



May/June 2007

**STUDENT PAY RANGES FOR 2007-08**

The 2007-08 student pay ranges will be updated late July. We will publish the finalized figures in the 2007-08 Employer Handbook on our website. 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](http://www.colorado.edu/studentemployment/oncamp) for more information.

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**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 303-492-6475 about setting him/her up in the State Classified system.

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**STUDENT EMPLOYMENT OFFICE HAS MOVED**

The Student Employment Office has moved to Regent Hall, room 205. Our contact numbers and fax number remain the same. Stop by and check out our new office!

**INFORMING STUDENTS OF  
HIRING DECISIONS**

As the new school year approaches, our office will be inundated with students looking for jobs. Many students are frustrated when they apply and/or interview for positions on campus and never receive a response from the department. Once you have offered the position to a student and they have accepted your offer, please notify the other applicants that your position(s) have been filled. This will help reduce student frustrations when they are searching for employment opportunities. If your job is posted with the Student Employment Office, please contact us to remove it from the portal, too.

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**FRESHMAN/TRANSFER  
WORK-STUDY MAILING – GET READY**

Each year, our office prepares a mailing to all freshmen and transfer students who have been awarded work-study for the upcoming academic year. If your department wishes to advertise a work-study position in the Freshman/Transfer Student Mailing, refer to the registration form posted on our web site at [www.colorado.edu/studentemployment/oncamp](http://www.colorado.edu/studentemployment/oncamp). The deadline is July 3<sup>rd</sup>.

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**DETERMINING THE NUMBER OF HOURS A  
WORK-STUDY STUDENT CAN WORK**

The 2007 summer semester is 14 weeks long. The following formula can be used to calculate how many hours a student can work (based on their work-study award) during the term:

$$\text{Work-study award} \div 14 (\text{weeks}) \div \text{student's hourly pay rate} =$$

**# of hours per week not to exceed the work-study award**

**STUDENT EMPLOYMENT**  
Regent 205  
303-492-7349  
[stdemp@colorado.edu](mailto:stdemp@colorado.edu)

**SUPERVISING TIP OF THE MONTH!**

Make sure that you have applications available online or at your reception area so that interested students can still apply for your positions even if you are out of the office.