



## 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 Late Pay 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>
<b>Fiscal Year 2008-2009</b>		
_____ 05/16/09**	_____	_____
_____ 05/30/09**	_____	_____
_____ 06/13/09***	No STH or LTS transfers will be made for this pay period. <b>ONLY</b> WSR amounts will be moved for departments	_____
_____ 06/27/09***	No STH or LTS transfers will be made for this pay period. <b>ONLY</b> WSR amounts will be moved for departments	_____
<b>Fiscal Year 2009-2010</b>		
_____ 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 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 for these pay periods.

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

