

**Welcome New 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 (preferred) 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)
- Student Employee Employment Disclosure (attached)
- Work Study ONLY - a copy of your Financial Aid Award documentation (access this information through your UCDAccess account)

***All student hourly and student work study employees are limited to NO MORE than 25 hours per week when classes are in session and NO MORE than 40 hours per week (max. 50 hours total in biweekly pay period, an no more than 40 hours in one 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.***



**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.

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Student Employee Signature

Printed Name

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Student Employee Supervisor

Printed Name