



PAYROLL TIP OF THE MONTH

Remember to look over all of your student employees' timesheets before signing them to ensure that they have accurately figured the hours worked. **Hours should be recorded in .25 hour increments.** This will ensure that students are paid for the appropriate number of hours worked.

For example, if the student came into work at 8:59am and left at 10:15am, you would report 1.25 hours worked.

ELIGIBILITY FORMS

If we have not sent a work-study eligibility form for a student employee for the summer term, he/she cannot be paid work-study beyond 5/3/08. They must be set up in your agency's payroll system. If there are questions about a work-study student's summer eligibility, please contact our office.

IMPORTANT DATES TO REMEMBER

May 4 - August 9, 2008: Summer 2008 Employment Begin and End Dates

May 31, 2008: Work-study will be canceled if no earnings are reflected by this pay period end date. If your student will not begin working until after 5/31, please contact our office to avoid cancellation.

August 10, 2008 – May 2, 2009: 2008-09 Academic Year Employment Begin and End Dates

May 26 and July 4, 2008: University Holiday. Students are not eligible for holiday pay since they are not entitled to fringe benefits.

August 9, 2008: Last working day of the summer term.

MAY PAY PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
May 4 – May 17	May 22	May 30
May 18 – May 31	June 5	June 13

REQUIREMENTS FOR STUDENTS TO EARN SUMMER WORK-STUDY WHILE NOT ENROLLED

Federal regulations permit students to earn summer work-study during periods while not enrolled for summer courses if: 1) they are enrolled in the next award period, and 2) they demonstrate financial need for the next award period. Therefore, a student who will earn summer work-study during a period when not enrolled for summer must be enrolled in the upcoming fall term and must complete a 2008-09 Free Application for Federal Student Aid (FAFSA) and demonstrate financial need.

To be eligible to earn their summer work-study awards, students not enrolled for summer had to have been enrolled for fall'08 prior to May 4th. Additionally, by May 31st, students must have filed their 2008-09 FAFSA's. We will notify you if a student fails to meet either of these conditions, and that student will be unable to earn the remainder of their summer work-study award from that point forward. You will not be charged back for their earnings, but the student will become ineligible for summer work-study as of that notification date.

FRESHMAN/TRANSFER WORK-STUDY MAILING – GET READY

Each year, our office prepares a mailing to all freshmen 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, refer to the registration form on our web site at <http://www.colorado.edu/studentemployment/oncamp.html>. The deadline is July 7th.

DETERMINING THE NUMBER OF HOURS A WORK-STUDY STUDENT CAN WORK

The 2008 summer semester is 14 weeks long. The following formula can be used to calculate how many hours a student can work during the term:

Work-study award ÷ 14 (weeks) ÷ student's hourly pay rate = **# of hours per week not to exceed the work-study award**
For example:
2500 ÷ 14 ÷ 10.00 = 17.86 so a student could work **17.50** hours per week and not exceed the work-study award.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
www.colorado.edu/studentemployment

SUPERVISING TIP OF THE MONTH!

Make sure that you have applications available online or at your reception area so that interested students can still apply for your positions even if you are out of the office.