



Student Employment Newsletter

January / February 2009

COMMUNITY SERVICE JOB DESCRIPTION FORMS

Each year, the Federal government requires the University to provide documentation of community service work-study positions. If your agency hired any new students you will need to submit the 'Community Service Job Description Form' to our office. You only need to submit this form once for each new student employee. The form is located on our website at:

<http://www.colorado.edu/studentemployment/offcampus/forms/ocwsjobs.pdf>

VETERAN SERVICES HAS MOVED UPSTAIRS WITH THE STUDENT EMPLOYMENT

Our Financial Aid Veteran Services Department has moved from Regent, room 175 to upstairs Regent, room 205. The phone numbers have remained the same.

So please refer any VETS with Financial Aid questions to Regent, room 205.

REMINDER!!

Although agencies are charged only 40% of a work-study student's earnings, the total work-study award reflected on SIS includes both the 30% and 60% portions of the award. When figuring out how many hours a student can work based on their work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term ($\$900 \div \$8.00 \div 20 = 5.63$). This results in the number of hours per week that a student can work without exceeding the work-study limit.

Work-study award - 20 (weeks) - student's hourly pay rate
= # of hours per week not to exceed the work-study award

UPCOMING FINANCIAL AID APPLICATIONS

Students can apply for financial aid for the **2009-10 academic year** as early as January 1st! The priority date is April 1, 2009. Students can apply at www.fafsa.ed.gov.

For **summer 2009**, applications will be available on CU Connect on February 1, 2009. 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. If a student **will not be enrolled** and is requesting a summer work-study award, he/she must have been enrolled in the spring of 2009 and must be enrolled in the fall of 2009. Our office will identify students who do not meet these requirements. They (and their employers) will be notified that they cannot begin working if they are not pre-registered for Fall 2009 courses by 5/3/09. A report will then be run weekly to ensure that new work-study recipients (i.e. students awarded after 5/3/09) are identified if they do not meet these criteria.

The student must also have submitted their 2009-10 FAFSA by May 3, 2009 and demonstrate financial need for the next academic year or their summer work-study award will be cancelled.

Undergraduate students enrolled less than 6 credit hours and graduate students enrolled less than 3 credit hours will be required to contribute to the student retirement plan. Employers should set the student's Empl. Class in HRMS accordingly. A student's summer enrollment data as of 6/17/09 will determine whether or not the retirement deduction is taken for the remainder of the summer.

Supervising Tip of the Month!

Talk to your returning student employees now about their summer schedules. That way, if you need to hire someone to cover different shifts, your current student employees can train the new ones during the spring!

SPRING 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 'Emplclass' to "with retirement" or "no retirement" based on a student employee's enrollment on the date of the report.

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.

SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2009 are 5/03/09-8/08/09. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

Any amount of summer work-study not earned by August 9th is cancelled; it does not carry over to the next academic year.

LOOKING FOR TEMPORARY HELP?

If you need help moving, doing yard work, typing a paper, etc., call our office for our on-call program. We will take your job posting information and email students within the category you need. You can also submit the job posting for temporary help on-line at:

<http://www.colorado.edu/studentemployment/oncampusoncall.html>.

The three categories we offer are: Clerical/Computer, General Labor, and Childcare. Students will contact you directly. This referral service is free to employers.



WORK-STUDY AWARDS CANCELLED

If a student was granted a spring-only work-study award but has no work-study earnings as of the 2/09/08 pay period, their work-study award will be cancelled.

Students will be reviewed by financial aid for reasonable academic progress (RAP) at the end of the spring semester (mid-May, once grades are posted). If it is determined that the student does not meet the financial aid reasonable academic progress standards, their summer work-study will be cancelled and you will be notified.

Students who withdraw from the University cannot continue working after their withdrawal date as student employees unless they have formally been admitted into the Time Out Program, and then they may only work as hourly student employees.

WHAT IF AN EMPLOYEE DID NOT RECEIVE HIS/HER W-2 STATEMENT?

To request a reissue, employees must submit a correctly completed Form W-2/Form 1042-S

Reissue Request to PBS. If an employee's original W-2 document has been returned to PBS due to an incorrect mailing address, they will redistribute the original document to the employee. If the original document has not been returned to PBS, a reissued copy will be provided. PBS will also provide each employee with the appropriate

address change form, and request they submit the form to their department payroll liaison/administrator to be corrected in HRMS.

We appreciate your assistance in updating these addresses so that future important correspondence is not lost in the mail. The reissue process for 2007 tax documents will begin on Thursday, February 14, 2008. Reissued W-2s will be mailed within four business days after receipt of the completed form.

UPDATE PERSONAL INFORMATION ON-LINE

PBS is introducing a new online service that will enable you to manage and update your home and mailing addresses and emergency contact information. Effective Tuesday, February 10, 2009, you can access this function via your campus portal : my.cu.edu select My.Self.Service tab and enter the changes and press the update button.

CuConnect: On the Welcome Page locate the MyCU Links channel and select the Address Update (Employee) or Emergency Contact (Employee) you will then select the update button and your new information is

available.



Supervising Tips of the Month!

Evaluate your student employees! Evaluations are a great way to recognize your student employees' hard work, identify areas for improvement, set future goals, and get feedback from them! If possible, have the evaluations tied to pay rate increases when applicable. Take the time to give feedback to your students!



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