



# Payroll & Benefit Services

University of Colorado  
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## STUDENT EMPLOYEE ENROLLMENT VERIFICATION – Academic Year 2004-2005

### Instructions for Setting up Student Employees on PeopleSoft HRMS

When setting up student employees' for Fall 2004 appointments, the following procedure applies for student hourly, work-study and student faculty.

1. How to determine the Student's Fall Status.

- Review screen 191 (SIS); Term 047 (if you have access to the Student Information System).
- Ask the student to provide your department with a copy of their schedule from the Web Registration screen on PLUS;
- Review student provided copy of other verification of enrollment document, or;
- If no documentation, student will be considered Non-Enrolled.

NOTE: Since the employing department determines the student's enrollment status, *no documentation is forwarded to PBS.*

2. Determine Student's Academic Year Enrollment Status. Use the following chart to determine a student's academic year enrollment status.

Enrollment Status	If Fall or Spring Enrolled Credit Hours =	Use this Empl Class (Job Data, Information)
Undergraduate – CU Student	Enrolled in Six (6) or more credit hours	Stdt Hrly-No Stdt Retirement Work Study-No Stdt Retirement
	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	Stdt Hrly-Stdt Retirement Work Study-Stdt Retirement
Graduate – CU Student	Enrolled in Five (5) or more credit hours	Stdt Fac-No Stdt Retirement
	Not Enrolled or enrolled in Four (4) or less credit hours or not enrolled	Stdt Fac-Stdt Retirement
Off-Campus Student Employee	Enrolled in Six (6) or more credit hours	OffCmp WS-No Stdt Retirement
	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	OffCmp WS-Stdt Retirement
High Sch/Trade/Other	Not Applicable	High School/Trade Sch/Other
Other State Institutions - Undergraduate	Enrolled in Six (6) or more credit hours	StdtOthStInst-NoStdtRetirement
	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	StdtOthStInst-Stdt Retirement
Other State Institutions - Graduate	Enrolled in Five (5) or more credit hours	StdtOthStInst-NoStdtRetirement
	Not Enrolled or enrolled in Four (4) or less credit hours or not enrolled	StdtOthStInst-Stdt Retirement

NOTE: If the student employee is in the last semester or quarter of a course of study requiring at least two semesters or quarters to complete and is enrolled in the number of credit hours needed to complete the degree requirements, the student will qualify for exemption from the Student Retirement Plan for that semester/quarter, even if the student employee is enrolled in less than the number of hours stated above.

3. Update the Employee Class (Empl Class) on the Job Data/Information Panel. Based on steps 1 and 2, update the specific student employee's Job Data – Empl Class (see chart).

4. Questions? Please contact Payroll and Benefit Services at 303-735-6500.