



Payroll Expense Transfer Request Involving Work-Study Funds Academic Year 2008-2009

STUDENT EMPLOYMENT OFFICE

Student Name: _____ Student ID: _____ Date: _____
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: _____ Phone #: _____ Fax #: _____

Campus Box: _____ Contact Person: _____

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

| <u>Pay Period End Date</u> | <u>*Fund</u> <u>Org</u> <u>Program</u> <u>Project</u> (Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too. | <u>Total Amount*</u> This is the amount currently charged to your FOPPS |
|----------------------------|--|--|
| Fall 2008 | | |
| 8/23/2008 | _____ | _____ |
| 09/06/2008 | _____ | _____ |
| 09/22/2008 | _____ | _____ |
| 10/04/2008 | _____ | _____ |
| 10/18/2008 | _____ | _____ |
| 11/01/2008 | _____ | _____ |
| 11/15/2008 | _____ | _____ |
| 11/29/2008 | _____ | _____ |
| 12/13/2008 | _____ | _____ |
| Spring 2009 | | |
| 12/27/2008 | _____ | _____ |
| 01/10/2009 | _____ | _____ |
| 01/24/2009 | _____ | _____ |
| 02/07/2009 | _____ | _____ |
| 02/21/2009 | _____ | _____ |
| 03/07/2009 | _____ | _____ |
| 03/21/2009 | _____ | _____ |
| 04/04/2009 | _____ | _____ |
| 04/18/2009 | _____ | _____ |
| 05/02/2009 | _____ | _____ |

REASON FOR TRANSFER:

- | | |
|--|---|
| <input type="checkbox"/> Funding End Date was not updated, earnings sent to suspense | <input type="checkbox"/> Employment End Date incorrect |
| <input type="checkbox"/> Employment End Date Blank | <input type="checkbox"/> Work-study awarded after student hired |
| <input type="checkbox"/> Other (specify): _____ | |

Please fax (303-492-4544), mail (77 UCB) or email (stdemp@Colorado.edu) this form to the Student Employment Office
 You must notify the Student Employment Office by 6/12/09 if you want any hourly to work-study transferred for any of the pay periods above to charge in the 2008-2009 Fiscal Year.

If you are only requesting that our office transfer the employer portion (wsr or wsc) from one FOPPS to another, you must submit your request to our office by 6/24/09 to charge in the 2008-2009 Fiscal Year.

