



July 2007

AUDIT FINDINGS ON STUDENT TIMESHEETS

During the course of our annual audit by KPMG, several issues related to student timesheets came to light. We want to remind supervisors and liaisons that:

- o Student timesheets must list time in and time out for each day worked; a lump sum of hours per day is not acceptable.
- o If the student makes an error while filling out the time record and you need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use White Out to correct errors on the time sheet. Have the supervisor initial the changes.
- o Hours for multiple pay periods cannot be added together and reported as STH. Any hours for a prior pay period must be reported as LTP.
- o Students are to be paid **only** for hours worked. You cannot pay a student for anticipated hours.
- o If you override a student's pay rate in time collection, please document the reason in your internal records. You must be able to explain to an auditor why you paid the student a different rate.

Other timesheet-related reminders:

- o Make sure the student has a supervisor who is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Student employees should be made aware of whom this "backup" person is.
- o Both the supervisor and the student must sign the time record. Supervisors cannot sign the student's time record for them.
- o State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15. If they left at 4:25, round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
 - 15 minutes = .25 of an hour
 - 30 minute = .50 of an hour
 - 45 minutes = .75 of an hour
- o If your department discovers the reporting of fraudulent information, first contact Internal Audit. The student's name should also be forwarded to the Student Employment Office, the Judicial Affairs Office, and the CU Police Department, who will do their own investigations.

STUDENT PAY RANGES FOR 2007-08

The 2007-08 student pay ranges have been updated. The new pay ranges will take effect on August 12, 2007 with the beginning of the academic year employment term.

Departments will be responsible for making the appropriate and necessary changes to their student employees' pay rates. If a student employee's pay rate falls outside the range for his/her student assistant level, departments will need to either adjust the student's pay rate or promote him/her to the next student assistant level. Please see our handbook at www.colorado.edu/studentemployment/oncamp for more information.

REMINDER ON STUDENTS GRADUATING IN SUMMER 2007

Hourly or work-study students who are graduating in the summer of 2007 must be terminated or removed from their student job classes after the 8/11/07 pay period end date. Any earnings reported after this date for a work-study student who is graduating in the summer, will be charged 100% to the employer. If you wish to hire a student once he/she withdraws or graduates, you must contact Employment Services at x2-6475 about setting him/her up in the State Classified system.

2007-2008 ACADEMIC YEAR EMPLOYMENT DATES

Full Year:	8/12/07-5/3/08
Fall:	8/12/07-12/15/07
Spring:	12/16/07 – 5/3/08

I-9 COMPLETION

If you are sending a student to our office to complete the I-9 form, *please send the student with original documents. We cannot accept any photocopies.* We have pre-printed I-9 forms available for Student Employment staff and it will expedite our process if you just send the student to our office with their identifying documents without a photocopied I-9 form from your department.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu

SUPERVISING TIP OF THE MONTH!!

Talk to your returning student employees now about their fall schedules. That way, if you need to hire someone to cover different shifts, your current student employees can train the new ones during the summer!