



April 2007 Part 1

## SUMMER HRMS SETUPS

It is important to set up your student employees correctly for their summer job records. For detailed instructions of how to set up student positions for the summer term, please see our 'On-Campus Student Employment Procedures' at: <http://www.colorado.edu/studentemployment/oncamp.html>

These procedures include a variety of information, from HRMS setups to general student employment policies and procedures.

## 2007-2008 WORK-STUDY AWARDS

The Free Application for Federal Student Aid (FAFSA) Priority Date was April 1<sup>st</sup>. What does this mean to you? Remind all of your student employees to submit their FAFSAs 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](http://www.fafsa.ed.gov).

## STUDENT EMPLOYMENT OFFICE MOVING

The Student Employment Office will be moving to Regent Hall the first part of May. The timing will depend on when space in Regent is available so we'll update you as we know more. Our contact numbers and fax number will remain the same.

## 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, this information will be available in June.

## NOTES ON 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 x2-7349 or [stdemp@colorado.edu](mailto: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 their summer work-study.
- Students will be reviewed by Financial Aid for their adherence to 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 after their withdrawal date as student employees unless they have formally been admitted into the Time Out Program, and then they may only work as hourly student employees.

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



April 2007 Part 2

## PAYROLL EXPENSE TRANSFERS FOR WORK-STUDY STUDENTS

A departmental end user is not authorized to process payroll expense transfers involving work-study earnings. All such transfers must be completed by the Student Employment Office. Due to the 2006-2007 fiscal year-end close deadlines, transfer requests that involve hourly (account 407600) to work-study (account 407700) must be submitted to the Student Employment Office. Completion of this form does not guarantee that a transfer will occur. Transfers will be contingent upon availability of funds and student eligibility. **No hourly to work-study or late pay to work-study transfer requests will be processed for the 6/16/07 or 6/30/07 pay periods.**

Payroll expense transfer requests to move the employer share of work-study earnings (account 407700) from one FOPPS to another are due in the Student Employment Office. Completion of this form does not guarantee that a transfer will occur. Transfers will be contingent upon HRMS availability.

The payroll expense transfer form can be found on the web at <http://www.colorado.edu/studentemployment/oncampforms.html>. You may submit requests by fax to 2-4544 or by email to [stdemp@colorado.edu](mailto:stdemp@colorado.edu). Contact Brenda Duran at 2-3548 for additional information.

## STUDENT EMPLOYEE EVALUATIONS

Although student evaluations are not required, we strongly recommend giving them at least once a year to provide student employees with formal or informal feedback. The evaluation process can produce improvement in a student's job performance and can open lines of communication between supervisors and student employees. Students may even provide helpful feedback for the department! If your department doesn't have its own form, here is a link to a sample evaluation form: [www.colorado.edu/studentemployment/oncampforms.html](http://www.colorado.edu/studentemployment/oncampforms.html)

## POST YOUR SUMMER JOBS NOW!

If you are looking for students to fill your summer positions, complete the job announcement form on our website at <http://www.colorado.edu/studentemployment/filljobon.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.

You can view these instructions at <http://www.colorado.edu/finaid/channel.html>

## STUDENTS WHO HAVE WITHDRAWN

Students who withdraw from the university cannot continue working after their withdrawal date as student employees unless they have formally been admitted into the Time Out Program. This includes both work-study and hourly student employees. If your department receives notice that one of your student employees has withdrawn, it is your responsibility to move that employee into a temporary job class or to terminate him/her. If you have any questions on specific student employees, please feel free to contact our office.

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