



Student Employment Newsletter

August 2009

IMPORTANT DATES TO REMEMBER

August 9, 2009– May 1, 2010:
2009-10 Academic Year Employment Begin/End Dates

August 8, 2009:
Last working day of the summer term.

August 9, 2009:
First working day of the academic term.

October 1, 2009:
Must start earning work-study or contact our office by 10/1/09 or work-study will be cancelled.

INFORMING STUDENTS OF HIRING DECISIONS

As the new school year begins, our office will be inundated with students looking for jobs. Every year many students inform us that they applied and/or interviewed for positions on campus and never received 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 our job website. Our office will remove your posting from the web within 24 hours of your request.



Student Employment Office
Regent Administrative Center, Room 205
Phone: 303-492-7349
Fax: 303-492-4544
Email: stdemp@Colorado.edu

DETERMINING IF A STUDENT HAS ACADEMIC YEAR WORK-STUDY

To set up a student properly in HRMS, you should first determine if the student has been awarded work-study. To do so, you have two options:

1 SIS, screen 331 shows if a student has been awarded work-study. Enter the following:

INST: **BD**, FIN UNIT: **F1**, SID: **Student ID**, YR: **10**, SES: **1**

There should be an award under the “fall” heading in the bottom left of the screen. Any edits that appear on the top left hand corner of the screen indicate that the student is not eligible to earn the award; please contact us for further information.

Instructions on how to access the SIS screen information are located at:

<http://www.colorado.edu/studentemployment/instructions.html>

2 An employer can also view work-study information on the work-study page in HRMS (Reports and Reviews> Job Information> Work-Study). **This page is only available if the student has previously worked for the University.** If a student has never worked for the University, this page will not be activated until the employer has created the position and hired the student into it. The page is updated with data every two weeks.



WHO IS ELIGIBLE TO WORK IN A STUDENT JOB CLASS?

In order to be eligible to work in a student job class, an employee must be formally admitted into a CU *degree-seeking* program and either be enrolled at least half time (6 credit hours for undergraduates and 3 credit hours for graduate students) or be officially on the Time Out Program. If your employee does not meet those qualifications, please contact our office and we can help you determine if there are any hiring options.

Supervising Tip of the Month!

Prepare for your student employee interviews by developing a job description, identifying essential functions of the job, identifying skills necessary to perform the job, and developing questions to determine the students' skills. Cultivate a communicative environment before hiring employees.

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



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

The 2009-10 academic employment term is 38 weeks long; 18 in the fall, 20 in the spring. The following formula can be used to calculate how many hours a student can work and not exceed their work-study award:

Work-study award divided by 38 (weeks) divided by student's hourly pay rate =
of hours per week not to exceed the work-study award

EXAMPLE:

2500/38/10.00=6.58 so a student could work **6.50** hours each week and not exceed the work-study award.

SUPERVISING TIP OF THE MONTH!!

Lead by example. If you expect your students to be at work ten minutes earlier than they are scheduled, then you should be there fifteen minutes early! Show them the work ethic that you would like to see reflected in them.

STUDENT RETIREMENT PROGRAM FOR THE FALL SEMESTER

The HRMS Program that updates the employment class on the job information page based on the number of credit hours in which the student is enrolled for the fall semester will run in update mode beginning September 11, 2009. As you set up your student employees for the fall term, please verify with the students how many credit hours they will be enrolling in for the fall, so that you can set them up with the correct employee class.

The number of credit hours in which the students are enrolled as of September 11, 2009 will determine whether or not they are required to pay the retirement deduction throughout the fall term. Additionally, a student whose normal work schedule is 40 or more hours per week is required to enroll in student retirement regardless of credit hours.

LOOKING FOR TEMPORARY HELP?

If you need help moving, doing yard work, typing a paper, etc., call our office for a referral. We will take your job posting information and email students who are interested in temporary jobs. You can also submit the job posting for temporary help on-line at:

www.colorado.edu/studentemployment/oncampusoncall.html

The categories we offer are: Clerical/Computer, General Labor, Miscellaneous and Childcare. Students will contact you directly. This is a free service to employers.

Flat Rate Benefits

Instead of your FOPPS being charged the actual cost of each employee's benefit package (for students, this is worker's comp and the mediatx match on the student retirement program), a flat benefit rate will be applied. If you are paying a student from a grant or auxillary FOPPs, you will see a single benefit expense entry on your financials, which will appear under account code 428301 for the calculated amount. The 2009-10 rate for hourly students is 1.4%.

For a complete overview of this program, go to <http://abs.colorado.edu>, click on B, select Benefit Rates and Information

If you are hiring new students this fall, pair them up with student employees with seniority to help them learn the ropes of your workplace. Not only will this help your new employees by having a role model, but also your employees with seniority will feel a new sense of responsibility and importance!



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