



After You Accept a Job

Once you've been successful at finding a job through a University employer, please look through the "Now That You're Hired Checklist" to know what documents and information you will need to provide to your employer to be properly hired. The additional below items also explain processes and systems at CSU, related to your employment.

+ [Now That You're Hired checklist](#)

+ **SERP/Medicare**

The Student Employment Retirement Plan is a state-mandated plan in lieu of Social Security for all higher education students. A 403(b) retirement savings account will be established in the student's name at [TIAA/CREF](#) for contributions made to the SERP. The contribution amounts assessed against wages are 7.5% for the SERP and 1.45% for Medicare.

Participation in the SERP/Medicare is mandatory if students **do not meet** one of the following conditions for exemption:

During summer semesters:

- **Undergraduate and graduate students** must be officially admitted as degree-seeking students and enrolled at least half-time (3 credits for summer) for a summer term running concurrently with a student's work schedule.

During fall and spring semesters:

- **Undergraduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (6 credits).
- **Graduate students** must be officially admitted as a degree-seeking student and enrolled at least half-time (5 credits).

Evaluation Process: The evaluation process to determine which students are subject to SERP/Medicare contributions has been modified to more closely track with IRS guidelines. During periods of enrollment, the evaluation process will use enrollment checks at the end of each bi-weekly pay period for hourly student employees and on the 15th of each month for monthly employees (Graduate Assistants). When the 15th of each month falls on a Sunday, the monthly evaluation process will run on the Friday preceding the 15th.

- **Monthly Salaried Employees (Graduate Assistants):** A majority of Graduate Assistants are appointed in August and some in January, so these students must be registered AND their appointments must be setup in the HR/Payroll system by the August & January evaluation dates to be part of the SERP evaluation process for that month.

Students not enrolled at least half-time for a term on any of the designated dates will have SERP/Medicare assessed against any wages or salary earned during that pay period. However, students who enroll at least half-time for a term during a subsequent pay period will have Medicare/SERP deductions discontinued for work performed during the subsequent term.



Students with F1 or J1 visas AND with a tax status of non-resident alien may be exempt from SERP/Medicare. Please contact [Business and Financial Services](#) for more information.

Students who have “career” employee status (any appointment such as State Classified, Faculty, Administrative Professional, Post-Doctoral Fellow or Veterinary or Clinical Sciences Intern) are not exempt from SERP/Medicare withholdings being deducted from any “student” wages or salaries.

+ **TimeClock Plus**

TimeClock Plus is Colorado State University’s time and leave system. All hourly (bi-weekly payroll) employees (student hourly and work-study assignments) will utilize TimeClock Plus to clock in and out of work. Employers may choose to have students utilize a mobile app, computer, or physical time clock for clocking in/out of TimeClock Plus. For training videos for employees and managers, as well as answers to frequently asked questions regarding TimeClock Plus, please visit [HR’s TimeClock Plus page](#).

+ **Pay Dates**

Colorado State University has a bi-weekly pay period, which means that all pay periods last two weeks. Our pay periods start at midnight on Saturday and goes through 11:59 pm on the second Friday. Wages will be direct deposited into the employee’s bank account two weeks after the end of the pay period. The [Biweekly Payroll Master Schedule](#) gives a detailed list of the start/end dates for every pay period in the current calendar year, and the pay date for that pay period.

+ **Pay Advices, Employee W-2**

All employees at Colorado State University, can access all of their payroll information, including pay advices (pay stubs), direct deposit management, W-4 tax forms, and W-2s through the [Employee Self-Service](#). This is found on the [Administrative Applications and Resources \(AAR\)](#) page and selecting “HR System”. Please be advised that if you are accessing the AAR webpage from off campus, you will need to use the URL <https://secure.colostate.edu/> and select the AAR menu item.