Student Employment [1]

We understand that your first priority is your role as a student, which is why we prioritized your academic success when drafting its Student Employment Policy [2].

The information on this page applies to CU System employees only.

Please consult the appropriate HR website for your campus:

- CU Boulder [3]
- CU Denver/Anschutz [4]
- ?UCCS [5]

To work at CU System, you must meet the following requirements:

- Be enrolled in at least six credit hours during the **fall and spring semesters** (Exceptions must be approved by the department or unit's vice president.)
- While you do not have to take **summer semester** courses to be eligible to work during summer, you must still meet the above spring and fall enrollment requirements to maintain summer student employment.
- **If you hold more than one job** at CU System and/or on a CU campus, you must notify each of your supervisors and tell them which of your positions you'd like to be considered your primary job. You must also make note that:
    - You may work a maximum of 25 hours a week, or 50 hours per pay period if you're paid biweekly, among all your jobs during the **fall and spring semester.**
    - You may work a maximum of 40 hours a week, or 80 hours per pay period if you're paid biweekly, among all your jobs during **summer semester.**

As a student employee, you must notify your supervisor(s) if/when you will exceed the maximum allowed work hours.

Please note: System Administration is considered an off-campus employer with regards to international students. If you are an international student please read more information from the International Student and Scholar Services (ISSS) here: http://www.ucdenver.edu/academics/internationalprograms/oia/isss/student... [6]. Please direct all questions regarding your eligibility to work for System Administration to your campus ISSS office.

See the full CU System Employment Policy [2]

Onboarding Checklist

Make sure you've completed the following tasks before getting started in your role as a CU student employee.

1.
   Bring important documents with you on your first day:

   - documents to complete your I-9, which include but aren't limited to your driver's license or identification card, a copy of our birth certificate, a passport or passport card and a permanent resident card or alien registration receipt card (See a full list of acceptable documents [7].)
   - emergency contact information

2.
   Complete important forms:

   - Form I-9 though HireRight (to verify that you're eligible to work in the United States)

   - Form W-4 [8](To tell CU how much tax to withhold from your pay)

   - Direct Deposit Authorization

3.
   Take required training for your job.

4.
   Ensure you know when you'll be paid [9]and which taxes will be deducted from your pay. [10]

5.
   Read about your contributions to CU's Student Employee Retirement Plan [11]

Groups audience:
Employee Services
Right Sidebar:
ES:HR - CU Holiday Calendar
ES:HR- Update employee profile
ES:HR- Payday

Source URL: https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/student

Links
[1] https://www.cu.edu/employee-services/collaborative-hr-services/cu-system-administration/employee-resources/student
[2] https://www.cu.edu/docs/student-employment-policy
[3] https://www.colorado.edu/hr/
[4] http://www.ucdenver.edu/about/departments/HR/Pages/default.aspx
[5] https://www.uccs.edu/hr/
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