" value="Janice Zollinger"/>
Requestor Name:	<input type="text" value="Jennifer Biga"/>
Reason for one time pay or additional pay (required):	<input type="text" value="Student received a \$0.20 raise that was not reflected on the pay check. This is the additional amount owed to the student."/>



Step 4—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Ticket 7018 SE Additional/Retro Pay Request Inquiry has been created

SE Case 7018

Description:

SE Additional/Retro Pay Request Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu


We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 7018. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7018](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we have any questions regarding the additional pay, we may send an email through the system, but it is more likely that we will call you as we do generally try to process these requests as quickly as possible. If you do receive an email requesting information, the easiest way to resolve the issue is to reply to the email and provide the information requested. You can also use [Section N—Editing a Ticket](#).

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 7018 SE Additional/Retro Pay Request Inquiry has been resolved

Student Employment Case 7018

We are pleased to inform you that your Student Employment Case 7018 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Additional Pay for [student name] entered on 7/19/18. This should pay on Friday, August 3.

Description of the request:

SE Additional/Retro Pay Request Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 7018](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

L: Submitting a ticket—Overpayment Notice Request


Use this if a student was overpaid during a pay period.

Step 1—Open the Overpayment Notice Request ticket type

Choose the **Overpayment Notice Request** ticket type on the Cherwell home page.

[Home](#) [My Items](#)

Student Employment Portal



Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	See My Items
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

Step 2—Completing the Form

1. Put your cursor in the Student name box and either type in or search for the student name (this is the student name in CU-SIS so may not match with the name in HCM). Using one of the search buttons (see red circles below) can also help you ensure you have selected the correct student. We ask for this information so that we can search within Cherwell for requests specific to a student.
2. Fill in the rest of the form.
 - a. You can type in your department number or choose your department name from the drop-down. Once you fill in one box, the other will auto-populate.
 - b. The same thing will happen with the Pay Period Begin and End Date—choose one and the other will auto-populate.
 - c. When you fill in the Amount Paid and the Amount Should Have Paid, the form will auto-calculate the Difference.

Please fill in all information as all of this information is needed when we contact Employee Services to resolve this request. The next page shows an example of a completed form.

Home My Items


Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18154

Submit

Details Required to Complete the Request

Overpayment Notice

Student Name: 

Employee ID:

Employee job record number:

Position Number:

Department Number:

Department:

Pay Period Begin Date:

Pay Period End Date:

Number of Hours Paid:

Number of Hours Should Have Paid:

Amount Paid:

Amount Should Have Paid:

Difference:

Supervisor Name:














Requestor Name:

Reason for overpayment:

Step 3—Submitting the Form

Once you have completed the form, you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon       (0)   Record 1 of 1   

Student Employment - SE Case ID : 8188

Submit

Details Required to Complete the Request

Overpayment Notice

Student Name:	<input type="text" value=""/>
Employee ID:	<input type="text" value="322192"/>
Employee job record number:	<input type="text" value="0"/>
Position Number:	<input type="text" value="00745392"/>
Department Number:	<input type="text" value="40126"/>
Department:	<input type="text" value="Financial Aid/ Student Employment"/>
Pay Period Begin Date:	<input type="text" value="7/15/2018"/>
Pay Period End Date:	<input type="text" value="7/28/2018"/>
Amount Paid:	<input type="text" value="\$345.00"/>
Amount Should Have Paid:	<input type="text" value="306.00"/>
Difference:	<input type="text" value="39.00"/>
Supervisor Name:	<input type="text" value="Jennifer Biga"/>
Requestor Name:	<input type="text" value="Jennifer Biga"/>
Reason for overpayment:	<input type="text" value="Student was paid \$11.50/hour when should have been paid \$10.20/hour."/>

Submit

Step 4—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

■ Jennifer Biga

Student Employment Ticket 8188 SE Overpayment Notice Request Inquiry has been created

SE Case 8188

Description:

SE Overpayment Notice Request Inquiry

Customer Name: Jennifer Biga

Phone: +1 (719)255-3564

Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 8188. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 8188](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we have any questions regarding the overpayment notice, we will either send an email through the system or call you. These requests do take a bit of time to complete and will have multiple layers of communication between our office, the ticket requestor, the student in question, and Employee Services. If we do send an email through the system, the easiest way to provide the information requested is to reply to the email you received. You can also use [Section N—Editing a Ticket](#).

