

## SPA Student Employee Agreement

As a student employee I, \_\_\_\_\_ (Print Name) agree to the following:

\_\_\_\_\_ I understand that the maximum number of hours I am approved to work during a fall or spring semester is \_\_\_\_\_ hours per week and is determined by budget availability. Student employees may not exceed 40 hours per bi-weekly payroll period, provided no single week in that period exceeds 25 work hours.

*If during any semester you are required to work more hours than allowed you will need prior approval from HR.*

### As a student employee I will:

- Turn in my digitally signed timesheet for the previous week, with all required signatures, by Monday at 5:00 PM to SPA.HR@ucdenver.edu.
- Completely fill out every timesheet with Name, Employee ID (*not student ID*), Pay Period Begin and End dates, and Days & Times worked.
- Take a 30-minute unpaid break for any shift lasting 5 consecutive hours or longer.
- Arrange with my supervisor to decide on the appropriate time to submit my completed timesheet to my supervisor to allow enough time for approval prior to the Monday at 5:00 PM deadline.
  - *SPA HR recommends that students submit their completed timesheet to their supervisor at the end of their last shift for the pay period.*
- Complete required employee trainings; 'CU Information Security and Privacy Awareness' and 'CU Discrimination & Sexual Misconduct, CU/Denver Anschutz Medical Campus' on UCD Access
- Avoid turning in multiple timesheets at one time.
- Turn in current class schedule to HR office before each semester of work.
- Turn in copy of my Workstudy Award letter before each semester of work (if applicable).
- Use my UCDenver email address as the official form of university communication and check it regularly.
- Read and agree to the University Student Employee Handbook rules and regulations.

### As a student employee I understand that:

- If I submit a timesheet to my supervisor after the deadline, my late timesheet will be processed in the next batch and will be paid out on my next paycheck.
- If I do not complete my timesheet appropriately HR will not be able to process until it is corrected. HR will contact me via my UCDenver email address to correct the timesheet before payroll is due but this may result in a delay in pay.

*If you have any questions, feel free to contact SPA.HR@ucdenver.edu or come in and speak with:*

Elizabeth Pae | Director of HR  
Office: 500L  
Email: Elizabeth.Pae@ucdenver.edu  
Phone: (303)315-0039

Lauren Davis | HR & Academic Services Sr. Professional  
Office: 500Z2  
Email: Lauren.E.Davis@ucdenver.edu  
Phone: (303)315-2491

I accept the terms of employment described in this agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SPA Student Supervisor Agreement

As a supervisor to a student employee I, \_\_\_\_\_ (Print Name) agree to the following:

**As a supervisor I will:**

- Review each timesheet submitted by my student employee, and check for;
  - Is the timesheet filled out completely with Name, Employee ID, correct Pay Period Begin and End dates, and Days & Times worked?
  - Are the hours listed accurately and reflect the work performed?
  - Did my student work 5 consecutive hours without taking a 30-minute unpaid break?
- Familiarize myself with all timesheet due dates to ensure my student and I are submitting timesheets to SPA HR by the deadline.
- Digitally sign each timesheet as my approval and submit to SPA.HR@ucdenver.edu by Monday at 5:00 PM.
  - In the event of travel or if I am unable to access Adobe, I may forward the approved timesheet to SPA.HR@ucdenver.edu by the deadline, indicating my approval in the body of the message, and digitally sign the timesheet upon my return.
- Set a clear expectations with my student employee about when they should submit their completed and signed timesheet to me for approval.
  - SPA HR recommends that the student submit their completed timesheet to their supervisor at the end of their last shift for the pay period.
- Read the University Student Employee Handbook rules and regulations.

**As a supervisor I understand that:**

- If my student submits a timesheet to me, or if I submit my student's timesheet, after the deadline, the late timesheet will be processed in the next bi-weekly payroll batch and will be paid out on the following paycheck.
- If my student does not complete their timesheet appropriately, HR will not be able to process until it is corrected. HR will contact my student via their UCDenver email address to correct the timesheet before payroll is due but this may result in a delay in pay.
- The number of hours per week my student is approved to work is based upon work hour restrictions for student employees and determined by budget availability.

*If you have any questions, feel free to contact SPA.HR@ucdenver.edu or come in and speak with:*

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Lauren Davis | HR & Academic Services Sr. Professional  
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I accept the terms of employment described in this agreement.

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_