



NEW STUDENT EMPLOYMENT STAFF

The Student Employment Office would like to welcome aboard our new Student Employment Coordinator, Melissa Johnson. Missie has worked for the Financial Aid Office for the past nine years. She started out as a work-study student and after graduating became a permanent staff member. Please stop in and introduce yourself.

IS YOUR HOURLY STUDENT ELIGIBLE FOR WORK-STUDY?

We have recently received some additional work-study funds and are in the process of switching some hourly students to work-study funds if the student is eligible for a work-study award. We are encouraging employers with hourly student employees to submit an 'Employer Request for Student Work-Study' form located at http://www.colorado.edu/studentemployment/fillemprequest.html.

To be eligible for a work-study award, the student must have a FAFSA on file, have financial aid need and current earnings.

We are also in the process of reviewing chargebacks that may have occurred when a student reached their fall work-study limit and increasing their work-study award if possible. Please contact our office if you have any questions.

EARNINGS CODES FOR STUDENT EMPLOYEES

Hourly or work-study student employees should never be paid using earnings codes of REG or OTM. Also, remember that your department will be charged 100% for SOT, SJD and LTS earnings. The correct Student Assistant codes are:

- STH-Student Hours (both work-study and hourly)
SOT-Student Overtime
SJD-Student Jury Duty
LTS-Late Pay (student)



Thanksgiving



THE UNIVERSITY AND STUDENT EMPLOYMENT OFFICE WILL BE CLOSED FOR THANKSGIVING ON 11/27/08 & 11/28/08.

STUDENT TIMESHEETS

We want to remind supervisors and liaisons how student timesheets are to be entered and approved:

- Student timesheets MUST list time in and time out for each day worked; a lump sum of hours per day is not sufficient.
If the student makes an error while filling out the time record and you need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use White Out to correct errors on the time sheet. Have the supervisor initial the changes.
Hours for multiple pay periods cannot be added together and reported as STH. Any hours for a prior pay period must be reported as LTS and they will be charged 100% to you. If it's a work-study employee, you can submit a 'Late Pay to Work-study Transfer Request' (LTS) form located at http://www.colorado.edu/studentemployment/filllatepaytows09ay.html. We will review your request and transfer the earnings IF the student is still eligible for their award and IF our funding levels allow us to. You will be notified via email whether or not a transfer is completed.
Students are to be paid only for hours worked. You cannot pay a student for anticipated hours. They are not eligible for holiday pay.
If you override a student's pay rate in time collection, please document the reason in your internal records. You must be able to explain to an auditor why you paid the student a different rate.

Other timesheet-related reminders:

- Make sure the student has a supervisor who is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Student employees should be made aware of whom this "backup" person is.
Both the supervisor and the student must sign the time record. Supervisors cannot sign the student's time record for them.
State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15. If they left at 4:25, round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.
15 minutes = .25 of an hour
30 minutes = .50 of an hour
45 minutes = .75 of an hour
If your department discovers the reporting of fraudulent information, first contact Internal Audit. The student's name should also be forwarded to the Student Employment Office, the Judicial Affairs Office, and the CU Police Department, who will do their own investigations.



SUPERVISING TIP OF THE MONTH!!

Ask for all student employees' holiday schedules early! Many students leave for winter break. This will insure that you have the coverage you need!

Student Employment Office
Regent Administrative Center, Room 205
303-492-7349
stdemp@Colorado.edu

See www.colorado.edu/studentemployment for more info and an on-line version of our supervisor handbook!



STUDENT RETIREMENT PROGRAM FOR THE SPRING SEMESTER

The HRMS Program that updates the employment class on the job information page based on the number of credit hours in which the student is enrolled for the spring semester will run in update mode beginning January 30, 2009. As you set up your student employees for the spring term, please verify with the students how many credit hours they will be enrolling in for the spring, so that you can set them up with the correct employee class.

The number of credit hours in which the students are enrolled as of January 30, 2009 will determine whether or not they are required to pay the retirement deduction throughout the spring term. Additionally, a student whose normal work schedule is 40 or more hours per week is required to enroll in student retirement regardless of credit hours.

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

The 2009 spring semester is 20 weeks long. The following formula can be used to calculate how many hours your students can work (based on their work-study awards) during the spring:

Work-study award ÷ 20 (weeks) ÷ student's hourly pay rate
= # of hours per week not to exceed the work-study award

SPRING WORK-STUDY AWARDS

Any portion of the fall work-study award that is not earned by 12/13/08 will automatically be added to the spring term's limit and can be earned through 5/2/09.

The work-study panel in HRMS (*Reports and Reviews*>*Job Information*>*Work study*) will be updated to reflect the students' full academic year award in December.

ONE TIME PAYMENTS FOR BI-WEEKLY HOURLY AND WORK-STUDY STUDENTS IN JOB CLASS CODES 4101-4106

One time payments (OTP) CANNOT be done on the Boulder Campus for Student Assistants! Because One-Time payments to Student Assistants cannot be tracked for minimum wage and overtime requirements like payments via normal Time Collection, UCB does not allow OTP's to appointments within the 4104-4106 Job Code range. You can view our written policy for One-Time Payments in the Student Employment Handbook on page 20 at http://www.colorado.edu/studentemployment/pdf/oncampshandbook_ay08_09_sum09.pdf.

STUDENT EMPLOYMENT LISTSERV

The UCB Student Employment Office has set up a listserv where employers can receive information concerning student hourly and work-study employment processes specific to the Boulder Campus. To subscribe to the list, please follow the instructions on our website <http://www.colorado.edu/studentemployment/listserv.html>.

W-2's AND ADDRESS CHANGES ON HRMS

Before the end of the semester, check with your student employees to make sure their addresses are current in HRMS. This should be done to ensure the accurate mailing of their W-2s in January.

Refer all employees to the Portal to confirm their MAILING address is correct in CUConnect <https://cuconnect.colorado.edu/uPortal/index.jsp>. The address that will be used for W-2 mailing is the employee's mailing address on the Contact Information tab in HRMS.

All student employees living in an on-campus residence hall must change their mailing address to their home/parents address to ensure the W-2s are not returned. Mail sent to campus housing during breaks is not delivered. Any address changes will need to be updated by the payroll liaison in the student's department in the HRMS system. Navigate to: Workforce Administration>Personal Information>Modify a Person.

- Select the View Address Detail link.
- On the next page enter an effective date and select the '+' plus button
- select add address
- Change address and hit ok. This will change the mailing address

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.

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