

University of Colorado at Boulder

Student Employee Intended Enrollment

This form is to be used to determine participation in the Student Retirement program.

Student Name: _____ **Student ID #:** _____
DO NOT USE THE STUDENT SOCIAL SECURITY NUMBER FOR THE STUDENT ID.

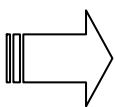
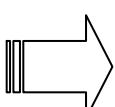
When setting up student employees' for academic year or summer appointments, the following procedure applies for student hourly, work-study and student faculty.

How to determine the Student's Intended Enrollment Status.

- Review screen 191 (SIS); Correct Term (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 CUConnect;
- 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.

Intended Enrollment Status (Check only one):

<p><u>Academic Year:</u> <input type="checkbox"/> I am an undergraduate enrolled in 6 or more academic credit hours.</p> <p><input type="checkbox"/> I am a graduate enrolled in 3 or more academic credit hours</p> <p><u>Summer:</u> <input type="checkbox"/> I am an undergraduate enrolled in 6 or more summer credit hours (total credit hours of all summer terms).</p> <p><input type="checkbox"/> I am a graduate enrolled in 3 or more summer credit hours (total credit hours of all summer terms).</p>	<p>Required</p> 	<p><u>INSTRUCTIONS TO EMPLOYER:</u></p> <p>On the HRMS job information page, enter one of the following as the student's 'Empl class':</p> <p>If work-study: Work Study – No Std Retirement* If hourly: Std Hourly – No Std Retirement*</p>
<p><u>Academic Year:</u> <input type="checkbox"/> I am an undergraduate enrolled in less than 6 academic credit hours.</p> <p><input type="checkbox"/> I am a graduate enrolled in less than 3 academic credit hours.</p> <p><u>Summer:</u> <input type="checkbox"/> I am an undergraduate enrolled in less than 6 summer credit hours. (total credit hours of all summer terms)</p> <p><input type="checkbox"/> I am a graduate enrolled in less than 3 summer credit hours. (total credit hours of all summer terms).</p>	<p>Required</p> 	<p><u>INSTRUCTIONS TO STUDENT:</u> If you have not completed a TIAA-CREF Student Retirement Application Form, you must do so. Information packets/enrollment forms are available at Payroll & Benefits Services (located at 3100 Marine Street).</p> <p><u>INSTRUCTIONS TO EMPLOYER:</u> On the HRMS job information page, enter one of the following as the student's 'Empl class':</p> <p>If work-study: Work Study – Std Retirement* If hourly: Std Hourly – Std Retirement*</p>

NEW: Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled. A student employee's normal weekly work schedule is not affected by increases in hours worked caused by work demands unforeseen at the start of an academic term, and a student employee's work schedule during academic breaks is not considered.

Please do not send this form to Payroll and Benefits Services; it is intended to assist employers in correctly classifying student for student retirement purposes only.

*NOTE: These 'Empl class' designations apply only to job code 4101-4106.