



February 2008 Part 1 of 2

**SUMMER WORK-STUDY –
THE APPLICATION IS OPEN!!**

We would like to take this opportunity to remind you that it is that time of year when your students need to apply for summer work-study. To apply for summer work-study, please refer your students to the financial aid channel in CUConnect (<https://cuconnect.colorado.edu>). Our office gives priority to those students who apply by March 15, 2008. For information about summer financial aid, please refer your students to our website at: <http://www.colorado.edu/finaid/summer.html>.

Students do NOT have to be enrolled in classes in the summer in order to be eligible for work-study. However, if they are not enrolled in any classes during summer 2008 term, they must be enrolled the 2008 spring semester **and** the 2008 fall semester. A student not enrolled for summer must be enrolled in fall classes by 5/4/08 or their summer work-study will be cancelled.

It is also not too early to submit an increase request for summer. If your students have already been awarded, you can request an increase from our web site <http://www.colorado.edu/studentemployment/oncamp.html>. We will not be making decisions until mid-April but they will be considered on a first-come-first-served basis.

If a student does not begin working by May 31, 2008, 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, prior to May 31, 2008.

PBS TO STOP PRINTING PAY ADVICES

Effective April 1, 2008, PBS will stop printing pay advices for all employee groups. As of the April 4, 2008 biweekly pay date, pay advices will only be available through the campus web portal for employees to view (CUConnect for Boulder campus).

PBS will be sending out a mailing in February to all employees with information on how they can elect to continue receiving a paper advice if they choose to do so. PBS will continue to mail all checks to employees' mailing addresses.

SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2008 are 5/04/08-8/09/08. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

Any amount of summer work-study not earned by August 9th is cancelled; it does not carry over to the next academic year.

WORK-STUDY AWARDS CANCELLED

If a student was granted a spring-only work-study award but has no work-study earnings as of the 2/09/08 pay period, their work-study award will be cancelled.

Students will be reviewed by financial aid for reasonable academic progress (RAP) at the end of the spring semester (mid-May, once grades are posted). 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 Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
<http://www.colorado.edu/studentemployment/oncamp.html>.

SUPERVISING TIP OF THE MONTH!

Evaluate your student employees! Evaluations are a great way to recognize your student employees' hard work, identify areas for improvement, set future goals, and get feedback from them! If possible, have the evaluations tied to pay rate increases when applicable. Take the time to give feedback to your students!



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DAYLIGHT SAVING TIME (DST)

Daylight Saving Time will begin at 2 a.m. on Sunday, March 9, 2008—remember to adjust clocks forward one hour. We suggest that payroll administrators review their employee's work schedules to ensure they are being paid correctly for overtime and shift hours during this time adjustment.

REMINDER FOR INTERNATIONAL EMPLOYEES

Make sure that all international employees (non-resident alien employees) meet with a PBS International Tax Specialist. Do not provide an international employee with a W-4 to complete.

This form must be completed only when meeting with a PBS International Tax Specialist. This is very important for all new international employees, and also for returning international employees who have had a visa status change.

WHAT IF AN EMPLOYEE DID NOT RECEIVE HIS/HER W-2 STATEMENT?

To request a reissue, employees must submit a correctly completed Form W-2/Form 1042-S Reissue Request to PBS. If an employee's original W-2 document has been returned to PBS due to an incorrect mailing address, they will redistribute the original document to the employee. If the original document has not been returned to PBS, a reissued copy will be provided. PBS will also provide each employee with the appropriate address change form, and request they submit the form to their department payroll liaison/administrator to be corrected in HRMS. We appreciate your assistance in updating these addresses so that future important correspondence is not lost in the mail. The reissue process for 2007 tax documents will begin on Thursday, February 14, 2008. Reissued W-2s will be mailed within four business days after receipt of the completed form.

REMINDER!!

Although departments are charged only 30% of a work-study student's earnings, the total work-study award reflected on SIS includes both the 30% and 70% portions of the award. When figuring out how many hours a student can work based on their work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term ($\$900 \div \$8.00 \div 20 = 5.63$). This results in the number of hours per week that a student can work without exceeding the work-study limit.

EARNINGS CODES FOR STUDENT EMPLOYEES

Hourly or work-study student employees should never be paid using earnings codes of REG or OTM. If these codes are used in Time Collection to pay student wages, the amounts will be charged 100% to the employer. *The correct Student Assistant codes are:*

- STH-Student Hours
- SOT-Student Overtime (hours)
- SJD-Student Jury Duty (hours)
- LTP-Late Pay (hours)

LOOKING FOR TEMPORARY HELP?

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

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

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

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