What is Student Employment and why does it Matter?
Definitions, Background and Context

**Student Employment:** Umbrella term under which all student work falls (work-study funded or not).

** Governed by State and Federal Labor Laws**

**Mutually Beneficial:** supports campus operations and programs as well as preparing you for future employment.
Why Does Work-Study Matter?

**Awarded work-study**
- Hiring preference for on-campus jobs (put eligibility on resume)
- Can apply to jobs both on campus or (Pre-COVID) with an off-campus partner (TBD)
- If interested in working off-campus with one of our partners contact the Collaborative for Community Engagement
  ([cce@coloradocollege.edu](mailto:cce@coloradocollege.edu))

**Not awarded work-study**
- Can apply to any jobs on campus
So.....how does it work?
What stuff will I need to apply for a job?

• Most, if not all, of the jobs posted will require you to submit both a resume and cover letter
• If you need assistance with your resume, cover letter or interview skills the Career Center can be a valuable resource
  • [https://www.coloradocollege.edu/careercenter/](https://www.coloradocollege.edu/careercenter/)
  • (719) 389-6893
  • [careercenter@coloradocollege.edu](mailto:careercenter@coloradocollege.edu)
  • 1130 N. Cascade Ave.
• Original, acceptable, unexpired identification documents (not scans or copies)
• Once you have applied for a position you may be asked to interview
Apply for a Job!

Start looking for student employment opportunities on Handshake via your SSO account.

- Can filter on “employer” (CC Student Employment)
- Student Job Fair

If you are interested in working for a particular department but don’t see a posting, reach out to inquire if new opportunities will be available in the future.
I was offered a Job! Now What?

Complete Employment Paperwork

• Come to the CC Financial Aid Office to complete
• **IT IS ILLEGAL FOR YOU TO WORK WITHOUT THIS PAPERWORK COMPLETED!!**
• Cannot be completed without your identification documents being verified by our office
• **International Students – Reach Out to the International Student & Scholar Services Office for help applying for a social security number** (necessary to work in the U.S.)
  • Phone (719) 389-6024
  • [isss@coloradocollege.edu](mailto:isss@coloradocollege.edu)
  • Armstrong Hall Rooms 217 & 218
  • For more important information related to immigration status and working on campus make sure to review this ISSS [webpage](http://issspage).

Once you have completed your paperwork you are now ready to work!
In Short...no paperwork – you’re not an employee...
I got a job!
I filled out the forms!

How do I get paid?
Do Not Work without an Active Timesheet!

One of the first things you should do on your first day of work (or the night before) is to check and make sure you have an active timesheet in Banner SSB for your position.
Enter Time Worked

Next steps are to complete your timesheet following the payroll schedule.

1) Enter SSB and select Employee tab
2) Select Time Sheet

3) Access my Time Sheet
3) Select time sheet period

4) Log in your hours by selecting Enter Hours under the appropriate day
5) Enter the details of your shift(s). Select save and select next day.
6) Once all hours are entered select Submit for Approval button. Then Check the box certifying hours are correct.
Next, your supervisor will approve your submitted hours within the deadline and you will be paid on that following pay disbursement.

This is the payroll schedule which determines time sheet periods and their submit/approve day.

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<th>ESTIMATED WORK DAYS IN PAY PERIOD</th>
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2 job Maximum. Allows for many students to have opportunity. No limitations on earnings when working on campus

- Depends on your schoolwork load and department budget
- International students have a 20 hour per week (Sat-Sun) limitation
  - Excludes Spring break, winter break, and summer
- CC encourages students to only work up to 10-15 hours per week
- **Must be enrolled at least half-time** to maintain student employment eligibility
- Compensation is through pay steps (1) $12.32/hr 2) $12.72/hr
Contact Information

Jen Bjurstrom
Assistant Director of Student Employment

Located in: The Office of Financial Aid & Student Employment
Spencer Center Rm 134 (Corner of Cache Le Poudre & Tejon)
Monday-Friday 8:30 a.m.- 5 p.m.
Phone: (719) 389-6651
Toll-free: (800) 260-6458
studentemployment@coloradocollege.edu
Any questions?

Annual Student Employment Job Fair

Date: September 2nd, 2021
Time: 4:30pm-6:30pm
Location: Worner Campus Center (Part of CC Welcome Back Fair)