

Submitting a ticket—Offer Review

Use this ticket to request hire or promotion wage change information be reviewed prior to formally presenting the offer to the selected student. This step has been added to the hiring process to help ensure compliance with EPA. Our office will be confirming that the job was posted on SEAN for the three-day minimum, that the job title/duties are in line with the requested job code and that the pay rate conforms with the posted pay ranges for the requested job code. There should be one SEPO or promotion WCO attached to each ticket.

If you are filling a 1500 position, please continue to use the Request to Fill Student Faculty (1500) ticket for the review piece of the hiring process.

There is a link to both the SEPO form and WCO form within the ticket but you can also find them on the Student Employment forms page at <https://stuemp.uccs.edu/forms>.

Step 1—Open the Offer Review ticket type

Choose the **Offer Review (Required before a SEPO or WCO is submitted)** ticket type on the Cherwell home page.

UCCS University of Colorado Colorado Springs

Home My Items

Student Employment Portal

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

Step 2—Select the Student Name

Put your cursor in the student name box. Then type the student name (as the name is in CUISIS). We ask for the student name 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 student name box. This will usually match the student in the system.

Home MyItems

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

Student Employment - SE Case ID : 66940

Submit

Details Required to Complete the Request

Student Employment Offer Review

Please fill out the student information below. If you have not already completed the correct form, you can use the links below to access the needed form. Then save the form to your computer, fill it out, and attach the completed form to this ticket.

Student Name:

Review Type:

Comments / Additional Details:

Next select whether the attached paperwork for review is a Position Offer or Wage Change.

For a Position Offer for a new hire, you are welcome to submit your Offer Review ticket while the background check is processing. You do not need to wait to receive the background check results for us to review the SEPO, but you do need to wait for the background check results to submit the signed SEPO for processing.

If you have already completed the necessary paperwork, 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: <https://stuemp.uccs.edu/forms>. Our most up-to-date form can always be found here on Cherwell and on our forms webpage. Be sure your pop-up blocker is turned off when you are trying to open the forms in Cherwell. On the Offer Review ticket, the links to the forms will not populate until you have chosen the Review Type from the drop down.

Home My Items

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

Student Employment - SE Case ID : 66940

Submit

Details Required to Complete the Request

Student Employment Offer Review

Please fill out the student information below. If you have not already completed the correct form, you can use the links below to access the needed form. Then save the form to your computer, fill it out, and attach the completed form to this ticket.

Student Name:

Review Type:

(Signatures are not required until Offer Review is approved)

[Link to Position Offer form](#) [Attach filled out SEPO form](#)

Comments / Additional Details:

Home My Items

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

Student Employment - SE Case ID : 66940

Submit

Details Required to Complete the Request

Student Employment Offer Review

Please fill out the student information below. If you have not already completed the correct form, you can use the links below to access the needed form. Then save the form to your computer, fill it out, and attach the completed form to this ticket.

Student Name:

Review Type:

(Signatures are not required until Offer Review is approved)

[Link to Wage Change form](#) [Attach filled out WCO form](#)

Comments / 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.

For the Offer Review, you should be submitting a DRAFT version of your document.

No signatures are needed until after the review process.

SEPO-combined_3292019.pdf 1/3

UCCS University of Colorado Colorado Springs Student Employment Office Phone: 719-255-3454
Cragmor Hall, Room 104 Email: stuemp@uccs.edu
1420 Austin Bluffs Parkway Web: www.uccs.edu/stuemp
Colorado Springs, CO 80918

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 Title in the 40001 Chancellors Office Department.
This is a appointment. Your supervisor is .
Your employment start date is and will as at will employment. Either party may end
employment at any time. This position is a position located at
1420 Austin Bluffs Parkway, Colorado Springs, CO 80918

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

Wage Change Offer.pdf 1/1

UCCS University of Colorado Colorado Springs Student Employment Office Phone: 719-255-3454
Cragmor Hall, Room 104 Email: stuemp@uccs.edu
1420 Austin Bluffs Parkway Web: www.uccs.edu/stuemp
Colorado Springs, CO 80918

Student Employee Wage Change Offer

Date: Date (Month DD, YYYY)
Student Name: Student Name Student ID Number
Dear Student First Name

Employee ID #: Cherwell Ticket #
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 change in pay. This change increased your hourly rate to 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 .

