UNIVERSITY OF
NORTHERN COLORADO

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 EPAF entry form is located on the payroll website at:
> http://www.unco.edu/payroll/payroll-forms.aspx
>
> -Training materials for EPAF are now available on the payroll website at: http://www.unco.edu/payroll/procedures-tab/
>
> -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.**
> -Hiring forms W-4 and Direct Deposit are located on the payroll website at:
> http://www.unco.edu/payroll/payroll-forms.aspx
>
> -The I-9 hiring form is located on the HR website at: http://www.unco.edu/human-resources/employee-resources/forms.aspx
>
> -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**

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