



Payroll Expense Transfer Request Involving Work-Study Funds Summer 2009

STUDENT EMPLOYMENT OFFICE

Student Name: _____

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

HRMS Employee 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.

Pay Period End Date

Fund Org Program Project

Total Amount

(Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.

This is the amount currently charged to your FOPPS

Fiscal Year 2008-2009

_____ 05/16/09**

_____ 05/30/09**

_____ 06/13/09***

No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments

_____ 06/27/09***

No STH or LTS transfers will be made for this pay period. **ONLY** WSR amounts will be moved for departments

Fiscal Year 2009-2010

_____ 07/11/09

_____ 07/25/09

_____ 08/08/09

REASON FOR TRANSFER:

- _____ Funding End Date was not updated, earnings sent to suspense
- _____ Employment End Date incorrect
- _____ Employment End Date Blank
- _____ Work-study awarded after student hired
- _____ Other (specify): _____

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

** You must notify the Student Employment Office by 6/12/09 if you want this pay period transferred.

*** Due to year-end close deadlines, these pay periods will not be transferred for STH or LTS requests.

Will **ONLY** move the WSR charges to another fopps. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

Colorado
University of Colorado at Boulder