



March 2007

STUDENT EMPLOYEE OF THE YEAR

We had an incredible pool of nominations for Student Employee of the Year. It was a difficult decision, and in reading the nominations, we are reminded that our university could not function without our student employees. Our second place winner this year is Nicole Drobeck, who works for the Architecture and Planning Department. Our first place award goes to Lauren Gunderson, who works for the Colorado Space Grant. All nominees will be invited to attend a luncheon with Chancellor Ron Stump on April 10th. Thanks to all who nominated their student employees this year! It is a great way to acknowledge all of their hard work. Congrats to all!

STUDENT RETIREMENT PROGRAM

The HRMS Student Retirement Program is scheduled to begin running for the summer 2007 term, effective with the pay period ending 6/19/07. This program will evaluate a student's SIS enrollment status and, if necessary, update the student's HRMS 'Employee Class.' For students being entered in HRMS prior to this date, please ask the student what his/her intended enrollment is for the summer term (or look it up on SIS, access permitting) so that the student is set up with the correct 'Employee Class.'

The student's enrollment status in the student retirement plan will depend on the number of credit hours in which he/she is enrolled on the date that the program is first run. To maintain consistency and effectively manage this program, any changes in the student's enrollment after the first run will not impact the student's retirement deduction for the summer term. Any manual updates to the 'Employee Class' made after the program has first run will be overridden to reflect the 'Employee Class' that was determined in the program's first run. 'Employee Class' is monitored on a bi-weekly basis throughout the summer and updated as necessary. For additional information on the student retirement program, please go to:
http://www.colorado.edu/studentemployment/handbook_ay06_07_sum07

SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2007 are 5/06/07-8/11/07. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

SUMMER WORK-STUDY – THE APPLICATION IS OPEN!!

This is yet another reminder to have your students apply for summer work-study as soon as possible! Our funds are limited so encourage them to apply today. Even if your students are not sure of their summer plans, have them apply through CUConnect.

It's also not too early to submit an increase request for summer. If your students have already been awarded, you can request an increase from our web site <http://www.colorado.edu/studentemployment/oncamp.html>. We will not be making decisions until April but they will be considered on a first-come-first-served basis.

HANDBOOK/PROCEDURES

The Summer 2007 Student Employment Handbook has now been updated and is currently on our website.

Due to the HR9 upgrade we are currently updating the handbook with the new process for the Set Up Section, we expect to be complete by the end of March. You can find our updated handbook at: http://www.colorado.edu/studentemployment/handbook_ay06_07_sum07.html

If you have any questions regarding information in the handbook, please feel free to contact our office at 2-7349.

I-9 COMPLETION

If you are sending a student to our office to complete the I-9 form, *please send the student with the original documents. We cannot accept any photocopies.* We have pre-printed I-9 forms available for Student Employment staff and it will expedite our process if you just send the student to our office with their identifying documents without a photocopied I-9 form from your department.

STUDENT EMPLOYMENT
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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!