



Off-Campus Late Pay Transfer to Work-Study Request Summer 2009

STUDENT EMPLOYMENT OFFICE

Student Name: _____

Student ID: _____ HRMS Employee ID#: _____
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. Transfer will be contingent upon availability of funds and student eligibility. You will be notified in writing whether or not a transfer is completed. Please submit the appropriate time sheet(s) with this form. Also please put the late pay dollar amount on the pay period the student was to be paid for and not when you submitted the hours as late pay.

<u>Pay Period End Date</u>	<u>Total Amount*</u>
Fiscal Year 2008-2009	
_____ 05/16/09**	_____
_____ 05/30/09**	_____
_____ 06/13/09***	No LTS transfers will be made for this pay period.
_____ 06/29/09***	No LTS transfers will be made for this pay period.
Fiscal Year 2009-2010	
_____ 07/11/09	_____
_____ 07/25/09	_____
_____ 08/08/09	_____

Reason why student was paid late: _____
Please send a copy of the timesheet with this request

- ** You must notify the Student Employment Office by 6/12/09 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2008-2009 Fiscal Year.
- *** Due to year-end close deadlines, these pay periods will not be transferred from late pay to work-study. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges for these pay periods.

Please fax (303-492-4544), email (stdemp@colorado.edu), or mail (77 UCB) this form to the Student Employment Office

