

# Student Employment Newsletter

October / November 2009



## Automatic Inactivation of Direct Deposits

If any of your student employees have been terminated from all university positions for 90 days or more, their direct deposit information in HRMS is inactivated. If their direct deposit has been inactivated, please let them know that they must submit a new Payroll Direct Deposit Authorization Form ([https://www.cusys.edu/pbs/forms/downloads/Direct\\_Deposit\\_auth.xls](https://www.cusys.edu/pbs/forms/downloads/Direct_Deposit_auth.xls)) to PBS.

## WORK-STUDY FUNDS

After carefully analyzing our funding levels for this fiscal year, we do not expect to be able to grant any new work-study increases or awards for the academic year. We will monitor the situation closely and notify you of any changes.

If you now find yourself in a position to hire, please post your position announcement with us as there are many students who have already been awarded work-study and are still looking for jobs. Our job announcement form can be found at:

<http://www.colorado.edu/studentemployment/filljobon.html>

## SPRING WORK-STUDY AWARDS

Any portion of the fall work-study award that is not earned by 12/12/09 will automatically be added to the spring term's limit and can be earned through 5/01/10.

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.

## W-2 Address Verification

~ To ensure W-2's arrive on time and are sent to the correct mailing address, changes to an employee's mailing address must be completed in HRMS by the first week of January. The report can be run for an individual employee or by department. To run the report, navigate to:

[Home>Reports and Reviews>](#)

[Personal Information>Personal Data Worksheet.](#)

~ Requests for a reissued W-2 will be processed no earlier than ten (10) business days after January 31. You can also view/print a new W-2 in CUConnect if you have an active identkey.

## IMPORTANT DATES TO REMEMBER

### December 12<sup>th</sup>, 2009

→ The last day to earn fall work-study.

### December 13<sup>th</sup>, 2009.

→ The first day to start earning spring work-study.

Please keep in mind that starting **December 13<sup>th</sup>, 2009**, until your student employees are enrolled at least half-time for spring, they are not eligible to earn work-study or to work in a student job class.

If your students work during university breaks, make sure to calculate their hours into their

## SUPERVISING TIP OF THE MONTH!!

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