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 8188 SE Overpayment Notice Request Inquiry has been resolved

Student Employment Case 8188

We are pleased to inform you that your Student Employment Case 8188 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

We have submitted the overpayment notice for (Student Name) to Employee Services.

Description of the request:

SE Overpayment Notice Request Inquiry

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 8188](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

M: Submitting a ticket—Termination for Cause

Use only with Student Employment permission. These tickets will only be processed by Student Employment professional staff.

A Termination for Cause will only be done in the case of egregious behavior on the part of the student. Please call Shannon Cable at 719-255-3055 to discuss your situation prior to submitting a Termination for Cause ticket. As with the regular Termination Notice ticket, there should only be one student on a Termination for Cause ticket. This ticket type will require both the Termination Notice form (link within ticket type) and supporting documentation.

Step 1—Open the Termination for Cause ticket type*

Choose the **Termination for Cause** ticket type on the Cherwell home page.

Home My Items

Student Employment Portal











Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	
Request to Fill Student Faculty (1500)	Paycheck Issue	See My Items
Payroll Expense Transfer (PET) Requests	Name Change	
One Time/Additional Pay Request	Grievance	
Overpayment Notice Request		
Termination For Cause		

*This step assumes that you have already called Shannon Cable at 719-255-3055 and received permission to submit a Termination for Cause ticket.

Step 2—Answer the question

Click the box next to “Yes” if you have already discussed the situation with Shannon. Otherwise, **STOP** and call Shannon to discuss the situation.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0) ▼   Record 1 of 1  

Student Employment - SE Case ID : 6956

Submit

Details Required to Complete the Request

Termination For Cause

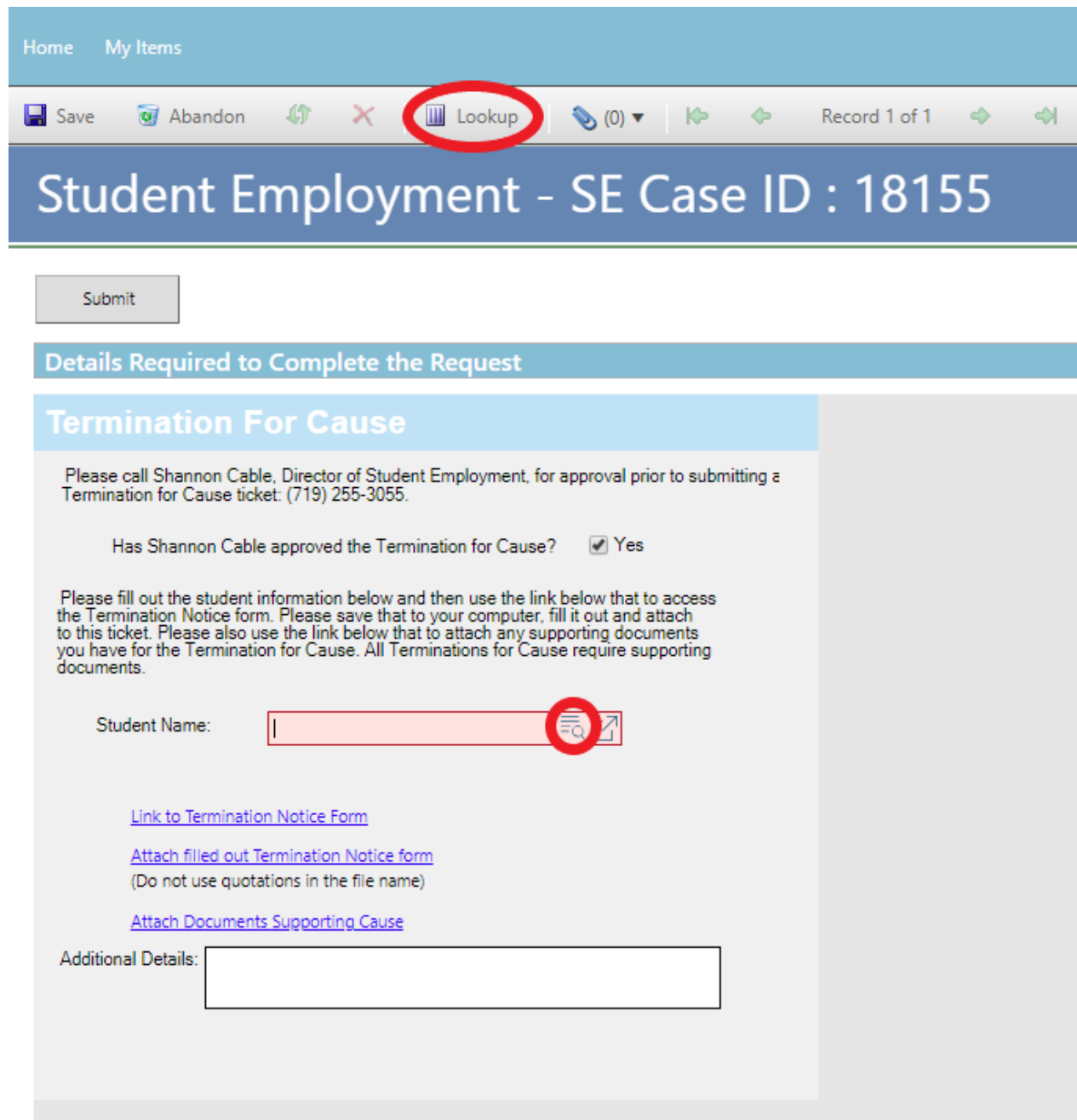
Please call Shannon Cable, Director of Student Employment, for approval prior to submitting a Termination for Cause ticket: (719) 255-3055.

