Student Employee Payroll [1]

- Student Employee
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Student Faculty, Student Hourly & Student Work-Study

Student employees can work in a variety of positions within the university.

Most graduate students and student faculty members are paid a monthly salary on the last banking day of the month. Most undergraduate student employees are paid hourly on a biweekly basis. Work Study students are paid by the hour on a biweekly basis. Please refer to the pay dates tab above for paydays, and check with your department payroll liaison for pay cycle options.

Per IRS rules, student employees in higher education are exempt from paying into social security. Student employees who work for the same university they attend are exempt from paying Student Retirement and Medicare when they are enrolled in a minimum course load and work fewer than 40 hours per week. Please refer to the student retirement page for more information.

Student employees must document time worked. CU has multiple options for documenting time and leave; please verify with your department on the proper procedures to document your time. Both the employee and his/her supervisor must sign the record verifying the accuracy of reported hours.

Related Information

When leaving employment, please update your address through the employee portal to ensure you receive your W-2 at the end of the tax year. Correcting information in the student portal will not update your employee information.

There’s more to your pay than receiving a paycheck. Ensure you understand your finances by reading your paycheck correctly, reviewing pay days, learning how to safeguard against lost paychecks and more.
Click on a tile to learn more about your pay days and paycheck.
LOST CHECK

IMPUTED INCOME
The International Tax Office provides many resources to assist you in meeting your U.S. tax obligations.

**Request an access code for Glacier Tax Prep**

To assist with U.S. tax filing obligations, nonresident alien students and employees who are sponsored by CU can use Glacier Tax Prep (GTP) software. This online tool can help you navigate the U.S.’s complex system and helps ensure all tax information and requirements are correct for an accurate tax refund.

Request an access code [10]

**Federal tax resources**

- Filing income tax forms FAQ [11]
- Form 1042-S [12]
- Form 8233 [13]
- Form 8843 resources guide [14]

**Colorado tax resources**

- Colorado Form 104 [15]
- Colorado quick answers – Individual income tax frequently asked questions [16]
- Income 6: Part-year resident and nonresidents [17]
INTERNATIONAL TAX reporting and withholding implementation policy
Schedule an appointment with an International Tax specialist

All new international CU employees are required to meet with an international tax specialist to identify their tax status, complete proper tax forms, facilitate any available tax treaty benefits and clarify any tax filing responsibilities.
International Tax appointment guide

To prepare for your meeting:

- Bring your passport, I-94 and immigration documents. A Social Security Number (SSN) is not required.
- Plan to review your entire history of presence in the U.S.

Immigration Info

- For specific immigration issues, please contact the appropriate campus international student and scholar office:
  - CU Boulder
  - CU Colorado Springs
  - CU Denver and Anschutz Medical Campus
- For I-9 information, please contact the appropriate campus human resources office.

Guides & Other Documents

- Student Retirement - Facts and Informational Video
- CU has multiple options for documenting hours worked and exception time. You must verify with your department how it records hours/time and follow that procedure.
- Payroll Production Calendars
- Payroll Adjustments
- My Leave - Selecting Earnings Codes
- W-2
- Taxes
- Office of Student Employment:
  - Boulder
  - Colorado Springs
  - Denver/Anschutz

Additional Resources

- Four-campus search
- Department of Labor
- Internal Revenue Service
Payroll Forms for Student Employees

EMPLOYEE WORK RECORD

Employee Work Record Example-Biweekly
Employee Work Record Example-Monthly

GETTING PAID

Direct Deposit Authorization: To access, log in to the employee portal.

PERSONAL INFORMATION

Emergency Contact
I-9 (Employment Eligibility Information)

TAXES

Request for Exemption From Local City Occupational Privilege Tax (OPT)
W-2/1042-S Reissue Request Form
W-4 Form
W-4 Forms for each state
W-9 for Employee Services Business-Estate Claims

Groups audience:
Employee Services

Source URL: https://www.cu.edu/employee-services/student-employee-payroll

Links
[3] https://www.cu.edu/employee-services/payroll/pay/pay-days
[5] https://www.cu.edu/employee-services/payroll/pay/direct-deposit
[8] https://www.cu.edu/employee-services/payroll/pay/imputed-income
[9] https://www.cu.edu/employee-services/payroll/pay/contracts
[10] https://dm-unityform.prod.cu.edu/UnityForms/UnityForm.aspx?d1=AZgb9tN4ozwM260jMTptuHBDwzLnx33mColHbQljSgMH7U