



IMPORTANT DATES TO REMEMBER

May 4 - August 9, 2008: Summer 2008 Employment Begin and End Dates

May 31, 2008: Summer work-study will be canceled if no earnings are reflected by this pay period end date. If your student will not begin working until after 5/31, please contact our office to avoid cancellation.

August 10, 2008 – May 2, 2009: 2008-09 Academic Year Employment Begin and End Dates

May 26 and July 4, 2008: University Holiday. Students are not eligible for holiday pay since they are not entitled to fringe benefits.

August 9, 2008: Last working day of the summer term.

JUNE PAY PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
June 1 – June 14	June 17*	June 27
June 15 – June 28	July 2*	July 11

****EARLY TIME COLLECTION CLOSE-FINAL ENTRY**

REMINDER ON JUNE/JULY BILLS

Due to our fiscal year end, your June bill will be delayed by one week. Your June statement will include 3 pay periods: 6/14, 6/28, & 7/12. There should be only one pay period (7/26) on your July billing statement. We will return to our normal billing cycle with your August statement.

2008-2009 OFF-CAMPUS EMPLOYER HANDBOOK

Our 2008-2009, updated Employer Handbook will be available late July at: <http://www.colorado.edu/studentemployment/>. Select Employers>Off-Campus (Work-study)Employers>Off-Campus Employer Handbook.

Information about student employees include interviewing and selecting students, supervising students, time entry, work-study, and much more!

REQUIREMENTS FOR STUDENTS TO EARN SUMMER WORK-STUDY WHILE NOT ENROLLED

Federal regulations permit students to earn summer work-study during periods while not enrolled for summer courses if: 1) they are enrolled in the next award period, and 2) they demonstrate financial need for the next award period. Therefore, a student who will earn summer work-study during a period when not enrolled for summer must be enrolled in the upcoming fall term and must complete a 2008-09 Free Application for Federal Student Aid (FAFSA) and demonstrate financial need.

To be eligible to earn their summer work-study awards, students not enrolled for summer had to have been enrolled for fall'08 prior to May 4th. Additionally, by May 31st, students must have filed their 2008-09 FAFSA's. We will notify you if a student fails to meet either of these conditions, and that student will be unable to earn the remainder of their summer work-study award from that point forward.

FRESHMAN/TRANSFER WORK-STUDY MAILING – GET READY

Each year, our office prepares a mailing to all freshmen and transfer students who have been awarded work-study for the upcoming academic year. If your department wishes to advertise a work-study position in the Freshman/Transfer Student Mailing, refer to the registration form on our web site at <http://www.colorado.edu/studentemployment/onclick.html>. The deadline is July 7th.

NEW LOOK FOR STUDENT EMPLOYMENT WEBSITE

The Student Employment Office is proud to announce that we have changed the look of our website. We believe our new site is now more user friendly. The website address is still the same (<http://www.colorado.edu/studentemployment/>). Please take a look at the new site; we'd welcome your feedback. If you have any questions on how to find a particular topic, please give our office a call and we will be glad to help you locate it.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
www.colorado.edu/studentemployment

SUPERVISING TIP OF THE MONTH!

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