This is a 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 We look forward to your acceptance of this offer and your contributions to the University.

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 Signature Date
Student Employment Office Only:
Entered by 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.

Tips for completing the SEPO:

Position Type	% of Time or Hourly	Appointment Type	Continuation	Pay Rate	Hourly or Monthly	When Paid
4100 series or 4201	Hourly	Indeterminate	Continue into the future (No end date needed)	Hourly amount at least min wage	Hourly	Bi-weekly
1500 Series Contract	% of Time	Limited Appointment	Continue no later than Be sure to enter the contract end date	Monthly amount in first box optional; Full Contract Amount in the Total Compensation box required	Monthly	On the last working day of the month
1500 Series Monthly	% of Time	Indeterminate	Continue into the future (No end date needed)	Monthly amount (Total Compensation can be left blank)	Monthly	On the last working day of the month
Grad Reader	Hourly	Limited Appointment or Indeterminate	Continue no later than or Continue into the future	Hourly amount at least min wage	Hourly	Bi-weekly

At the very bottom of the SEPO, please select the appropriate action reason. This is especially recommended for updating 1500 Series Appointments.

Hire Type	When to Use
New Hire	Student has never worked on campus before
Additional Job	Student already has a job on campus and this is a new position in addition to the other job
Rehire	Student has worked on campus before but does not currently have an active position
Transfer	Student is working in a position and that position needs to be moved to a different department—same job and duties but new department
Amend	Student is in a 1500 series position and a change needs to be made during the course of their current contract
Extend	Student is in a 1500 series position and needs the contract date extended
Reappointment	Student is in a 1500 series position and needs to continue in the position for a new contract period

Sample Hourly SEPO:



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

Student Employee Position Offer

Student Full Name: *Student, John Q*

Student ID #: *999-99-9999*

Cherwell Ticket #

Dear *Student, John Q*

I am pleased to offer you a student employment position with the University of Colorado Colorado Springs as a *Office Assistant* in the *40126 VCAF-Fin Aid/Std Employment* Department.

This is a *hourly* *Indeterminate Appointment* appointment. Your supervisor is *Jennifer Biga*

Your employment start date is *11/10/2021* and will *continue into the future* *mm/dd/yyyy* as at will employment. Either party may end employment at any time. This position is a *4101-Hourly* position located *On-Campus* at *1420 Austin Bluffs Parkway, Colorado Springs, CO 80918*

The pay rate for this position is *\$12.95* and will be paid *hourly* *bi-weekly*. Total compensation *for 1500s only- total compensation*
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.

Below is a complete description of job duties:

Job Description should match your SEAN Job Posting.

Your signature on this letter of offer signifies your acceptance of all of the terms, conditions, and responsibilities specified in this offer and your agreement to comply with the employment conditions specified in UCCS Student Employment Policy 300-020.

I accept this offer of the student assistant position described above and agree to comply with all conditions specified herein.

Student Signature

Date

Supervisor Signature

Date

SEAN Job ID # <i>12345678</i>	To Be Completed By Supervisor/Department		Work Study? 4101, 4103, 4106, 4201 only Yes <input checked="" type="radio"/> No <input type="radio"/>
Action/Reason <i>New Hire</i>	Job Code: <i>Student Employee (4101)</i>	Speed type(s) / Percentage(s) <i>41012345</i>	

Sample Promotion WCO:



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

Cherwell Ticket

Student Employee Wage Change Offer

Date: November 10, 2021

Student Name: John Q Student 999-999-999

Dear John

Employee ID #:	123456
Position #:	00123456
Action Reason:	Promotion
Department #:	40126 VCAF-Fin Aid/Std Employment
Speedtype/%:	41012345 100%
	Speedtype 2 Percentage 2
SEAN Job ID#:	12345678 *for promotions only
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 \$1.00 change in pay. This change increased your hourly rate to \$13.95 in your current student employee position at UCCS in the 40126 VCAF-Fin Aid/Std Employment department. This wage change will be effective 11/14/2021. Your job title is Lead Office Assistant. Your job code is 4108.

