



# Student Employment Newsletter

June 2011 Off-Campus

## SUMMER WORK-STUDY UPDATE

- Eligible students who applied for summer work-study on or before March 29, 2011 have been awarded. Those who applied after that date must submit an employer request in order to be considered for an award. The request form is available on our website.

- We will continue to review available funding after each biweekly pay period to determine whether or not we can grant new awards and increases to students on our waitlists. If granted, you and the student will be notified.

## IMPORTANT DATES

May 1, 2011:  
First working day  
of the summer term

June 10, 2011:  
Last day to submit  
work-study transfer  
requests

August 6, 2011:  
Last working day  
of the summer term

August 7, 2011 -  
May 12, 2012:  
Academic Year 2011-12  
employment  
begin/end dates

### Use It Or Lose It!

The deadline to begin earning summer work-study was May 28, 2011. If you have a student employee with an award who did not start earning before that date, the award will be canceled.

### Late Timesheets = 100% Charge

You should complete and submit the 'Late Pay to Work-study Transfer' request form - available on our website - with late timesheets. Completion of the form does not guarantee that a transfer will occur, as they are contingent upon available funds and student eligibility. Due to fiscal year end, there are hard deadlines for summer requests.

## Summer Time Collection Dates

The following dates are the time collection due dates for the summer term:

May 16	July 12
May 31	July 2
June 14	August 9
June 28	

\*Please keep in mind that late time entry won't be available for the final summer pay period. Any hours submitted after August 9 will be charged 100% to your agency.



Provide New Employees with these helpful website resource links:  
New Employee Toolbox: <http://www.cusys.edu/pbs/newempl.html>  
Payroll Due Date Schedule:  
<http://www.colorado.edu/studentemployment/payrollcalendar.html>

SUPERVISING  
TIP OF  
THE MONTH

Ask for input. Student employees can be a great source of ideas! Ask your student employees for their suggestions; especially when it comes to their daily job duties, they likely have ideas of how to save time, money, or both.