

Submitting a ticket—Student Employee Position Offer (SEPO)

Use this ticket to request a student be hired within your department (new hire, rehire, additional job). **Please remember not to proceed with submitting your ticket until after you have received the results of the background check.** If the request is for a new hire, we will not process the request until we have background check results and the student has completed their I-9 employment verification. Please submit individual tickets for each student/position you are hiring. There should be one SEPO attached to each ticket.

If you are filling a new 1500 position, please be sure that you have received approval through a Request to Fill Student Faculty (1500) ticket first. For reappointments, amendments, and extensions for 1500 positions, please use this ticket type and submit an updated SEPO. To help ensure we accurately process your request, comments included in the Additional Details box are always appreciated.

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

Step 1—Open the SEPO ticket type

Choose the **Student Employee Position Offer (SEPO)** ticket type on the Cherwell home page.

Home My Items

Student Employment Portal

Employer Links	Student Employee Links	Information Links
Student Employee Position Offer (SEPO)	MyLeave (Bi-weekly timesheet)	Pay Day
Late Pay Requests	Direct Deposit	SEAN
Wage Change Offer (WCO)	W-4	Other
Termination Notice	W-2	
Change in Funding Request	Work Study Appeal	
Change in Reports to Request	Paycheck Deduction	<input type="button" value="See My Items"/>
Request to Fill Student Faculty (1500)	Paycheck Issue	
Payroll Expense Transfer (PET) Requests	Name Change	
	Grievance	

Step 2—Select the Student Name

Put your cursor in the student 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 student name box. This will usually match the student in the system.

Home My Items

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

Student Employment - SE Case ID : 30366


Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name: 

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506

(Do not use quotations in the file name)

Additional Details:

Again, please remember not to submit this ticket until after you have received the results of the background check. For new hires, we will not enter the hire until we have completed the I-9 verification and received the results of the background check. We are copied on those emails so you do not need to provide the background check results to us.

If you have already completed the SEPO, 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.

[Home](#) [My Items](#)

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

Student Employment - SE Case ID : 30366

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.


[Link to SEPO Form](#) [Attach filled out SEPO Form](#)
[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506
(Do not use quotations in the file name)

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.

Be sure to complete your form including signatures before you attach your document to your Cherwell ticket.

SEPO-combined_3292019.pdf 1 / 3



**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: www.uccs.edu/stuemp

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 (part time or hourly) appointment. Your supervisor is (Supervisor's Name).

Your employment start date is (mm/dd/yyyy) and will (mm/dd/yyyy) 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 (Choose One) (Choose One).

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:

1. **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.*
2. **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.
3. **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.
4. **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.
5. **Multiple Positions** - Should you work in more than one position at UCSS 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 personnel file.
6. **Background Check** - This offer is contingent upon you successfully passing a background check to include sex offender reg-

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
4106 or 4201	Hourly	Indeterminate	Continue into the future	Hourly amount at least min wage	Hourly	Bi-weekly
1500 Series Contract	% of Time	Limited Appointment	Continue no later than	Monthly amount in first box AND include the Full Contract Amount in the Total	Monthly	On the last working day of the month
1500 Series Monthly	% of Time	Indeterminate	Continue into the future	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 (not yet available)	Student is in a 1500 series position and needs to continue in the position for a new contract period

If this hire is a new 1503 or 1506 job code, you will also need to have the Faculty Pledge signed. You can access the Faculty Pledge form from the Cherwell ticket (see below) or from the Student Employment forms page (<https://stuemp.uccs.edu/forms>).

Home My Items

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

Student Employment - SE Case ID : 30366

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)
[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506
(Do not use quotations in the file name)

Additional Details:

If this is a rehire, amendment, extension, or reappointment of a 1503 or 1506 or the student already works in a 1503 or 1506 position within your department, the faculty pledge is not necessary as it should already be on file.

In the next step, you will attach the SEPO and, if necessary, the Faculty Pledge to your Cherwell ticket. If attaching both, you can attach them as separate documents or as a single document. Please remember when saving your documents not to use quotation marks as Cherwell does not allow us to open documents named with quotation marks for some reason.