This is a Work Study position. Attached is your supporting evaluation.

Below is a complete 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.
Job Description should match SEAN Job Posting.

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).

Please notify me of your willingness to accept this wage change by returning the signed original letter to Jennifer Biga by 11/14/2021. We look forward to your acceptance of this offer and your contributions to the University.

Jennifer Biga	00654321	November 10, 2021
Supervisor Name	Supervisor Signature	Date

Shannon Cable	November 10, 2021
Dept. Approver Name	Date

An evaluation will also be required to process a Promotion WCO. You can submit the WCO and evaluation together as one document or as two separate documents. The evaluation is not required but appreciated for the Offer Review.

Step 4—Attaching Your Documents

Once you have the completed your draft document, 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 : 67030

Submit

Details Required to Complete the Request

Student Employment Offer Review

Please fill out the student information below. If you have not already completed the correct form, you can use the links below to access the needed form. Then save the form to your computer, fill it out, and attach the completed form to this ticket.

Student Name:

Review Type: Position Offer ▼

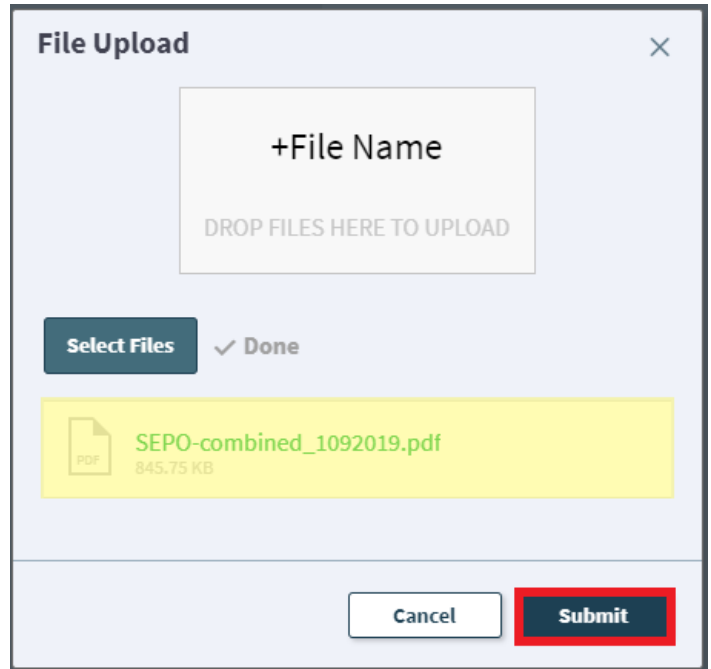
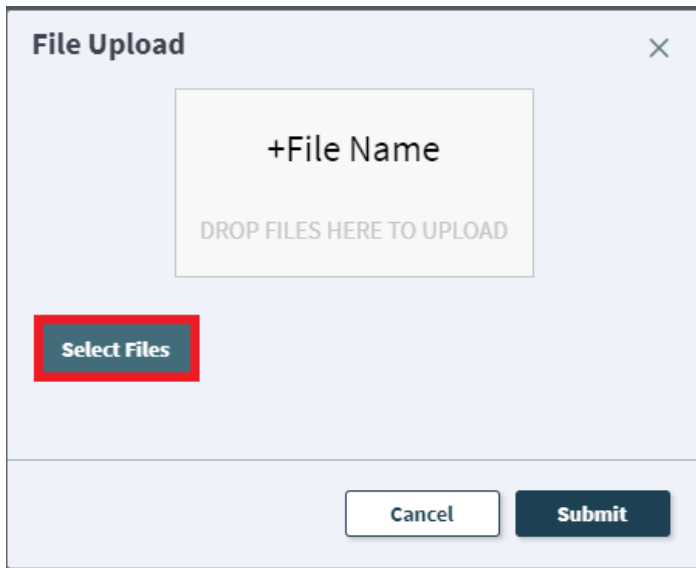
(Signatures are not required until Offer Review is approved)

