

## Submitting a ticket—Change in Funding Request

Use this ticket to request future changes in the speedtype(s) you want your students paid from. The change 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://stuemp.uccs.edu/payroll-calendar>.

If you need to update funding on past payments, please complete a PET request.

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://stuemp.uccs.edu/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](#)

#### 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 Cancel Refresh Delete Attach (0) < > Record 1 of 1

Student Employment - SE Case ID : 31048

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:	<input style="width: 95%;" type="text"/>		
Position Number:	<input style="width: 95%;" type="text"/>		
Speed Type:	<input style="width: 95%;" type="text"/>	Percentage:	<input style="width: 80%;" type="text"/>
Speed Type:	<input style="width: 95%;" type="text"/>	Percentage:	<input style="width: 80%;" type="text"/>
Effective Date:	<input style="width: 95%;" type="text"/>		
Additional Details:			

## Step 3a—Completing the Form for a Single Request

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

**Tip:** If you are having trouble finding the student, type their email address in the employee name box. This will usually match the student in the system.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 31048

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:  Percentage:

Speed Type:  Percentage:

Effective Date:

Additional Details:

Fill in the Position Number, new Speed Type(s), and choose the Effective Date from the drop down. If you need to split pay between two Speed Types, you can add both Speed Types and the percentage to be paid from each. The Percentage box is not required so if you enter only one Speed Type and nothing in percentage, we will assume you want 100% of the pay from the one Speed Type listed. 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 (purple circle and square below). This form can also be accessed on the Student Employment forms page at <https://stuemp.uccs.edu/forms>.

Home My Items

Save Cancel Refresh Delete Attach (0) Record 1 of 1

### Student Employment - SE Case ID : 31048

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:

Click here to open the Excel spreadsheet

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	Speedtype	Effective Date (Must be beginning of a Pay Period)	Additional Details	Date Sent	Sent By
EX: 123456	Student Example	00123456	4xx12345	5/20/2018	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 Cancel Refresh Delete **Attach (0)** |< < Record 1 of 1 > >|

### Student Employment - SE Case ID : 31048

Submit

#### Details Required to Complete the Request

#### Change in Funding

Is this a Multiple Change in Funding request?  Yes  No

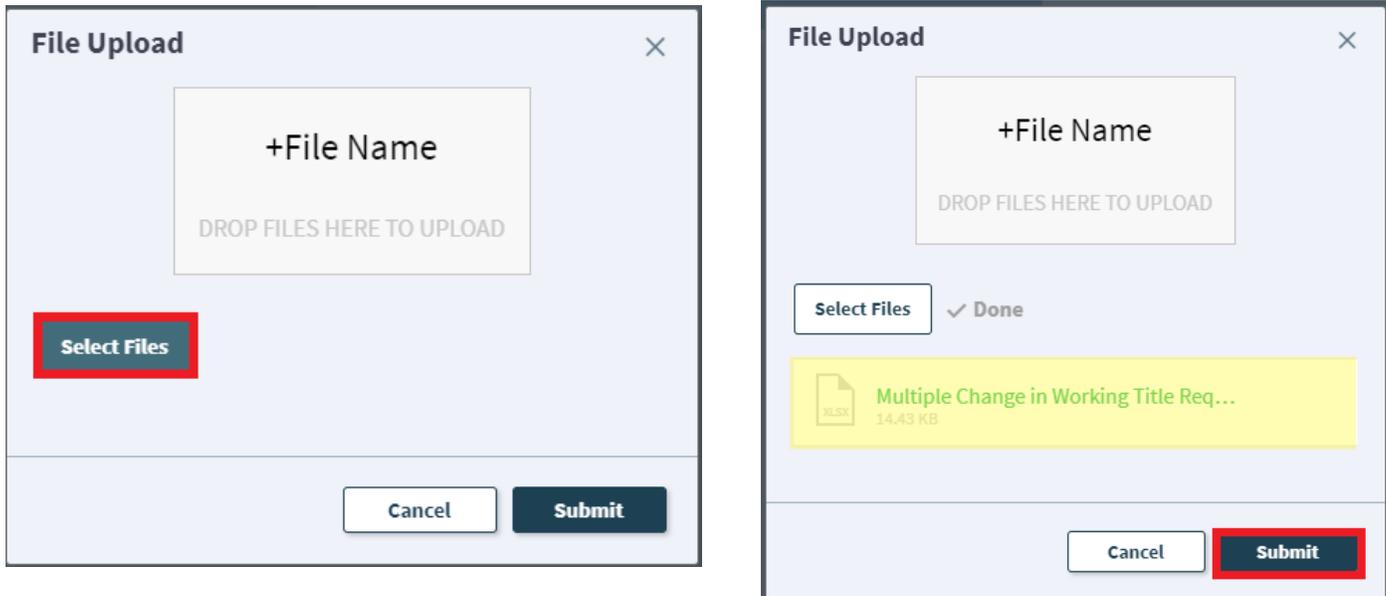
Department Number:  Department:

Number of Students:  [Link to Form](#) [Attach Completed Form](#) Use the link

Please fill out and attach the Multiple Change in Funding Form from the Student Employment website

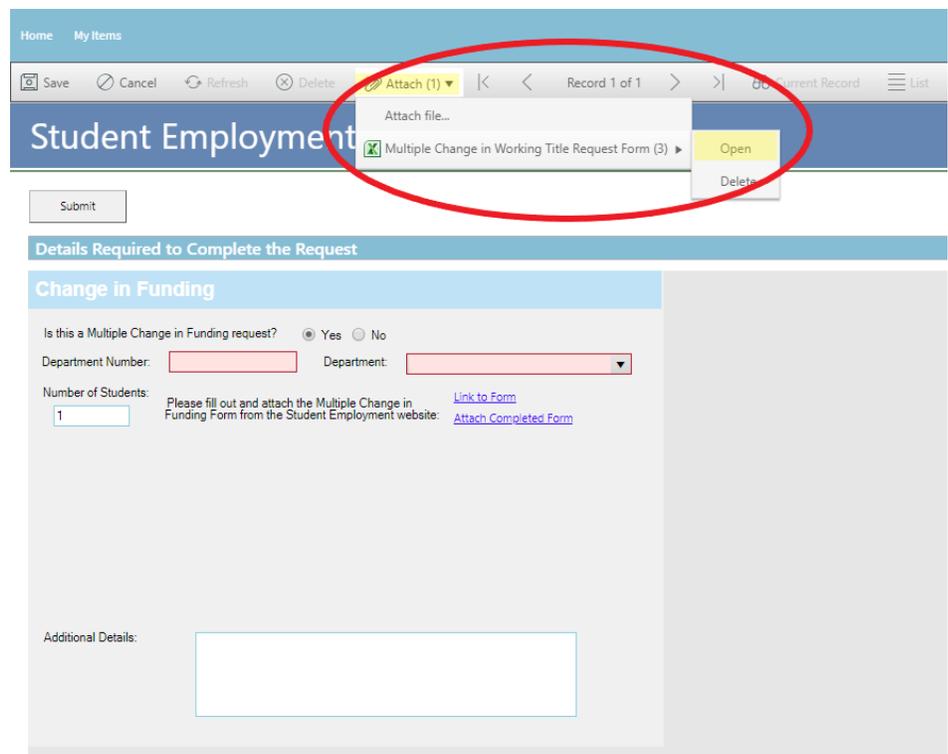
Additional Details:

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 this step 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.



If you check your documents before submitting the ticket and see that you attached the wrong document, please attach the correct document before you submit. If you have already submitted your ticket, please refer to the [Editing a Ticket section of the Abbreviated User Guide](#) to attach the correct attachment to your ticket.

With the recent Cherwell upgrade, users can now delete any incorrect attachments. Follow the same steps described on the previous page to open and check a document but select Delete instead of Open. Cherwell will ask you if you are sure you want to delete. Once you confirm, your document will no longer be attached to the ticket.

The screenshot displays the Cherwell user interface. At the top, there is a navigation bar with 'Home' and 'My Items'. Below this is a toolbar with icons for 'Save', 'Cancel', 'Refresh', and 'Delete', along with a dropdown menu labeled 'Attach (1)'. The dropdown menu is open, showing 'Attach file...' and a list of attachments, including 'Multiple Change in Working Title Request Form (3)'. The 'Delete' option is highlighted in yellow. A red circle highlights the 'Attach (1)' dropdown and the 'Delete' option.

Below the toolbar, the page title 'Student Employment' is visible. A 'Submit' button is located below the title. 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 for 'Is this a Multiple Change in Funding request?' (set to 'Yes'), a 'Department Number' field, and a 'Number of Students' field with the value '1'. A modal dialog box is overlaid on the page, asking 'Are you sure you want to delete Multiple Change in Working Title Request Form (3)?'. The dialog has a close button (X) in the top right corner and two buttons at the bottom: 'No' and 'Yes'. The 'Yes' button is highlighted with a red border.

## 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 Cancel Refresh Delete Attach (0) Record 1 of 1 Current Record List Grid

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](mailto: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 the [Editing a Ticket section of the Abbreviated User Guide](#).

 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

Once we have completed the request, you will receive an email confirming that we have resolved 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

## Troubleshooting

If you are unable to access Cherwell, are having trouble finding the student in Cherwell, or are uncertain what ticket type to submit, you can send an email to [stuemp@uccs.edu](mailto:stuemp@uccs.edu). This will automatically create a generic ticket. We try to process these tickets as quickly as other tickets. However, it is likely that these tickets could be delayed in processing as we may need to request additional information from you.

## 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](mailto:stuemp@uccs.edu), or visit us in Cragmor Hall Room 104.**

