



# Student Employment Newsletter

March and April 2009

## CHECK YOUR MONTHLY FINANCIAL STATEMENTS

It's that time of year again! We're close to fiscal year end so please check your monthly financial statements to ensure that work-study is charging to the correct account code (407700). If your student is charging to account code 407600, you have been charged 100% for the student's earnings.

### NEED TEMPORARY STUDENT HELP? USE OUR ON-CALL SERVICE!

Did you know that Student Employment Office provides an on-call employment referral program to the campus and Boulder communities? Our office maintains a list of students available for temporary work and one-time projects in the following categories: childcare, computer/clerical, or general labor. It is up to you to negotiate the terms (e.g. pay rate, hours) of employment with the student. If you would like to hire a student to assist you, please contact us at 303-492-7349.

## W-2 COPIES NOW AVAILABLE THROUGH THE PORTAL

The new W-2 self service function can be found on the Welcome tab under the MyCU Links section in CUConnect (<https://cuconnect.colorado.edu/>). This is only for current CU students/staff/faculty who have an IdentiKey/password. Former students will need to submit the 'W-2/1042S Reissue Request' form to Payroll and Benefit Services at <https://www.cusys.edu/pbs/forms/#w>.

## MAKING CHANGES TO JOB RECORDS

Remember, when making changes to any job record on a student employee, you MUST re-enter the correct employee class (Empl. Class) on the job information panel. This will ensure that the student's earnings are properly charged to your FOPPS.

### For work-study students:

- N: Work-study-No Std Retirement
- O: Work-study-Std Retirement

### For hourly students:

- L: Std Hrly-No Std Retirement
- M: Std Hrly-Std Retirement

## SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2009 are 5/03/09-8/08/09. Many students will be looking for summer employment soon, so we recommend that you post your job as soon as possible.



### Supervising Tips of the Month!

- If you expect your students to be at work ten minutes earlier than they are scheduled, then you should be there fifteen minutes early! Show them the work ethic that you would like to see reflected in them.

## STUDENT EMPLOYEE EVALUATIONS

Although student evaluations are not required, we strongly recommend giving them at least once a year to provide student employees with formal or informal feedback. The evaluation process can produce improvement in a student's job performance and can open lines of communication between supervisors and student employees. Students may even provide helpful feedback for the department! If your department doesn't have its own form, here is a link to a sample evaluation form:

[www.colorado.edu/studentemployment/oncampforms.html](http://www.colorado.edu/studentemployment/oncampforms.html)



## SUMMER TIAA/CREF STUDENT RETIREMENT PROGRAM

We are pleased to announce that TIAA/CREF will be on campus to conduct information sessions on the Student Retirement Plan. The representative will be available to answer questions about the various investment options. Please share this information with all of your student employees who have participated or will participate in the student retirement program.

Sessions are by appointment only on April 29 from 10:00-1:00pm. Contact the Student Employment Office at 303-492-7349.

Reminder: Mandatory participation in the Student Retirement Program applies to Undergrads enrolled in less than six credits and Grads enrolled in less than three credits (total credit hours of all summer terms) or any student working 40 hours or more/week regardless of enrollment status.

## FRESHMAN/TRANSFER WORK-STUDY MAILING — GET READY!

Each year, our office prepares a mailing to all freshman and transfer students who have been awarded work-study for the upcoming academic year. If your department wishes to advertise a work-study position in the Freshman/Transfer Student Mailing, this information will be available in June.



## STUDENT EMPLOYEE OF THE YEAR WINNERS

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 Jeremyah Wubben who works for the Facilities Management Department. Our first place award goes to MacKenzie Stewart-Peschka, who works for the Residence Life in the Housing Department. All nominees were invited to attend a luncheon with the Chancellor on April 14th. 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!

Just a reminder that you can acknowledge all your students during National Student Employment Week (April 13th—18th).

## WHO IS ELIGIBLE TO WORK IN A STUDENT JOB CLASS?

In order to be eligible to work in a student job class, an employee must be formally admitted into a CU *degree-seeking* program and either meet the minimum enrollment requirements (6 credit hours for undergraduates and 3 credit hours for graduate students) or be officially on the Time Out Program. If your employee does not meet those qualifications, you will need to hire him/her as a 6 month temporary or classified staff member.

