



## 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 and set your preferences 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.

## 2018–2019 Student Employment Pay Periods and Pay Dates

### FALL 2018

### SPRING 2019

### SUMMER 2019

PAY PERIOD	PAY DATE
12 Aug – 25 Aug	September 07
26 Aug – 8 Sep	September 21
09 Sep – 22 Sep	October 05
23 Sep – 06 Oct	October 19
07 Oct – 20 Oct	November 02
21 Oct – 03 Nov	November 16
04 Nov – 17 Nov	November 30
18 Nov – 01 Dec	December 14
02 Dec – 15 Dec	December 28
16 Dec – 29 Dec	January 11

PAY PERIOD	PAY DATE
30 Dec – 12 Jan	January 25
13 Jan – 26 Jan	February 08
27 Jan – 09 Feb	February 22
10 Feb – 23 Feb	March 08
24 Feb – 09 Mar	March 22
10 Mar – 23 Mar	April 05
24 Mar – 06 Apr	April 19
07 Apr – 20 Apr	May 03
21 Apr – 04 May	May 17
05 May – 18 May	May 31

PAY PERIOD	PAY DATE
19 May – 01 June	June 14
02 June – 15 June	June 28
16 June – 29 June	July 12
30 Jun – 13 July	July 26
14 July – 27 July	August 09
28 July – 10 Aug	August 23
11 Aug - 24 Aug	Sept 06

## 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.

[www.uccs.edu/stuemp/forms.html](http://www.uccs.edu/stuemp/forms.html)

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 2018-2019 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.

### Complete required trainings in your MyUCCS Portal within 30 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://www.uccs.edu/hr/employee-relations/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** Set up your MyLeave Preferences!

[https://www.uccs.edu/stuemp/sites/stuemp/files/inline-files/MyLeave\\_Guide\\_for\\_Students.pdf](https://www.uccs.edu/stuemp/sites/stuemp/files/inline-files/MyLeave_Guide_for_Students.pdf)

### 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!*