Has Shannon Cable approved the Termination for Cause? ☐ Yes

Additional Details:

Step 3—Select the Student Name

Put your cursor in the Student Name box and either type in or search for the student name (this is the student name in CU-SIS so may not match with the name in HCM). Using one of the search buttons (see red circles below) can also help you ensure you have selected the correct student. We ask for this information so that we can search within Cherwell for requests specific to a student.



Home My Items

Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID : 18155

Submit

Details Required to Complete the Request

Termination For Cause

Please call Shannon Cable, Director of Student Employment, for approval prior to submitting a Termination for Cause ticket: (719) 255-3055.

Has Shannon Cable approved the Termination for Cause? ☒ Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)











Additional Details:

If you already have the completed Termination Notice and supporting documents, skip to [Step 5 - Attaching Your Documents](#). Otherwise, proceed to [Step 4 - Completing Your Documents](#).

Step 4—Completing Your Documents

Click on the link for the Termination Notice form. This is the same form you would access from our website: www.uccs.edu/stuemp/forms.

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (0)   Record 1 of 1  

Student Employment - SE Case ID : 18155

Details Required to Complete the Request

Termination For Cause

Please call Shannon Cable, Director of Student Employment, for approval prior to submitting a Termination for Cause ticket: (719) 255-3055.

Has Shannon Cable approved the Termination for Cause? ☒ Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)

Additional Details:

You will need to download and save the form to your computer before filling out the information. If you open the form and just start typing, the information will not save when you save the document. This is one of the few times you will choose “Termination for Cause” as the Action Reason.

Be sure to get signatures before you attach your document to your Cherwell ticket.

The screenshot shows a PDF document titled "Termination.pdf" with a dark header bar containing navigation icons. The main content is a "Student Employee Termination Notice" from the University of Colorado Colorado Springs. The form includes the following sections:

- Header:** University of Colorado Colorado Springs logo and contact information for the Student Employment Office (Cragmor Hall, Room 104, 1420 Austin Bluffs Parkway, Colorado Springs, CO 80918). Phone: 719-255-3454, Email: stuemp@uccs.edu, Web: www.uccs.edu/stuemp.
- Title:** Student Employee Termination Notice
- Date:** A field for the date of the notice.
- Dear:** A field for the employee's name.
- Notice Text:** A paragraph stating that the document serves as notice of termination for a student employee position with the University of Colorado Colorado Springs as a *Working Title* in the 40001 Chancellors Office, effective as of a specific date.
- Supervisor Section:** Fields for Supervisor Name, Supervisor Signature, Reports to Position #, and Date.
- Approver Section:** Fields for Dept. Approver Name, Approver Signature, and Date.
- Employee Information:** Fields for Effective Date, Employee ID #, Name, Position #, Working Title, Student ID #, and Pay Rate.
- Action Reason:** A dropdown menu labeled "Action Reason: Choose One" is highlighted with a red box.
- Department:** A field for the Department #, currently showing 40001 Chancellors Office.
- Reason for Termination:** A text area for explaining the reason for termination.
- Footer:** A section labeled "Student Employment Office Only" for internal use.