If you are unsure if an employee is eligible to work in a student job class, please contact our office to confirm their status.

Students attending other CU campuses are eligible for hire on the Boulder Campus as long as they are enrolled in the number of credit hours specified above.

## Supervising Tips of the Month!

Ask for your student employees' finals' schedules now so that you can plan ahead. Not only will you have better coverage, but you will be allowing them more flexibility with their schedules!



Student Employment Office

Regent Administrative Center, Room 205

Phone: 303-492-7349

Fax: 303-492-4544

E-mail: [stemp@colorado.edu](mailto:stemp@colorado.edu)

## NOTES ON SUMMER WORK-STUDY

Summer work-study may be used from May 3 through August 8, 2009. Any amount of the summer work-study not earned by this date is cancelled; it does not carry over to next academic year.

If your student does not begin working by May 30, 2009, their summer work-study will be cancelled. If they will not begin working by this date and you want to retain the award, please contact our office at x2-7349 or [stdemp@colorado.edu](mailto:stdemp@colorado.edu) prior to May 30.

To be eligible for summer work-study, the student must be enrolled at CU-Boulder either for the summer, or for both spring 2009 and fall 2009. Failure to meet the enrollment requirements by May 3, 2009 will result in cancellation of their summer work-study.

Students will be reviewed by Financial Aid for their adherence to satisfactory academic progress (SAP) standards at the end of the spring semester. If it is determined that the student does not meet the Financial Aid satisfactory academic progress standards, their summer work-study will be cancelled and you will be notified.

Students who withdraw from the University cannot continue working as student employees after their withdrawal date unless they have formally been admitted into the Time Out Program, and then they may only work as hourly student employees.

### STUDENTS WHO WILL GRADUATE

Student who will graduate in the spring must stop working May 2nd. If you have any questions, please feel free to contact our office.



### PAYROLL EXPENSE TRANSFERS FOR WORK-STUDY STUDENTS

A departmental end user is not authorized to process payroll expense transfers involving work-study earnings. All such transfers must be completed by the Student Employment Office. Due to the 2008-2009 fiscal year-end close deadlines, transfer requests that involve hourly (account 407600) to work-study (account 407700) must be submitted to the Student Employment Office by June 12, 2009. Completion of this form does not guarantee that a transfer will occur. Transfers will be contingent upon availability of funds and student eligibility. **No hourly to work-study or late pay to work-study transfer requests will be processed for the 6/13/09 or 6/27/09 pay periods.**

Payroll expense transfer requests to move the employer share of work-study earnings (account 407700) from one FOPPS to another are due in the Student Employment Office by June 24, 2009.

Completion of either the 'Late Pay to Work-study Transfer Request' or the 'Payroll Expense Transfer Request Involving Work-study funds' form does not guarantee that a transfer will occur. Transfers will be contingent upon HRMS availability and our funding for work-study.

The transfer request forms can be found on our website at <http://www.colorado.edu/studentemployment/oncamp.html> (under 'forms on-line or pdf'). You may submit requests by fax to 2-4544, email to [stdemp@colorado.edu](mailto:stdemp@colorado.edu), or submit the request on-line. Contact Brenda Duran at 2-3548 for additional information.

### SUMMER HRMS SETUP

It is important to set up your student employees correctly for their summer job records. For detailed instructions of how to set up student positions for the summer term, please see our 'On-Campus Student Employment Procedures' at: <http://www.colorado.edu/studentemployment/oncamp.html>

These procedures include a variety of information, from HRMS setups to general student employment policies and procedures.

### NEW CHANGES to I-9 EMPLOYMENT VERIFICATION FORM

The I-9 form has been revised. Please have students submit the new form upon employment. The form can be found at [http://www.uscis.gov/files/form/I-9\\_IFR\\_02-02-09.pdf](http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf)

PLEASE SEND STUDENTS TO THE STUDENT EMPLOYMENT OFFICE WITH ORIGINAL DOCUMENTS...

**NO COPIES WILL BE ACCEPTED!!**

### Supervising Tips of the Month!

When evaluating your student employees, give specific examples to support your comments. Together, you can develop ideas for improvement and goals for the future



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