



January 2007

STUDENT EMPLOYEES NOT ENROLLED FOR SPRING 2007

If you have student employees who are not enrolled in at least six credit hours (three credit hours for graduate students) for the spring semester, they are not eligible to remain in a student job class unless formally enrolled in the Time Out Program. Work-study students who are not enrolled for the spring semester are not eligible to earn their work-study. If a work-study student is not enrolled and earns work-study, our office will process a payroll expense transfer charging your FOPPS 100% of the student's earnings. Please verify with your students that they are enrolled in the spring semester!

STUDENT RETIREMENT REPORT

The Payroll and Benefit Services Office will be running the student retirement report after the last date to drop/add courses. This report will automatically change the Empl Class to "with retirement" or "no retirement" based on a student employee's enrollment on the date of the report. After that date, the Empl Class will automatically revert to the new value if you make any changes in HRMS. Students must participate in the program if they are undergraduate students enrolled in fewer than six credit hours or graduate students enrolled in fewer than three credit hours in a semester. Verify with your student employees the number of credit hours in which they are planning to enroll in order to set them up correctly in HRMS for the spring semester.

W-2'S

Be sure to update your student employees' addresses on HRMS. The University will be sending W-2's out in January to the mailing address on HRMS.

If your students did not update their addresses by December 17, 2006 and their W-2's are sent to the incorrect addresses, they will need to contact Payroll and Benefit Services. **Requests for a reissued Form W-2 will be processed no earlier than ten business days after January 31.** An employee can request a duplicate W-2 on their website at <https://www.cusys.edu/pbs/forms/#w>

MINIMUM WAGE PAY INCREASE

The minimum wage changed to \$6.85 per hour effective January 1, 2007. Payroll automatically updated any student that fell below this rate.

If departments have issues about other students not receiving an increase, the department must determine what new rate (if any) you will grant to the other students and the department will be responsible for making the appropriate and necessary changes to their student employees' pay rates.

If a student employee's pay rate falls outside the range for his/her student assistant level, departments will need to either adjust the student's pay rate or promote him/her to the next student assistant level. Please see our handbook at www.colorado.edu/studentemployment/oncamp for more information.

UPCOMING FINANCIAL AID APPLICATIONS

Students can apply for financial aid for the **2007-08 academic year** as early as January 1st! The priority date is April 1, 2007. Students can apply at www.fafsa.ed.gov.

For the **summer 2007**, applications will be available on CU Connect around February 1, 2007. Our funding is limited, so have your student employees apply early even if they are unsure of their summer plans! Students **do not** have to be enrolled in summer to receive work-study as long as they are enrolled in the current spring term and the upcoming fall term.

STUDENT EMPLOYEE OF THE YEAR

Nominations for Student Employee of the Year are due to the Student Employment Office by February 7, 2007. For information on how to nominate one of your student employees or to get a nomination form, go to our website at <http://www.colorado.edu/studentemployment/oncamp.html>, or call our office at (303) 492-7349. This is a great way to recognize your outstanding student employees!

STUDENT EMPLOYMENT
UMC Room 100
303-492-7349
stdemp@colorado.edu

Supervising Tip of the Month!

To help motivate your student employees, make a copy of your hand and write, "You deserve a pat on the back!" on the copy. Tape it on student employees' backs when you feel they are doing great work and give them specific reasons that they deserve a "Pat on the Back!"