



# Office of Financial Aid, Student Employment, and Scholarships

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

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## MEMORANDUM

To:

From: Office of Student Employment

Date: July 25, 2018

Subject: 2016-2017 Student Employment Audit

Thank you for the opportunity to review your student employment records for the Fall 2016, Spring 2017, and Summer 2017 semesters.

The results of the Annual Student Employment Audit conducted recently are:

A- 90-100

B- 80-89

C- 70-79

**F- Below 70**

Percentage of completion and correctness will be determined on fulfillment of the expectations listed in the [Student Employee Audit Checklist](#). The documents included on the check list must have correct information and signatures where required. Failure to correctly meet the expectations of the checklist will result in loss of percentage points. Below you will find a detailed description of your audit that supports the level of results your department received.

**You do not need to recreate missing records for students who no longer work for your department. However, you do need to have completed records for all student employees who currently work for you or whom you hire in the future.**

Important information for departments that failed:

**Departments that receive a percentage below 70 automatically fail. If your department has failed the audit, you are required to attend the next supervisor training on campus. We will re-visit you in two weeks from the date of this letter to re-audit the same files as during the first visit. A second failure may result in your department losing the privilege to hire work study students and further action from the University to ensure that your department is complying with all regulations relating to student employment.**

The Student Employment Audit suggests the following action(s) be taken with regards to student employee personnel files in your department:

- No action necessary this year. Your files were outstanding!
- Student Employee Position Offers are missing for certain students. Copies of all SEPO's pertaining to student employees need to be retained on file.
- Job Descriptions are missing or unsigned for certain students (only for files previous to Spring 2012).
- You are missing a compensation plan for one or more of your students. Compensation plans must be present in each file if the compensation plan information is not included on the SEPO.
- Class schedules are missing for certain students.
- Signed student employee electronic signature statement is missing for certain students. If it is missing or unsigned, no credit will be given.
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- Evaluations are missing for certain students. Evaluations are 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.
- Check-in and check-out forms are missing for certain students. These must be completed for each student employee and kept in the personnel file.
- Terminations for certain students were not documented sufficiently of proper procedures were not followed. The student(s) could have filed a grievance claim against you and possibly have been reinstated against your will.
- Personnel files were missing altogether for certain students in your department. This could eventually lead to your department not being allowed the use of future Work Study employees. The Student Employment Director, Shannon Cable, can be reached at 255-3055 and may answer questions regarding this aspect of your audit.

**Records need to be retained for five years after the students no longer work for your department.**

**Further Comments:**

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Thank you for your cooperation in the timely completion of this federally mandated audit. As in years past, our office has tried to make the function of the annual audit educational, as well as informative.

Sincerely,

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