



May June 2007

PAYROLL TIP OF THE MONTH

Remember to look over all of your student employees' timesheets before signing them to insure 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 is rounded to :00, :08 to :15, :52 to :45, and :53 to the next :00. This will insure that students are paid for the appropriate number of hours worked.

ELIGIBILITY FORMS

If we have not sent a work-study eligibility form for a student employee for the summer term, he/she cannot be paid work-study beyond 5/5/07, or must be set up in your agency's payroll system. If there are questions about a work-study student's summer eligibility, please contact our office.

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.

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. Increase Request Forms can be found on our website at www.colorado.edu/studentemployment/fillincreasesum.html

POST YOUR SUMMER JOBS NOW!

If you are looking for students to fill your summer positions, call our office at 303-492-7349 or visit our website at: <http://www.colorado.edu/studentemployment/filljoboffws.html>. Your position will be posted on our website.

STUDENT EMPLOYMENT OFFICE MOVED

The Student Employment Office has moved to Regent Hall, room 205. Our contact numbers and fax number remain the same.

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 did not begin working by June 2, 2007, their summer work-study has been cancelled. If they will begin working after this date and you want to retain the award, please contact our office at x2-7349 or stdemp@colorado.edu as soon as possible.
- 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 results in cancellation of their summer work-study.
- Students will be reviewed by financial aid for reasonable academic progress (RAP) 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 or graduate from the university cannot continue working as work-study employees effective with their withdrawal or graduation date.

STUDENT EMPLOYMENT

Regent 205
303-492-7349
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.