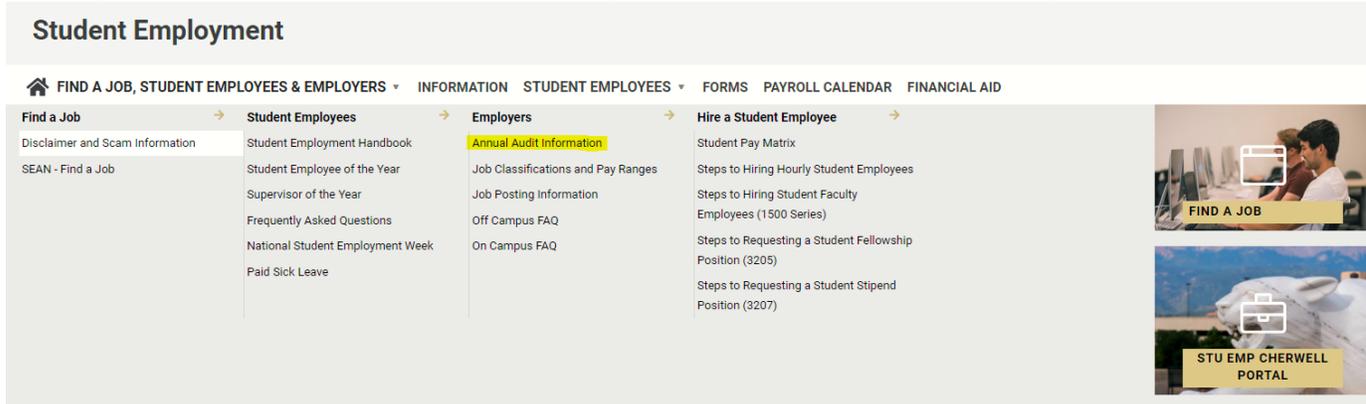# Employers Guide to Completing an Electronic Audit

1. Navigate to the Annual Audit Information through the Student Employment Homepage.

2. Under option 2-Electronic Upload, you will see a link to submit the forms. This link will being you to a secure form where you can upload your files. Please make sure that you have received an audit request from our office before completing this action. Your audit request will include the list of files that we are requesting.

ANNUAL STUDENT EMPLOYMENT AUDIT INFORMATION

We complete annual audits in order to support each department in maintaining accurate and complete files. We do this in preparation for any potential audits from other internal and external organizations. The goal is to show departments what is missing so that each department can then work to correct/update files. Please note that we will not change audit results if files are updated after the audit is completed. During the annual audit, the Office of Student Employment needs to have access to all files for the previous academic year (fall, spring, and summer).

We offer two forms of file review.

1. **In-person file pick-up/drop-off**. We ask that you use our online booking tool to schedule a time to meet in order to collect the requested files for review. After the audit is complete, we will return your files.

New this year:

2. **Electronic Upload**. This year we implemented a secure upload process to complete file reviews without meeting with a representative. To complete an upload, please submit forms here. Keep in mind, you can upload multiple documents to one form, meaning you **do not** need to complete a separate form for each student. Please upload all requested documentation to one form, even if that includes multiple student employees. If you are completing an audit for multiple departments, please submit one form per department.

If you would like to schedule a time to meet and discuss your audit, we ask that you use our online booking tool. We will be using this option as a space to discuss the process, answer questions, or address individual situations as needed.

3. You will be prompted to enter your name, email, and department. Please make sure to include your full email (i.e. example@uccs.edu.)

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4. Under the Materials section, you will be able to upload all requested documentation. Please upload all forms separately, do not upload an entire file under one category. You can upload multiple files under each category, so please include for all students under one audit vs completing a form for each requested file.

