



Student Employer Checklist

- ✓ **Verify that your student employee has work study.**
 - ✓ This can be verified by the work study authorization or the student award letter.
 - ✓ If a student did not receive work study, they will need to e-mail a request to Adrina Pawlak at Adrina.Pawlak@unco.edu. If it is a continuing student, both the employer and student will need to email to confirm that the student has been offered a position.
 - ✓ Students requesting work-study after August 1st will be added to a waitlist.
- ✓ **Use the work authorization to create an Electronic Personnel Approval Form (EPAF).**
 - ✓ The form is available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
 - ✓ Training is available through CETL at http://www.unco.edu/cetl/banner_ursa/index.html and procedures are available at <http://www.unco.edu/payroll/procedures.html>.
 - ✓ Work study work authorizations need to be kept by the hiring office for 2 years.
- ✓ **Complete the I-9, W-4, and Direct Deposit Authorization for new students.**
 - ✓ These forms are available on the payroll website at <http://www.unco.edu/payroll/forms.html>.
 - ✓ After they are completed, all forms need to be forwarded to Human Resources. (HR).
- ✓ **Wait for approval of the position before the student can begin working.**
 - ✓ Once the work study EPAF has been submitted for approval, the Student Employment Office will verify that each work study student's financial aid requirements are satisfied.
 - ✓ If a student is not eligible, a comment will be added to the EPAF and returned to the originator for correction. It is up to the originator to then check their queue for returned work-study EPAF's and notify their student employee.

Student Employment Office (970) 351-2628
Payroll Office (970) 351-2700