Annual Student Employment Audit Checklist

Audit Years 2020-21

Valid for Fall 2020, Spring 2021 and Summer 2021
For all 4106 & 1500 Job Codes

Every year the Office of Student Employment conducts an audit of on and off campus Student Employment records. These records are required by federal mandate to include the following:

- ☐ Individual personnel file for each Student Employee.
- ☐ Check –In Sheet for any employee hired after January 1, 2008.
- ☐ Check-Out Sheet for any employee terminated after January 1, 2008.
- ☐ Class schedule for every term worked, class days and times should be listed. Each class schedule must be system generated (CU-SIS) and include the student's name and student ID number.
- ☐ Signed student employee electronic signature statement. If it is missing or unsigned, no credit will be given for any required timesheets (for 4106 only).
- ☐ Signed employer electronic signature statement. If it is missing or unsigned, no credit will be given for any required timesheets (for 4106 only).
- ☐ Signed copies of all Student Employee Position Offers for each employee (SEPO includes the job description and compensation plan).
- ☐ Evaluations. Required at least once per year, upon termination for any student who was not yet evaluated, and for any student who has received a change in status or rate of pay. Evaluations should be complete upon termination for any student not previously evaluated regardless of the amount of time worked.
- ☐ Signed copies of Termination Notices. Signed copies of Wage Change Offers.
- ☐ Faculty Pledge (for 1503 & 1506 only).

During the annual audit, the Office of Student Employment needs to have access to all files for the previous academic year (fall, spring and summer). You may use this checklist in each personnel file to assure the accuracy of your records. Any questions regarding the annual Student Employment Audit may be answered at 255-3454. Thank you for your anticipated cooperation in this matter.

*Beginning in March 2020 some signatures and in person needs may not have been completed due to the Covid-19 restrictions. This will be kept in mind when reviewing files, however the Office of Student Employment asks that departments try their best to get documentation electronically or in person as able.