Materials:

Check In Form (0)	Fall Class Schedule (0)	Check Out Form (0)
Check In Form Click to Attach	Fall Class Schedule Click to Attach	Check Out Form Click to Attach

SEPO (0)	Spring Class Schedule (0)	Termination Form (0)
SEPO Click to Attach	Spring Class Schedule Click to Attach	Termination Form Click to Attach

Student Electronic Signature Statement (0)	Summer Class Schedule (0)	
Student Electronic Signature Statement Click to Attach	Summer Class Schedule Click to Attach	

Supervisor Electronic Signature Statement (0)	Evaluation Form (0)	
Supervisor Electronic Signature Statement Click to Attach	Evaluation Form Click to Attach	

Please include any information you'd like considered:

Materials:

Check In Form (3)
Check In Form
(Pending) McGrath CHI.pdf [Remove]
(Pending) Wade CHI.pdf [Remove]
(Pending) Leddington CHI.pdf [Remove]
Click to Attach

Fall Class Schedule (1)
Fall Class Schedule
(Pending) McGrath FA20.pdf [Remove]
Click to Attach

Check Out Form (1)
Check Out Form
(Pending) Leddington CHO.pdf [Remove]
Click to Attach

SEPO (3)
SEPO
(Pending) McGrath SEPO.pdf [Remove]
(Pending) Wade SEPO.pdf [Remove]
(Pending) Leddington SEPO.pdf [Remove]
Click to Attach

Spring Class Schedule (2)
Spring Class Schedule
(Pending) Leddington SP21.pdf [Remove]
(Pending) McGrath SP21.pdf [Remove]
Click to Attach

Termination Form (1)
Termination Form
(Pending) Leddington TERM.pdf [Remove]
Click to Attach

Student Electronic Signature Statement (3)
Student Electronic Signature Statement
(Pending) Wade EmpSS.pdf [Remove]
(Pending) McGrath EmpSS.pdf [Remove]
(Pending) Leddington EmpSS.pdf [Remove]
Click to Attach

Summer Class Schedule (2)
Summer Class Schedule
(Pending) McGrath SU21.pdf [Remove]
(Pending) Leddington SU21.pdf [Remove]
Click to Attach

Supervisor Electronic Signature Statement (3)
Supervisor Electronic Signature Statement
(Pending) Wade SupSS.pdf [Remove]
(Pending) McGrath SupSS.pdf [Remove]
(Pending) Leddington SupSS.pdf [Remove]
Click to Attach

Evaluation Form (2)
Evaluation Form
(Pending) McGrath EVAL.pdf [Remove]
(Pending) Leddington EVAL.pdf [Remove]
Click to Attach

5. You have the option to add any notes that you may like to pass on to our team regarding your documents/audit. When you have uploaded all files, you will sign and complete the CAPTCHA, then submit.

Please include any information you'd like considered:

Completed on Susan's behalf by Tea. Spring schedule for Wade & Leddington cannot be counted as just the class history was submitted.

By signing your name below and submitting this form, you certify that this information is correct. Should any changes occur to this information, you understand that you must notify the Office of Financial Aid, Student Employment, and Scholarships in writing.

Signature *

Clear

Date
08/22/2022

[ ] I'm not a robot — reCAPTCHA
Privacy - Terms

Submit

Please do not email sensitive information such as tax returns listing social security numbers or other personally identifiable information. You should always redact social security numbers, but always list the UCCS student ID number and student name on all documents submitted. UCCS provides a secure file upload system to submit your information and safeguard your personal data. Visit https://finaid.uccs.edu/upload for more information.

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6. After submitting, you will receive a form submission confirmation. Once your audit is graded you will receive an email with the results. We no longer assign specific grades, it is simply a pass/fail notification. If you would like more information on your audit, please contact our office at stuemp@uccs.edu

FORM SUBMISSION

Thank you for your form submission!

Within the next 2-3 business days, this form will be listed as "received"on your "to do list" in the myUCCS Portal.

Your file will be reviewed once all requested documents listed in your "to do list" have been received, for additional information about the verification process, please review our website at https://finaid.uccs.edu/policies/verif.html

Please review your myUCCS Portal to verify that all requested documents have been submitted and for updates to the status of your financial aid file.

Should you have any questions, please contact our office at finaidse@uccs.edu or 719-255-3460.