[Link to Position Offer form](#)
[Attach filled out SEPO form](#)

Use the link

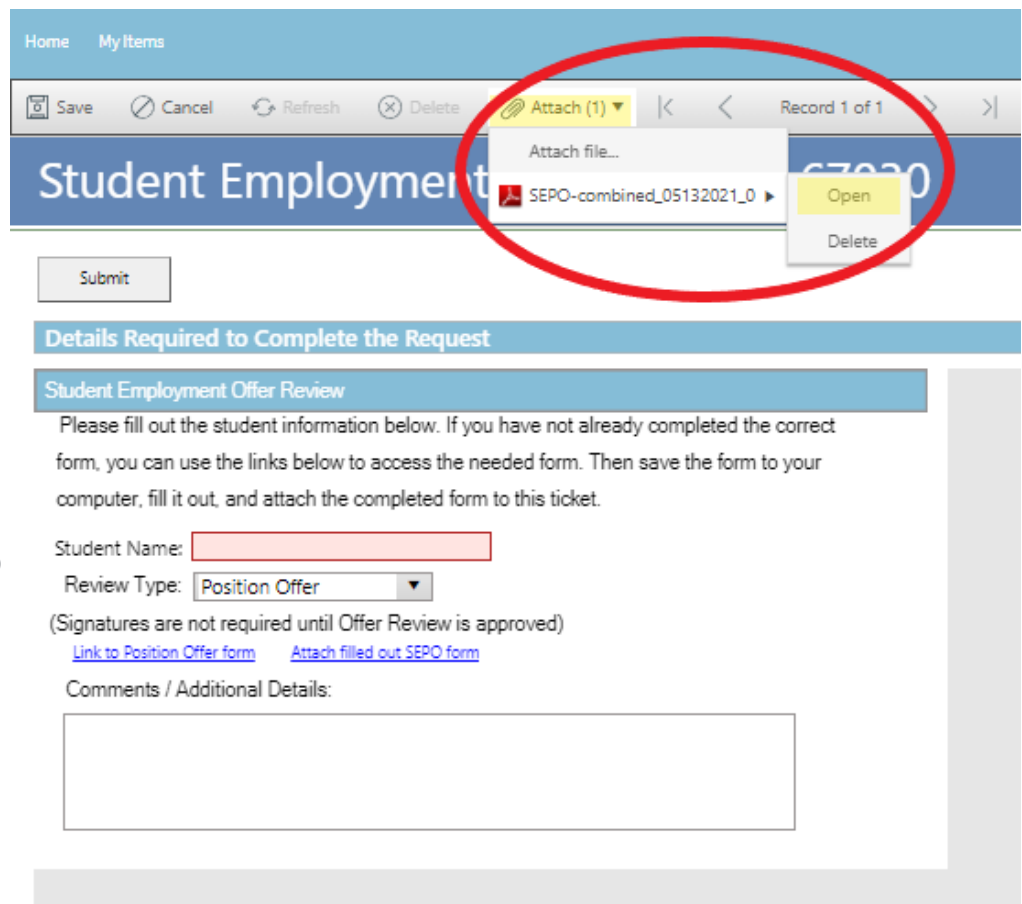
Comments / Additional Details:

You can either drag and drop your file or you can click the Select Files button to find your saved file. When you have selected the file to attach, you will see the file you are attaching below the Select Files 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 the ticket, please refer to the Editing a Ticket section in the Abbreviated User Guide to attach the correct attachment to your ticket.

