



April 2007

PAYROLL TIP OF THE MONTH

Remember to look over all of your student employees' timesheets before signing them to ensure that they have accurately figured the hours worked. Hours should be recorded in .25 hour increments. For example, if the student came into work at 8:53am and left at 10:07am, you should report 1.0 hour worked, from 9am-10am. All minutes are rounded to the nearest quarter hour, for example :07 to :00, :08 to :15, :52 to :45, and :53 to the next :00.

SUMMER WORK-STUDY INCREASES

If your agency has determined that a student employee will need an increase in his/her summer work-study award, submit an Increase Request Form to our office as soon as possible. Due to our limited funding, we cannot guarantee a work-study increase, but will review our funding on a bi-weekly basis and let you know if your increase request was approved. Increase Request Forms can be found on our website at www.colorado.edu/studentemployment/fillincreasesum.html

WANT TO VIEW YOUR JOB POSTING?

Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>). You will need to logon on with your indentikey and password. If you have not already added the Student Employment Channel to your settings, you will need to do the following first in order to view the job postings:

1. From the Welcome page—select **Make Changes** button
2. Select **Add Channel**
3. Select the Financial link and a list will appear. Find Student Employment, click on "**Subscribe to this Channel**".
4. You will be taken back to the main page-You will see a green box with **Add Channel Here** in the columns, select the column you want the channel to be located in.
5. You should now see the channel in CUConnect and you can click **Finished Making Changes**
6. You can now view the job postings.

CANCEL SUMMER WORK-STUDY

- Summer work-study may be used from May 6 through August 11, 2007. Any amount of the summer work-study not earned by this date is cancelled; it does not carry over to next academic year.
- If your student does not begin working by June 2, 2007, their summer work-study will be cancelled. If they will not begin working by this date and you want to retain the award, please contact our office at x2-3548 or stdemp@colorado.edu prior to June 2.
- To be eligible for summer work-study, the student must be enrolled at CU-Boulder either for the summer, or for both spring 2007 and fall 2007. Failure to meet the enrollment requirements by May 6, 2007 will result in cancellation of your summer work-study.
- Students will be reviewed by Financial Aid for compliance with reasonable academic progress (RAP) standards at the end of the spring semester. If it is determined that the student does not meet the Financial Aid reasonable academic progress standards, their summer work-study will be cancelled and you will be notified.
- Students who withdraw from the university cannot continue working as student employees after their withdrawal date.

2007-2008 WORK-STUDY AWARDS

The Free Application for Federal Student Aid (FAFSA) Priority Date was April 1st. What does this mean to you? Remind all of your student employees to submit their FAFSA Applications as soon as possible, as work-study funding is limited. If your students have questions, please direct them to the Office of Financial Aid at (303) 492-5091. To complete their applications on-line, direct them to www.fafsa.ed.gov.

POST YOUR SUMMER JOBS NOW!

If you are looking for students to fill your summer positions, complete the job announcement on our website at: <http://www.colorado.edu/studentemployment/filljoboffws.html>. Your position will be posted on our website in CUConnect.

STUDENT EMPLOYMENT
UMC Room 100
303-492-7349
stdemp@colorado.edu

SUPERVISING TIP OF THE MONTH!

When evaluating student employees, give specific examples in support of your comments. Together, you can develop ideas for improvement and goals for the future.