

Welcome Back Student Employee!

Please take the time to read this information carefully.

Failure to complete and submit **ALL** required paperwork will result in delay of payment. NO employee will be paid until **ALL** required paperwork has been received—NO EXCEPTIONS.

SUBMIT THE FOLLOWING ELECTRONICALLY OR IN PERSON TO YOUR SUPERVISOR:

- Work Authorization Form (attached) AND proof of enrollment (semester schedule for current students or letter of intent to enroll for new students)
- Work Study - MUST provide copy of financial award letter for current semester.
- Student Employee Employment Disclosure (attached)

All student hourly and student work study employees are limited to NO MORE than 25 hours per week when classes are in session (max. 50 hours total in biweekly pay period, 40 hours max per week) and NO MORE than 40 hours per week during Summer semester for ALL positions within the University of Colorado system. Additional requirements apply to Work Study - access the Student Employment Handbook at the CU Student Employment website.

Student workers are required to take at least a 30-minute unpaid break IF they work more than a 5-hour shift.

Payroll calendars for the academic year can be found on the Financial Aid & Scholarships Office website.

Student Name: _____
 (Last) (First) (M.I.) Last 4-digits of SSN

Set-up as Student Hourly

Set-up as Work-Study (provide copy of Financial Aid award)

I will be employed: (Please check all that apply)

Summer

Fall

Spring

Number of credits enrolled for: _____ Spring _____ Summer _____ Fall

Which college/university are you attending? UCD-DDC UCB UCD-AMC UCCS MSUD CCD

Level of Degree presently working on? Bachelors Masters Ph.D. Associates Other/None

Anticipated month/year of graduation? _____/_____

Have you held any work-study or student hourly jobs previously at UCD? Yes No

Do you presently hold any other position (work-study, student hourly, teaching assistant, graduate assistant, research assistant, etc.) at any of the four University of Colorado campuses? Yes No

If yes, please indicate which campus and pay cycle: UCD UCB CHSC UCCS
 Bi-weekly Monthly

Student Employee Certification

I understand that I am obligated to inform my supervisor /department whenever I fail to meet enrollment requirements for student employment eligibility and that I may be subject to termination if I fail to meet these requirements.

Student Hourly: I understand that I must be enrolled at all times during the fall and spring at one of the three Auraria schools or at any University of Colorado campus in order to be eligible for student hourly employment. I understand that I am not required to be enrolled during the summer term to be eligible for student hourly employment if I was enrolled in the prior spring semester, and I am/will be enrolled in the following fall semester. **Work-study:** I understand that I must abide by the requirements stated in the financial aid award letter.

Student Retirement Policy Agreement

The student who is not enrolled for the minimum number of credits hours specified below will be required to be enrolled in the Student Retirement Plan. If the student is enrolled for 6 credit hours as an undergraduate or 3 credit hours as a graduate in the summer, and 6 credit hours for each of the fall and spring semesters for undergraduates or 5 credit hours for graduates, the student can request but is not required to be enrolled in the Student Retirement Plan. Subject of non-compliance by the employing department can result in financial liability and the student may be subject to termination of employment. This is in compliance with the OBRA Act of 1990 and its corresponding regulation, section 3121 (b)(7)(F) of the Internal Revenue Code and in compliance with the University of Colorado Policy.

Student/Departmental Certification

It is understood that this department is responsible for verifying and monitoring this student's enrollment status and for reporting significant changes in writing to the Office of Student Employment. It is understood that this department may be subject to financial liability if it has not put forth a good faith effort in this area verifying enrollment status.

Student Hourly: It is understood that this department is required to pay 100% of the wages earned by this employee for the job listed below. It is understood that this student must be enrolled at all times during the fall and spring semesters at any of the three Auraria schools or any University of Colorado campus in order to be eligible for student hourly employment. It is also understood that enrollment is not required during the summer semester to be eligible for student hourly employment, as long as the student was enrolled in the prior spring semester, and the student is/will be enrolled in the following fall semester. **Work-Study:** It is understood that the department/agency will abide by the requirements stated in the Student Employment Handbook and/or contract.

SUPERVISOR: In space below, please provide a brief justification for this new hire or retention of current worker (i.e. # of students to warrant grader, dept. or lab needs, etc.):

Supervisor Signature/Date: _____ Student Signature/Date: _____

Supervisor Name (print): _____ Supervisor Phone No./Ext: _____

Campus Box: _____ Employing Department: _____ Program: _____

Department Code: _____ Speedtype(s) to be charged: _____ Pay Rate (\$/hr): _____

Job Title: _____ Job Code: _____ Start Date: _____

Welcome to the UCD College of Arts & Media.

Effective December 1, 2010, as a student employed by the College of Arts & Media at the University of Colorado Denver, you are required to disclose any and all University of Colorado employment to your supervisor(s). Failure to disclose this information to your supervisor(s) may result in your termination from the University.

Continuing employment with the College will require: CAM Work Authorization Form, CAM Student Employee Employment Disclosure, and, if applicable, a CU Denver Financial Aid Award Package printout.

Timesheets submitted that show duplication of hours will require a discussion with the student employee and the supervisor(s). You may not be paid by two or more supervisors for the same hours worked; this may result in your termination from the University.

As a College of Arts & Media student employee you are required to:

- **Submit all timesheets through the My Leave system to all of your supervisor(s) for review and approval on all timesheets.** All of your supervisor(s) will have to approve all timesheets you submit for processing. This will allow your supervisor(s) to assure that duplication of hours is not being submitted.
- **Submit timesheets on time.** Timesheets will continue to be due to your supervisor for approval on the Monday after the close of the current pay period by 12:00 noon (schedule of payroll cycles attached).
- **If applicable, provide a copy of your Financial Award Documentation.** A copy of the CU Denver Financial Aid Award Package printed from the UCD Student Portal is required to be submitted every semester along with a completed Work Authorization Form if you intend to utilize your Work Study award for your position with the College.

By signing below, I have read, understand, and agree to the above information.

Yes, I am employed elsewhere by the University of Colorado. I work for _____
Department Name

No other University of Colorado employment.

Student Employee Signature

Printed Name

Student Employee Supervisor

Printed Name