Faculty Pledge

REQUIRED BY C.R.S. 22-61-104

If you are not a citizen of the United States and are appointed on a temporary basis, you are not required to make this pledge. To exercise this option, please print your name on the line below in this box

I solemnly pledge that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

Signature: _____
Name Printed:
Date:

UCCS Human Resources
UNIVERSITY OF COLORADO
COLORADO SPRINGS

Revised September 2017

Step 4—Attaching Your Documents

Once you have the completed SEPO and if necessary the Faculty Pledge, attach them 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 : 30366

Submit

Details Required to Complete the Request

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#)

[Link to Faculty Pledge](#)

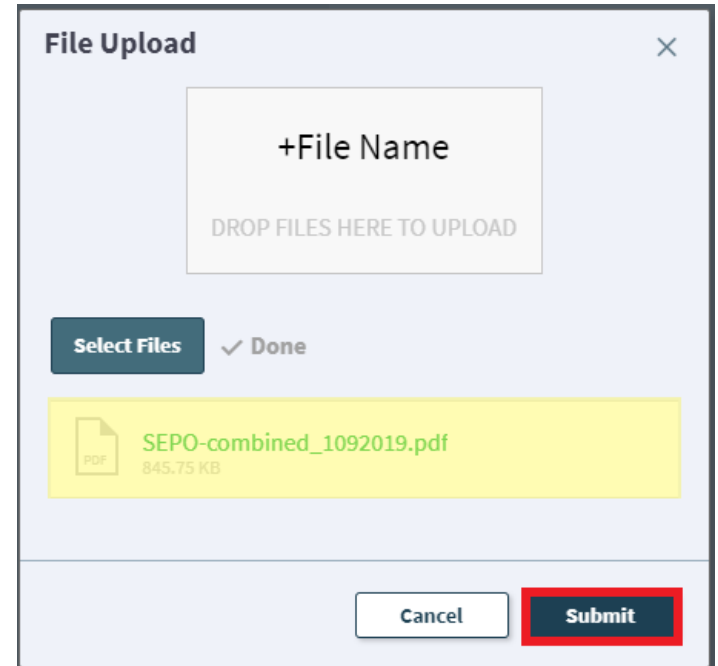
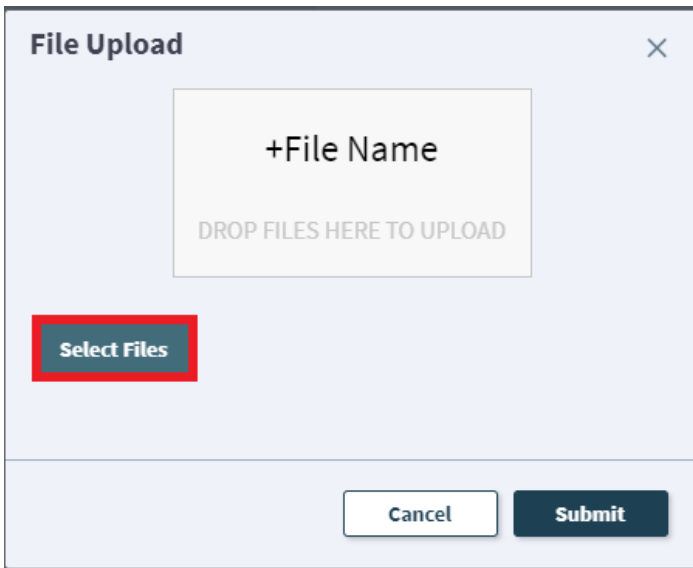
[Attach filled out SEPO Form](#)
[Attach signed Faculty Pledge](#)

Only use if filling a 1503 or 1506
(Do not use quotations in the file name)

Use one of the links

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.

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 a web application interface for a "Student Employment" ticket. At the top, there is a navigation bar with "Home" and "My Items". Below this is a toolbar with icons for "Save", "Cancel", "Refresh", "Delete", and "Attach (1)". A red circle highlights the "Attach (1)" dropdown menu, which is open and shows a file named "Wage Change Offer_1092019" with "Open" and "Delete" options. Below the toolbar, the page title "Student Employment" is visible. A "Submit" button is present. The main content area is titled "Details Required to Complete the Request" and "Student Employment Position Offer (SEPO)". It contains instructions: "Please fill out the student information on the SEPO form. Please save that to your computer." and "Note: Complete background check before submitting a SEPO." There are input fields for "Student Name:" and "Request to Fill Student Faculty Ticket:". Below these are links for "Link to SEPO Form", "Link to Faculty Pledge", "Attach filled SEPO form", and "Attach signed Faculty Pledge". A note says "(Do not use quotes)". At the bottom, there is an "Additional Details:" label and a text area. A modal dialog box is overlaid on the right side, asking "Are you sure you want to delete Wage Change Offer_1092019?". 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

Student Employment Position Offer (SEPO)

Please fill out the student information below and then use the link below that to access the SEPO form. Please save that to your computer, fill it out and attach to this ticket.

