



Late Pay Transfer to Work-Study Request Summer 2009

STUDENT EMPLOYMENT OFFICE

Student Name: _____

Student ID: _____ HRMS Employee ID#: _____

DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: _____ Phone #: _____ Fax #: _____

Contact Person: _____

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed. Also please put the late pay dollar amount on the pay period the student was to be paid for and not when you submitted the hours as late pay.

<u>Pay Period End Date</u>	<u>Fund</u> <u>Org</u> <u>Program</u> <u>Project</u> <small>(Do not include speedtype). If submitting a request to transfer to another FOPPS, please write the correct FOPPS to transfer too.</small>	<u>Total Amount*</u> <small>This is the amount currently charged to your FOPPS</small>
Fiscal Year 2008-2009		
_____ 05/16/09**	_____	_____
_____ 05/30/09**	_____	_____
_____ 06/13/09***	No STH or LTS transfers will be made for this pay period. ONLY WSR amounts will be moved for departments	_____
_____ 06/29/09***	No STH or LTS transfers will be made for this pay period. ONLY WSR amounts will be moved for departments	_____
Fiscal Year 2009-2010		
_____ 07/11/09	_____	_____
_____ 07/25/09	_____	_____
_____ 08/08/09	_____	_____

Reason why student was paid late: _____

Please send a copy of the timesheet with this request

- * You must notify the Student Employment Office by 5/30/09 if you want any late pay to work-study transferred for any of the pay periods above to charge in the 2008-2009 Fiscal Year.
- ** Due to year-end close deadlines, these pay periods will not be transferred from late pay to work-study. Be sure you check your PeopleSoft statements and your student's payroll setup early to avoid incorrect charges for these pay periods.

Please fax (303-492-4544), email (stdemp@colorado.edu), or mail (77 UCB) this form to the Student Employment Office

