



IMPORTANT DATES TO REMEMBER



The last day for students to earn fall work-study is December 13th, 2008. The first day they can start earning spring work-study is December 14th, 2008. Students must be enrolled for spring semester by 01/30/09 to be eligible to begin earning the spring portion of their award.

If students work during breaks, make sure to calculate their hours into their work-study awards so that they do not run out of work-study before the end of the semester.

RECOGNITION IDEAS FOR STUDENT EMPLOYEES

Student employees are just like regular staff in the way that their work satisfaction partly comes from being genuinely appreciated for what they do. It's known that employee appreciation and recognition improves commitment, retention, and productivity.

Recognition programs don't have to be expensive. A simple spoken phrase like, "Thank you for your hard work," can go a long way. See our website for ways to recognize your great student employees at:

http://www.colorado.edu/studentemployment/pdf/recognition.pdf

If you need like ideas to help improve morale you can check out our website at

http://www.colorado.edu/studentemployment/pdf/improvemorale.pdf for ideas.

WINTER BREAK

Just a reminder that Fall work-study ends Dec. 13 and spring work-study will begin Dec. 14. If you have your student(s) working during the winter break to keep in mind there are 20 weeks in spring so adjust their schedules accordingly so they do not exceed their work-study award limit.



NEW DIRECT DEPOSIT FORMS REQUIRED FOR NEW AND REHIRED EMPLOYEES

Once a student has been terminated from all positions for 90 days his/her direct deposit information is automatically inactivated. They must submit a new direct deposit slip with a voided check or have the bank information (routing number and bank account number) printed on letterhead from the bank to Payroll and Benefits Office.

REMINDER ON WORK-STUDY STUDENTS GRADUATING IN THE FALL '08

Work-study students who are graduating in the fall of 2008 are only eligible to earn work-study through the 12/13/08 pay period end date. Any earnings reported after this date will be charged 100% to your agency.

NEW STUDENT EMPLOYEE PAPERWORK

When you hire a new student employee and send him/her to our office to fill out the appropriate paperwork, please make sure that he/she brings:

- 1. avoided check stub for Direct Deposit,
2. We must see his/her original (no copies) social security card for the Personal Data Sheet,
3. Either a driver's license or U.S. Passport for the I-9. We cannot accept copies of these documents when completing the payroll setup. If the student needs to request a duplicate social security card, he/she can go to the Social Security Administration Office on Pearl Street with a birth certificate.
4. All new student employees need to fill out the appropriate paperwork before they can begin working for your agency.

PAY PERIOD END DATES

Table with 3 columns: Pay Period Dates, Time Collection, Pay Date. Rows include Sept. 21-Oct. 4, Oct. 5-Oct. 18, Oct. 19-Nov. 1 and their corresponding collection and pay dates.

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!

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!