



# Late Pay Transfer to Work-Study Request Academic Year 2008-2009

**STUDENT EMPLOYMENT OFFICE**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: \_\_\_\_\_ Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Campus Box: \_\_\_\_\_ Contact Person: \_\_\_\_\_

*Completion of this form does not guarantee that a transfer will occur. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.*

<u>Pay Period End Date</u>	<u>*Fund</u>	<u>Org</u>	<u>Program</u>	<u>Project</u>	<u>Total Amount*</u>
<i>Fall 2008</i>					
8/23/2008	_____	_____	_____	_____	_____
09/06/2008	_____	_____	_____	_____	_____
09/22/2008	_____	_____	_____	_____	_____
10/04/2008	_____	_____	_____	_____	_____
10/18/2008	_____	_____	_____	_____	_____
11/01/2008	_____	_____	_____	_____	_____
11/15/2008	_____	_____	_____	_____	_____
11/29/2008	_____	_____	_____	_____	_____
12/13/2008	_____	_____	_____	_____	_____
<i>Spring 2009</i>					
12/27/2008	_____	_____	_____	_____	_____
01/10/2009	_____	_____	_____	_____	_____
01/24/2009	_____	_____	_____	_____	_____
02/07/2009	_____	_____	_____	_____	_____
02/21/2009	_____	_____	_____	_____	_____
03/07/2009	_____	_____	_____	_____	_____
03/21/2009	_____	_____	_____	_____	_____
04/04/2009	_____	_____	_____	_____	_____
04/18/2009	_____	_____	_____	_____	_____
05/02/2009	_____	_____	_____	_____	_____

**Reason why student was paid late:** \_\_\_\_\_  
*Please send a copy of the timesheet with this request*

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

\* You must notify the Student Employment Office by 6/12/09 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 in these pay periods.

