



Student Employment Newsletter

June - July 2009

STUDENTS GRADUATING IN SUMMER 2009

Hourly or work-study students who are graduating in the summer of 2009 must be terminated or removed from the student job class after the 8/08/09 pay period end date. Any earnings reported after this date for a work-study student who is graduating in the summer, will be charged 100% to the employer. If you wish to hire a student once he/she withdraws or graduates, you must contact Employment Services at x2-6475 about setting him/her up in the State Classified system or in a temporary status.

STUDENT PAY RANGES for 2009-10

The 2009-10 student pay ranges will remain the same as they were for 2008-09. You can find the pay ranges on our web site at <http://www.colorado.edu/studentemployment/payrange.html>.

Determining Work-Study Status

The Student Information System (SIS), Screen 331 is operational for the Academic Year. Work-study employers who have an SIS logon I.D. can access this screen to determine if the student has been awarded work-study. When accessing SIS, Screen 331 for the academic year appointment (NOTE: INST = BD, FIN UNIT = F1), please use appropriate term and session. For the 2009-10 academic year, the Term is '10' and the Session is '1.'

COMPLETION OF I-9 FORMS



The Student Employment Office can sign off on I-9 Verification forms. Remember, students must present original copies of their documentation; we cannot accept copies. Also, we have I-9 forms pre-filled with our information, so there's no need to send a blank I-9 form with the student.

IMPORTANT DATES TO REMEMBER

August 9, 2009– May 1, 2010:
2009-10 Academic Year Employment Begin/End Dates

August 8, 2009:
Last working day of the summer term

August 9, 2009:
First working day of the academic term

REQUESTS FOR STUDENT WORK-STUDY AWARDS AND INCREASES

Work-study funding for the academic year is extremely limited so we suggest that you complete an employer request(s) for work-study or increase request(s) as soon as possible, if you're planning to submit one. We review these requests bi-weekly, based on the date we receive the request. As we cannot guarantee a request will be approved, **DO NOT** hire the student if you do not have the funds to pay hourly. Remember that you **CANNOT** hold hours in anticipation of a work-study award being granted.

Forms are available on our web site at www.colorado.edu/studentemployment/oncampforms.html



Student Employment Office
Regent Administrative Center,
Room 205

Phone: 303-492-7349

Fax: 303-492-4544

E-mail: stdemp@colorado.edu

Supervising Tip of the Month!

Make sure that you have applications available online or at your reception area so that interested students can still apply for positions even if you're out of the office.