

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].

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 Administration 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 \(ISSS\)](#) ^[3]. 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](#) ^[4].)
- emergency contact information

2.

Complete important forms:

- Form I-9 through HireRight (to verify that you're eligible to work in the United States)
- Form W-4 ^[5] (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 ^[6] and which taxes will be deducted from your pay. ^[7]

5.

Read about your contributions to CU's Student Employee Retirement Plan ^[8].

Groups audience:

Employee Services

Right Sidebar:

ES: HR - Contact

ES:HR - Campus HR Contact Information

Source URL: <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/policies/student-employment>

Links

[1] <https://www.cu.edu/employee-services/collaborative-hr-services/cu-system/policies/student-employment> [2] <https://www.cu.edu/docs/student-employment-policy>

[3] http://www.ucdenver.edu/academics/internationalprograms/oia/issr/students/current/regulations_procedures/employ

[4] <https://www.uscis.gov/i-9-central/acceptable-documents/list-documents/form-i-9-acceptable-documents>

[5] <https://www.cu.edu/employee-services/payroll/self-service/w-4> [6] <https://www.cu.edu/employee-services/student-employee-payroll> [7] <https://www.cu.edu/employee-services/payroll/taxes/tax-rates>

[8] <https://www.cu.edu/employee-services/benefits-wellness/student-employee/student-employee-retirement-program>