



Off-Campus Late Pay Transfer to Work-Study Request Summer 2007

STUDENT EMPLOYMENT OFFICE

Student Name: _____

Student ID: _____ HRMS Employee ID#: _____
DO NOT USE STUDENT SOCIAL SECURITY # FOR ID

Department: _____ Phone #: _____ Fax #: _____

Campus Box: _____ Contact Person: _____

Completion of this form does not guarantee that a transfer will occur when requesting the transfer for Hourly to Work-study. Transfer will be contingent upon availability of funds and student eligibility. You will be notified by email whether or not a transfer is completed.

Pay Period End Date

Total Amount*

Fiscal Year 2006-2007

_____ 05/19/07** _____

_____ 06/02/07** _____

_____ 06/16/07*** No transfers will be made for this pay period

_____ 06/30/07*** No transfers will be made for this pay period

Fiscal Year 2007-2008

_____ 07/14/07 _____

_____ 07/28/07 _____

_____ 08/11/07 _____

Reason why student was paid late: _____

* You must notify the Student Employment Office by 6/02/07 if you want this pay period transferred.

** Due to year-end close deadlines, these pay periods will not be transferred. Be sure you check your PeopleSoft financial statements and your student's payroll setup early to avoid incorrect charges in these pay periods.

Please fax (303-492-4544) or mail (77 UCB) this form to the Student Employment Office

Office Use Only:

Work-study Acct #: _____ Offered Loans: _____

Work-study Award Amount: _____ Unmet need: _____

Earnings: Total: _____ Term1: _____ Term2: _____

Processed by: _____ Date: _____

