



**USE IT OR LOSE IT**

Just a reminder, students must begin using their work-study award by **October 1<sup>st</sup>**.

If you have a student who will not start before October 1<sup>st</sup>, please contact our office to note on their record not to cancel the award. We will automatically cancel the award after the October 4<sup>th</sup> pay period has posted.

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**SPRING WORK-STUDY AWARDS**

Any portion of the fall work-study award that is not earned by 12/15/07 will automatically be added to the spring term's limit and can be earned through 5/3/08. The work-study panel in HRMS will display only the fall award amount until the spring term has begun. To view the panel navigate by going to Reports and Reviews>Job Information>Work-study>Enter the student emplid and hit enter or select the search button. You will see the work-study limit and the earnings. Kept in mind this panel will be 2 weeks behind. If you have any questions, please give us a call.

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**LOOKING FOR TEMPORARY HELP?**

If you need help moving, doing yard work, typing a paper, etc., take advantage of our On-call Program. We will email select students with information about your one-time clerical, childcare, or general labor job. Interested students will contact you directly. This referral service is free to employers. (Note: this service is not related to the work-study program. If you hire a student through the On-call Program, you or your agency will be directly responsible for paying the student's wages.)

You can submit the job posting for temporary help on-line at: <http://www.colorado.edu/studentemployment/oncampusoncall.html>

**PERSONNEL CHANGE**

If your agency moves or has personnel changes that directly relate to the work-study program, please contact Brenda Duran at (303) 492-3548 to update the changes. It is very important that we maintain updated information for billing, training, payroll/time entry, and contact information for students.

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**TERMINATING STUDENTS**

If a student employee will no longer be working for your agency, it is important to notify our office so that we may terminate him/her from the payroll system. Please contact Brenda Duran at (303) 492-3548 to inform our office of terminations.

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**DISCRIMINATION AND HARASSMENT**

All student employees must attend a mandatory discrimination and harassment training class provided by the Office of Discrimination and Harassment.

For further information, please refer to the University Policy on Discrimination and Harassment found on the web at: <http://www.colorado.edu/policies/discrimination.html> or contact the Office of Discrimination and Harassment at 303-492-2127. Training times can be found at: <http://www.colorado.edu/odh/training.html#students>

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**CANCELLING NOT ENROLLED STUDENTS WORK-STUDY AWARDS**

Our office will be cancelling any work-study awards for any students who are not enrolled in CU after September 12<sup>th</sup>. Let me know if you have any questions or problems.



Student Employment Office  
Regent Administrative Center, Room 205  
303-492-7349  
stdemp@Colorado.edu

See [www.colorado.edu/studentemployment](http://www.colorado.edu/studentemployment) for more info and an on-line version of our supervisor handbook!