Users can 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 shows the 'Student Employment Offer Review' form. At the top, there is a navigation bar with 'Home' and 'My Items'. Below it is a toolbar with 'Save', 'Cancel', 'Refresh', and 'Delete' buttons. A red circle highlights the 'Attach (1)' dropdown menu, which is open, showing a file named 'SEPO-combined_05132021_0'. To the right of the file name are 'Open' and 'Delete' buttons. Below the toolbar is a 'Submit' button. The main section is titled 'Details Required to Complete the Request' and contains the 'Student Employment Offer Review' form. The form includes a text area for 'Please fill out the student information below. If you have a computer, fill it out, and attach the completed form to the ticket.' Below this are fields for 'Student Name' (a text input) and 'Review Type' (a dropdown menu set to 'Position Offer'). There are also links for 'Link to Position Offer form' and 'Attach filled out SEPO form'. A 'Comments / Additional Details' text area is at the bottom. A confirmation dialog box is overlaid on the right side of the form, asking 'Are you sure you want to delete SEPO-combined_05132021_0?'. The dialog has 'No' and 'Yes' buttons, with the 'Yes' button highlighted in red.

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

Student Employment - SE Case ID : 67030

Submit

Details Required to Complete the Request

Student Employment Offer Review

Please fill out the student information below. If you have not already completed the correct form, you can use the links below to access the needed form. Then save the form to your computer, fill it out, and attach the completed form to this ticket.

Student Name:

Review Type:

(Signatures are not required until Offer Review is approved)

[Link to Position Offer form](#) [Attach filled out SEPO form](#)

Comments / Additional Details:

Submit

Please note that clicking Save does not save the ticket for you to edit later. It does submit the ticket same as if you click on either of the Submit buttons.

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.

Student Employment Ticket 67033 SE Offer Review has been created



Student Employment Help

To Jennifer Biga



SEPO-combined_05132021_0.pdf
2 MB

SE Case 67033

Description:
SE Offer Review

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 67033. 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 67033](#).

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 or call requesting the information we need. The case will remain pending. The easiest way to resolve issues is to reply to any emails you receive that were sent through Cherwell regarding the ticket. The other option is to use the Editing a Ticket section of the Abbreviated User Guide.

Case 67033 Update



Student Employment Help

To Jennifer Biga



Fri 11/12/2021 11:25 AM

Case 67033 for Jennifer Biga.

The Offer Review submitted for (STUDENT NAME) is missing the SEPO attachment. Please reply to this email with the paperwork attached so that we can process this request.

Thank You,

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

Request Details:

SE Offer Review

{CMI: HRPROD175830}

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 and 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 Navigating in Cherwell in the Abbreviated User Guide). You would be able to include new attachments or information by clicking on the Edit button.

Once we have reviewed your SEPO or WCO, you will receive an email confirming that we have resolved the ticket. You will either get the standard message that your request is approved or you will get a message that says that the request is approved but changes need to be made prior to routing the paperwork for signatures. At this point, you are able to formally present the offer to the student and route the form for signatures. Then submit the signed form for processing using the Position Offer or Wage Change ticket.

Standard resolution email:

Student Employment Case 67033 SE Offer Review has been resolved



Student Employment Help
To Jennifer Biga

Reply Reply All Forward ...

Fri 11/12/2021 11:33 AM

Student Employment Case 67033

We are pleased to inform you that your Student Employment Case 67033 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 reviewed the Position Offer you submitted for [REDACTED]. We have approved your request as of 11/12/2021. Please send the form for signatures and then submit a Position Offer Cherwell ticket for processing.

Description of the request:
SE Offer Review

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 67033](#).

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

Edits recommended resolution email:

Student Employment Case 67033 SE Offer Review has been resolved



Student Employment Help
To Jennifer Biga

Reply Reply All Forward ...

Fri 11/12/2021 11:35 AM

Student Employment Case 67033

We are pleased to inform you that your Student Employment Case 67033 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 reviewed the Position Offer you submitted for [REDACTED]. We have approved your request as of 11/12/2021. Based on the pay rate and job description, we would recommend that this position be hired as a 4103 instead of a 4106. Please update the job code and then send the form for signatures. Once signed, please submit a Position Offer Cherwell ticket for processing.

Description of the request:
SE Offer Review

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 67033](#).

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 stuemphelp@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, or visit us in Cragmor Hall Room 104.