Note: When saving your documents, please do not use quotation marks in the file name. For some reason, Cherwell will not allow us to open documents with quotation marks in the file name.

Step 5—Attaching Your Documents

Once you have the form completed and signed, attach it to your ticket using one of the options shown below:

[Home](#) [My Items](#)

Use the attachment tool

Save

Abandon

Lookup

(0) ▾

Record 1 of 1

Student Employment - SE Case ID : 18155

Submit

Details Required to Complete the Request

Termination For Cause

Please call Shannon Cable, Director of Student Employment, for approval prior to submitting a Termination for Cause ticket: (719) 255-3055.

Has Shannon Cable approved the Termination for Cause? ☒ Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)

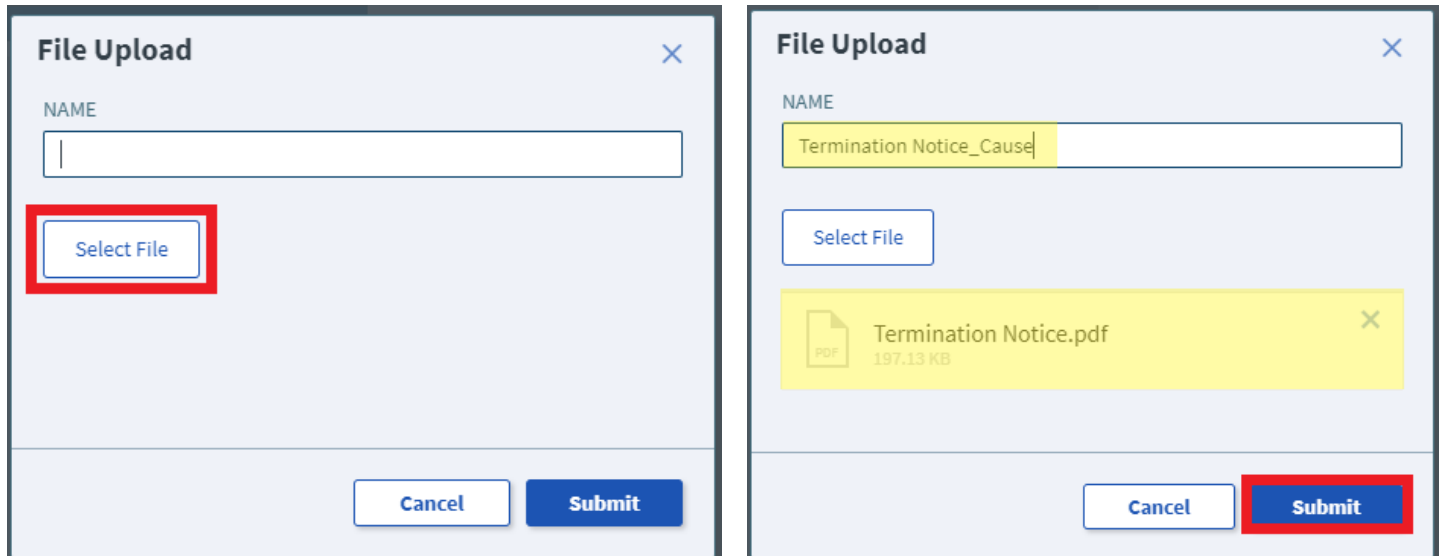
[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)

Additional Details:

Use the links

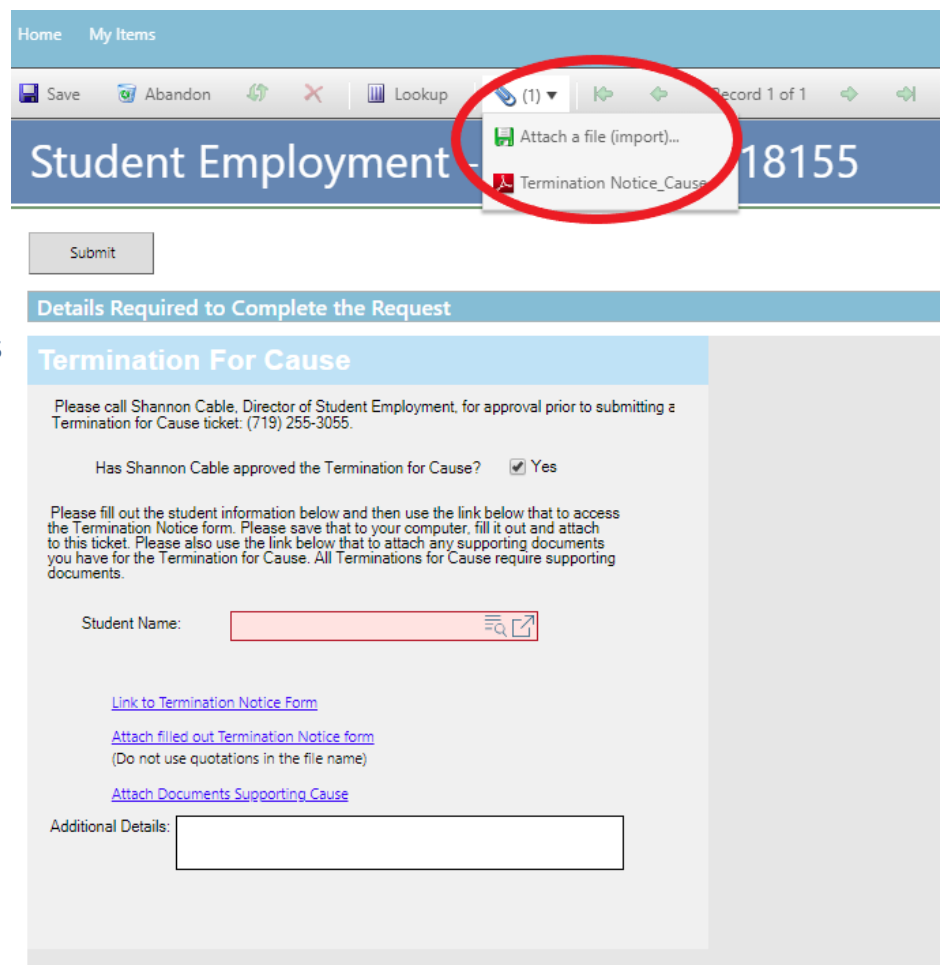
Click the Select File button to find your saved file. When you have selected the file to attach, the Name box for the File Upload will auto-populate with the name of the file you selected. You are able to edit this box. You will also see the file you are attaching below the Select File button (see second image below). Click the Submit button to attach your document.



The first screenshot shows a 'File Upload' dialog box with a 'NAME' field and a 'Select File' button highlighted with a red box. The second screenshot shows the same dialog box with the file 'Termination Notice_Cause.pdf' (197.13 KB) uploaded and the 'Submit' button highlighted with a red box.

Repeat Step 4 until all applicable documents have been attached.

You can confirm that your documents have been attached by checking the paperclip icon. You can also open the attachments to be sure that you have attached the correct documents and that they are completely filled out. Be sure you have your pop-up blocker turned off if you are trying to open attachments.
















The screenshot shows the 'Student Employment' portal. The 'Attach a file (import)...' button is highlighted with a red circle. Below the button is a 'Submit' button. The 'Details Required to Complete the Request' section is highlighted in blue. The 'Termination For Cause' section contains instructions and links. The 'Student Name' field is highlighted with a red box. The 'Additional Details' field is also highlighted with a red box.

Step 6—Submitting Your Ticket

You can add any comments in the Additional Details box, if needed. Then you can submit your ticket by clicking on one of the options shown below:

[Home](#) [My Items](#)

 Save  Abandon    Lookup  (1)   Record 1 of 1     

Submit

Details Required to Complete the Request

Termination For Cause

Please call Shannon Cable, Director of Student Employment, for approval prior to submitting a Termination for Cause ticket: (719) 255-3055.