Note: Complete background check BEFORE submitting the form below!

Student Name:

Request to Fill Student Faculty Ticket Number:

*Only required if submitting a SEPO to fill a 1500 series position.

Remember to send new hires to the Student Employment Office with their documents to complete their I-9 and orientation.

[Link to SEPO Form](#) [Attach filled out SEPO Form](#)

[Link to Faculty Pledge](#) [Attach signed Faculty Pledge](#) *Only use if filling a 1503 or 1506

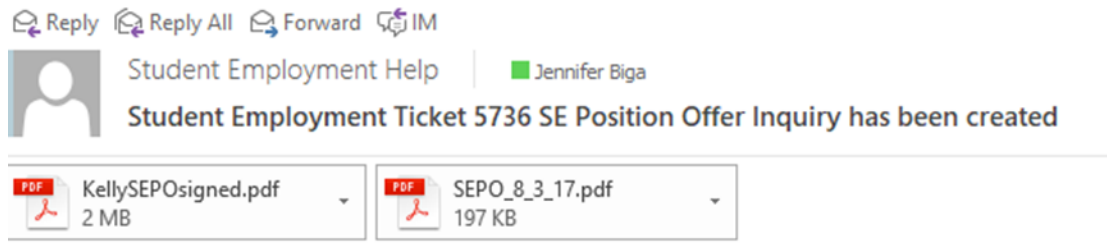
(Do not use quotations in the file name)

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 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.



SE Case 5736

Description:
SE Position Offer Inquiry

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 5736. 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 5736](#).

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](#).



Student Employment Case 8174

Dear Jennifer,

Regarding your [SE Case 8174](#), logged on 8/14/2018 9:43 AM, we have the following question or update:

The SEPO attached to this ticket does not have signatures. Please attach a SEPO with signatures so we can complete your request. Thank you!


Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 8174](#) 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


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. This will only work on Open SE Case Tickets.

For a new hire, if we have received everything from the employer (i.e. SEPO and background check) but are still waiting on the student to come into the Student Employment Office to complete their I-9 and orientation, the case will remain pending. We will code the ticket on our end as “waiting for student.” We will follow-up on these tickets regularly with a reminder email to send the student to the Student Employment Office. Likewise, if we have the SEPO and the student has completed their orientation and I-9, we will follow-up to see where you are in the background check process.

 Reply  Reply All  Forward  IM



Student Employment Help |  Jennifer Biga
Regarding Student Employment Case 8174

10:15 AM



Student Employment Case 8174

Dear Jennifer,

Regarding your [SE Case 8174](#) , logged on 8/14/2018 9:43 AM, we have the following question or update:

The hire for (student name) has not been completed because the student has not come to the Student Employment office to complete their I-9 verification and orientation. The student should not begin work before the I-9 has been completed. Please send the student to the Student Employment Office as soon as possible to complete the I-9 verification and orientation.

If you are no longer hiring this student, please let us know so we can close this case. Thank you!

Please do not hesitate to contact UCCS Student Employment if you have any questions, or use our Customer Portal to view [SE Case 8174](#) 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



If at any point you decide you are not going to move forward with the hire, please just reply to the reminder email with that information and we will close the case. We will send you an email confirming that we have closed the case and asking you to submit a new case if you later choose to hire the student.



Student Employment Help

Jennifer Biga

Student Employment Case 5935 SE Position Offer Inquiry has been resolved

Student Employment Case 5935

We are pleased to inform you that your Student Employment Case 5935 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:

Per the reply we received from you, we are closing this case and not moving forward with the hire of (Student Name). If you choose to hire this student in the future, please submit a new case.

Description of the request:

SE Position Offer 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 5935](#) .

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 everything from both the employer and the student, we will process the hire. 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 5736 SE Position Offer Inquiry has been resolved

Student Employment Case 5736

We are pleased to inform you that your Student Employment Case 5736 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:

Hire for [REDACTED] completed 2018-06-25.

Empl ID: 123456

Position #: 00987654

Thank you for contacting Student Employment; we have processed your position offer. If there is anything else we can help you with, please create a new ticket or email StuEmpHelp@uccs.edu.

Description of the request:

SE Position Offer 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 5736](#) .

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. 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.



University of Colorado
Colorado Springs