Student Employment Newsletter

May 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.
- We will 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, we will notify you and the student.
- We cannot guarantee that any student will be granted a new award or increase, so it is advisable to schedule the student based on his/her current work-study award.

Summer Work-Study Eligibility

Students must meet all of the following to be eligible for summer work-study:

- Be enrolled either in spring 2011 AND fall 2011 or in summer 2011
- Have a completed 11-12 FAFSA on record which demonstrates financial need

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

IMPORTANT DATES

April 30, 2011:
Last working day of the spring term

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

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

August 7, 2011 - April 28, 2012:
Academic Year 2011-12 employment begin/end dates

SUPERVISING TIP OF THE MONTH

Set the example. If you expect your students to be 5 minutes early for their shifts, you should be too! Remember, you are in a unique position to demonstrate the work ethic you would like to see them learn.

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