Has Shannon Cable approved the Termination for Cause? ☒ Yes

Please fill out the student information below and then use the link below that to access the Termination Notice form. Please save that to your computer, fill it out and attach to this ticket. Please also use the link below that to attach any supporting documents you have for the Termination for Cause. All Terminations for Cause require supporting documents.

Student Name:

[Link to Termination Notice Form](#)

[Attach filled out Termination Notice form](#)
(Do not use quotations in the file name)

[Attach Documents Supporting Cause](#)

Additional Details:

Submit

Step 7—Communication

Once you have submitted your ticket, you will receive a confirmation email. This email provides you with your ticket number, the type of ticket submitted, and which documents, if any, you attached to the ticket.



SE Case 6964

Description:
SE Termination For Cause

Customer Name: Jennifer Biga
Phone: +1 (719)255-3564
Email: jbiga@uccs.edu

We are pleased to inform you that your case has been added to the Student Employment system. Your record ID is 6964. Please retain this number for reference purposes. One of our representatives will contact you shortly.

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6964](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

If we have any questions about your ticket, we will contact you. Whenever you receive an email from us requesting additional information, you can always reply to the email which will automatically attach any new documents attached to the email to the current Cherwell ticket. This is the easiest way to resolve issues, but you can also use [Section N—Editing a Ticket](#) for steps to provide additional information.

Once we have completed the request, you will receive an email confirming that we have closed the ticket.

 Reply  Reply All  Forward  IM



Student Employment Help

 Jennifer Biga

Student Employment Case 6964 SE Termination For Cause has been resolved

Student Employment Case 6964

We are pleased to inform you that your Student Employment Case 6964 has been resolved. If you believe this is in error, please reply to this email or contact UCCS Student Employment to reopen it. Otherwise, your ticket will be closed automatically in 3 business days.

Resolution:

Termination Completed on 7/18/2018 for [REDACTED]

Description of the request:

SE Termination For Cause

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view more details: [SE Case 6964](#).

UCCS Student Employment
1420 Austin Bluffs Parkway
Colorado Springs, CO 80918
Cragmor Hall 104
719-255-3454 office
719-255-3650 fax

N: Editing a Ticket

If you receive a message requesting additional information, you have two options.

1. You can simply reply to the email and attach any new documents to your reply email. This will automatically attach the documents to your case in Cherwell or provide a journal note with your reply answer. This will work for both open and closed cases. By replying to a resolution email, you will be re-opening your ticket.
2. You can login to your Cherwell account and go to My Items to find the ticket that needs additional information (see [Section B: Navigating in Cherwell](#)). You would be able to include new attachments or information by clicking on the Edit button. This will only work on Open SE Case Tickets.

Home My Items

Edit Save Abandon Lookup (0) Record 1 of 1

Student Employment - SE Case ID: 5935

Short Description: [Add Comment](#)

Additional Details:

Your HR Case will be assigned shortly.

Owner: Unassigned

Team: Student Employment

The second option is the same step you would take if you realized that you had attached the wrong document after you had already submitted your ticket.

Unfortunately, it is currently a limitation within Cherwell that does not allow you to delete any incorrect attachments. You can call Student Employment at x3454 with your ticket number, and we can remove an incorrect document from the ticket for you. If this limitation is removed in the future, we will be sure to communicate that with you.

You are able to add correct documents to your ticket. If this is something you are doing, you might want to change the name box to draw attention to the correct document. (Refer to the relevant step for your ticket type: “Attaching Your Documents” for detailed steps.)

Be sure to resave or resubmit after you have made your edits. This will update your ticket and it will be “reopened” on our end of the system.

Home My Items

Save Abandon Lookup (2) Record 1 of 1

Student Employment SE Case ID: 5555

Submit

Details Required to Complete the Request

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Student Name:

Note: Complete background check BEFORE submitting the forms below!

Remember to send new hires to the Student Employment Office to complete their I-9 and orientation.

[Link to SEPO Form](#) [Link to PDW Form](#)

[Attach filled out SEPO and PDW forms](#)

(Do not use quotations in the file name)

Submit

O: Student Employment Office

Student Employment is here to help. If you have questions about any step in this process, please contact Student Employment at (719) 255-3454, stuemp@uccs.edu, or visit us in Cragmor Hall Room 104.