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

Congratulations on your new job!

Here is some important employee information:

- Your employee portal is within the MyUCCS Portal. Click on "*CU Resources*" in order to access your W-4, W-2, direct deposit, address, MyLeave and all required online training.
- Set up direct deposit using your MyUCCS Portal. Click on *CU Resources > Paychecks > Direct Deposit.* Paper checks are issued when a problem prohibits direct deposit or direct deposit is not set up before your first check pays.
- Make your W-4 selections within 7 days using the Portal. Click on *CU Resources > Paychecks >W-4 .*
- Review *Using MyLeave Guide* before entering time.
- No student employee may work more than 25 hours (50 hours per two-week pay period) a week, with no single week exceeding 40 hours. If working in more than one position on campus, combined hours must not exceed 25 hours per week.
- During the Summer work term, student employees are authorized to work up to 40 hours per week.
- Multiple positions must be disclosed to all supervisors using the Multiple Position Disclosure form.
- **Student employees may NEVER work during scheduled class periods.** Even if an instructor cancels class on a certain day, you are not authorized to work.
- With the exception of the Summer term, student employees MUST be enrolled at least halftime, generally 6 credits for an undergraduate and 3 credits for a graduate.
- During the Summer term and academic breaks if student employees fall below halftime enrollment or regularly work 40 or more hours per week (at any time) they will be automatically enrolled in the Student Retirement Plan through TIAA-CREF. Non-degree seeking students will automatically pay into Student Retirement.
- The precise dates and times worked within each two week pay period must be recorded on MyLeave. Your timesheet must be submitted through MyLeave at the end of each pay period.
- If you are ever injured on the job, please contact University Risk Management at https://www.cu.edu/risk/incident-procedure or 888-812-9601. Student employees are covered under University Worker's Compensation.
- A new Student Employee Position Offer (SEPO) is needed for new employees, and at any time you change positions. If your department has not submitted your SEPO yet, check with your employer to be sure it is completed.

2022-23 Student Employment Pay Periods and Pay Dates

SPRING 2023

PAY PERIOD	PAY DATE
08 Jan—21 Jan	February 03
22 Jan—04 Feb	February 17
05 Feb—18 Feb	March 03
19 Feb—04 Mar	March 17
05 Mar—18 Mar	March 31
19 Mar—01 Apr	April 14
02 Apr—15 Apr	April 28
16 Apr—29 Apr	May 12
30 Apr—13 May	May 26
14 May—27 May	Jun 09

SUMMER 2022

PAY PERIOD	PAY DATE
29 May —11 June	June 24
12 June—25 June	July 08
26 June—09 July	July 22
10 July—23 July	August 05
24 July—06 Aug	August 19
07 Aug—20 Aug	September 02

FALL 2022

PAY PERIOD	PAY DATE
21 Aug—03 Sep	September 16
04 Sep—17 Sep	September 30
18 Sep—01 Oct	October 14
02 Oct—15 Oct	October 28
16 Oct—29 Oct	November 11
30 Oct —12 Nov	November 25
13 Nov—26 Nov	December 09
27 Nov—10 Dec	December 23
11 Dec—24 Dec	January 06
25 Dec—07 Jan	January 20

Work Study Students Only

Remember to keep track of your work study award using the Basic Work Study Calculation spreadsheet. If you work over the amount of your award, the department will be responsible for paying 100% of your hourly wage.

stuemp.uccs.edu/forms

You are only allowed to work in one work study job per semester.

If you quit or are terminated from your work study position, you may not begin a new work study position until the following semester.

You may be able to exclude need-based work study earnings on your FAFSA! If you need help determining how much of your income was need-based, please contact the Financial Aid Office for more information!

(719) 255-3460

Don't forget that your work study earnings are taxable income!

What's Next?

1

Log into your MyUCCS portal to set up direct deposit and make W-4 selections!

This step is very important in order to ensure that your paycheck and tax information are set up correctly. If you do not set your direct deposit, a paper check may be issued.

2

Complete required trainings in your MyUCCS Portal within 60 days of hire.

Click Training > Start SkillSoft >

>Human Resources > CU Discrimination and Sexual Misconduct (SaVE)

>Information Security > CU Information Security and Privacy

>Finance > CU Fiscal Code of Ethics

3

Complete the Conflict of Interest Disclosure Survey online!

https://hr.uccs.edu/current-employees/conflict-of-interest

NOTE: The CU Resources tab may take up to 7 business days to appear in your MyUCCS Portal. In the meantime, be sure to record exact times/dates that you work!

4

Make sure to go into MyLeave in your CU Resources tab to submit your time!

Refer to the Using MyLeave Guide for assistance.

Attend Student Employee Training in Person! (recommended)

Check with your supervisor to obtain permission to attend training in person. This training was designed specifically for student employees at UCCS and covers a variety of topics that will affect student employees directly. This training will be offered in three one hour workshops throughout the semester.

◆ Communication ◆ Leadership ◆ Sexual Harassment ◆ Diversity ◆

◆ Disabilities ◆ FERPA ◆ Customer Service ◆ Asking Questions ◆

◆ Problem Solving ◆ Stress Management ◆ Goal Setting ◆

Check with Student Employment to sign up for the next training!