



IMPORTANT DATES TO REMEMBER

August 9, 2008: Summer 2008 Employment Term Ends

August 10, 2008: Fall 2008 Employment Term Begins

October 1, 2008: Academic Year work-study will be canceled if no earnings are reflected by this date. If your student will not begin working until after 10/1, please contact our office to avoid cancellation.

August 10, 2008 – May 2, 2009: 2008-09 Academic Year Employment Begin and End Dates

September 1, 2008: University Holiday. Students are not eligible for holiday pay since they are not entitled to fringe benefits.

UPCOMING PAY PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
July 27 – August 9	August 14	August 22
August 10 – August 23	August 26	September 5
August 24 – September 6	September 9	September 19

REMINDER ON JUNE/JULY BILLS

Due to our fiscal year end, your June bill will be delayed by one week. Your June statement will include 3 pay periods: 6/14, 6/28, & 7/12. There should be only one pay period (7/26) on your July billing statement. We will return to our normal billing cycle with your August statement.

REMINDER ON WORK-STUDY STUDENTS GRADUATING IN SUMMER 2008

Work-study students who are graduating in the summer of 2008 must stop working on 08/09/08. Any earnings reported after this date will be charged 100% to your agency.

NEW EARNINGS CODE FOR WORK-STUDY/HOURLY STUDENT EMPLOYEES

Payroll and Benefit Services has created a new earnings code for student employees, replacing the 'LTP' earn code for late timesheets. Effective immediately, please use the new earnings code of 'LTS' when entering hours from a previous pay period into time collection.

Just a reminder that all late timesheets are charged 100% to the agency since we do not know in which pay period the hours were worked, and if the late pay was to be charged against the academic year or summer term. Your department will need to submit the 'Late Pay to Work-study' request form and the late timesheet to our office for consideration. Transfers are based on fund availability.

REQUESTS FOR STUDENT WORK-STUDY AND WORK-STUDY INCREASES

We are anticipating that our funding for the academic year for work-study will once again be limited. Please complete requests for student work-study awards and increases as soon as possible to increase the chances for an award or adjustment.

STUDENT EMPLOYMENT OFFICE MOVING AGAIN!

The Student Employment Office will be moving downstairs to join our Financial Aid Office in Regent Administrative Center, Room 175. We are scheduled to move late September. We will send out an update when our move has taken place.



SUPERVISING TIP OF THE MONTH!

Make sure that you have applications available at your front desk or reception area so incoming students can submit applications for your fall positions even if you are out of the office.

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



WORK-STUDY CANCELLATION PROJECT

Just a reminder if your student will not begin working before **October 1** to contact our office to mark on their file to keep the award. We will cancel any unused work-study after the October 4th pay period appears on SIS unless we hear from you or the student to keep the award.

NEW STUDENT EMPLOYEES

Just a reminder that all new student employees must see the Student Employment Office to be set up in our payroll system. They must not begin working until we have sent you the work-study eligibility form. If our system is closed for a couple days we will call you and give the okay that the student can start working. We will send the form when our system opens. ***Please have the student bring with them:***

- Driver's License
 - Original Social Security Card
 - Voided check from their checking account for direct deposit.
- NO COPIES WILL BE ACCEPTED!**

RECOGNITION FOR STUDENT EMPLOYEES

Student employees are just like regular staff in the way that their work satisfaction partly comes from being genuinely appreciated for what they do. It's known that **employee appreciation and recognition improves commitment, retention, and productivity.** Recognition programs don't have to be expensive. A simple spoken phrase like, "Thank you for your hard work," can go a long way. You can view our recognition suggestions at <http://www.colorado.edu/studentemployment/pdf/recognition.pdf>.



OVERTIME

Student employees are eligible for overtime; however work-study students cannot be paid overtime (over 40 hours per week) out of work-study funds. Employers will be charged 100% (at 150% of the student's pay rate) for any overtime hours worked.

Student overtime earnings should be reported on the time collection page using a 'SOT' earnings type. **This includes all hours (work-study and non work-study combined) the student works on/off campus for any campus employer.**

If you have students that are working multiple jobs for the university, ***it is the responsibility of the department(s) and of the employee*** to monitor the total hours worked in a given week across all campus jobs.

If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. Please make your students aware of the overtime issues when working in multiple departments. Make sure you discuss with your student that overtime must be pre-approved or can be grounds for termination. As the employer, may want to follow our "3 strikes you're out" policy rather than terminating a student for the 1st offense. When overtime is paid, it will appear under account code '407900' on your monthly FOPPs statement.

SUPERVISORS CAN IMPROVE MORALE

Give students an equal environment to work in. Many student employees get stuck in the corner office or have no place to put their personal belongings. It is important to see them as individuals: give them each a mailbox for notices and a safe place to put their personal belongings. Identify their skills, encourage them to use their intellectual curiosity and develop new approaches to old problems. Give personal recognition for a job well done. Ensure that they have the necessary equipment to do their jobs well.

For example, if you are having student employees and regular employees doing maintenance work, make sure that all employees have equal access to tools. You can view our recommendation on how to improve morale at <http://www.colorado.edu/studentemployment/pdf/improvemorale.pdf>.

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