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: stuemp.uccs.edu

New Student Employee Check–In Procedures

Department/Supervisor Responsibilities	Student Employee Responsibilities

Department/Supervisor Responsibilities

Complete BEFORE employee's first day:

☐ ♦ Notify employee of their start date and instruct the student to bring proper identification documents for the I-9. **Remember that employees are also required to show their original Social Security Card.**

☐ ♦ Complete the Student Employee Position Offer (SEPO) and have student sign to accept.

☐ ♦ Send the completed and signed SEPO to the Student Employment Office through Cherwell and ensure that the student has visited to complete all required hire paperwork as well as the required orientation.

☐ ♦ Ensure employee reviews MyLeave Guide and sets preferences before entering time.

Complete within 60 days of hire:

Ensure that employee has taken all required trainings within 60 days of hire:

☐ ♦ Information Security
☐ ♦ Discrimination and Sexual Misconduct
☐ ♦ Fiscal Code of Ethics
☐ ♦ Conflict of Interest Disclosure Survey
☐ ♦ If the student is working in multiple positions on campus, instruct them to work with all supervisors to complete the Multiple Positions Disclosure Form.

Student Employee Responsibilities

☐ **Complete BEFORE beginning to work:**

♦ Work with your supervisor and sign your Student Employee Position Offer (SEPO) to accept your position.

☐ ♦ Visit the Student Employment Office in Cragmor 104 to complete initial hire paperwork and orientation. Bring your original Social Security Card and any other documentation from the List of Acceptable Documentation for the I-9.

*****Once you have completed the above steps, within 5-7 business days you should have access to the CU Resources Tab within the MyUCCS Portal.*****

☐ ♦ Set up direct deposit using your MyUCCS Portal. Click on *CU Resources > Paychecks > Direct Deposit.*

☐ ♦ Make your W-4 selections within 7 days in the Portal. Click on *CU Resources > Paychecks > W-4.*

☐ ♦ Review *Using MyLeave* guide and set preferences.

Complete within 60 days of hire:

Complete all required trainings within 60 days of hire:

☐ ♦ Information Security
☐ ♦ Discrimination and Sexual Misconduct
☐ ♦ Fiscal Code of Ethics
☐ ♦ Conflict of Interest Disclosure Survey
☐ ♦ If working in multiple positions on campus, work with all supervisors to complete the Multiple Positions Disclosure Form.

Other department specific action items:

PURSUANT TO FEDERAL LAW, ALL PAPERWORK MUST BE COMPLETE OR STUDENT EMPLOYEE WILL NOT BE

Certification of Completion

Employee Name _____ Signature _____Date _____

Supervisor Name _____ Signature _____ Date _____ **This form should be filed in each department's student employee personnel file.**

Last updated 1/12/2022