

# Student Employment Newsletter

June 2009



## 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.

## SUMMER WORK-STUDY AWARDS CANCELLED

If a student was granted a work-study award and had no earnings, we have cancelled their work-study award unless our office was contacted by the student or employer. If work-study was cancelled, please complete the employer request for work-study. Our ability to approve the requests are based on available funds and therefore we CANNOT ever guarantee that the request will be granted. Funding is reviewed bi-weekly.

## FRESHMAN/TRANSFER WORK-STUDY MAILING

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 6<sup>th</sup>.

## PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
June 14—June 27	June 30	July 10
June 28—July 11	July 14	July 24
July 12—July 25	July 28	August 7
July 26—Aug. 08	Aug. 11	Aug. 21



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## Supervising Tips 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.