



February 2007

## HUMAN RESOURCES SYSTEM WILL BE UPGRADED IN MARCH!!

We would like to take this opportunity to inform you that our Human Resources System will be going through an upgrade in March. We are told there will be no changes to the Time Collection process but the look will be a little different. We will keep you informed about potential impact to the time collection process as we get additional information and will let you know once we set up training times to go over the updated system.

## SUMMER WORK-STUDY – THE APPLICATION IS OPEN!!

We would like to take this opportunity to remind you that it is that time of year when your students need to apply for summer work-study. To apply for summer work-study, please refer your students to the financial aid channel in CUConnect (<https://cuconnect.colorado.edu>). Our office gives priority to those students who apply by March 15, 2007. For information about summer financial aid, please refer your students to our website at: <http://www.colorado.edu/finaid/summer.html>.

Students do NOT have to be enrolled in classes in the summer in order to be eligible for work-study. However, if they are not enrolled in any classes during summer 2007 term, they must be enrolled the 2007 spring semester **and** the 2007 fall semester. A student not enrolled for summer must be enrolled in fall classes by 5/6/07 or their summer work-study will be cancelled.

It's also not too early to submit an increase request for summer. If your students have already been awarded, you can request an increase from our web site <http://www.colorado.edu/studentemployment/offcamp.html>. We will not be making decisions until mid-April but they will be considered on a first-come-first-served basis.

If your student does not begin working by June 2, 2007, their summer work-study will be cancelled. If they will not begin working by this date and you want to retain the award, please contact our office at x2-7349 or [stdemp@colorado.edu](mailto:stdemp@colorado.edu) prior to June 2.

Our office will send you a list of students currently working for your agency to see if they will continue into the summer. We will send you the summer work-study eligibility forms mid to late April.

## SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2007 are 5/06/07-8/11/07. Many students will be looking for summer employment after Spring Break, so we recommend that you post your job mid to late March.

Any amount of summer work-study not earned by August 11<sup>th</sup> is cancelled; it does not carry over to next academic year.

## COMMUNITY SERVICE JOB DESCRIPTION FORMS

Each year, the Federal government requires the University to provide documentation of community service work-study positions. If your agency hired any new students you will need to submit the 'Community Service Job Description Form' to our office. You only need to submit this form once for each new student employee. The form is located on our website at:

<http://www.colorado.edu/studentemployment/offcampus/forms/ocwsjobs.pdf>

## WORK-STUDY AWARDS CANCELLED

If a student was granted a spring-only work-study award but has no work-study earnings as of the 2/10/07 pay period, their work-study award will be cancelled.

Students will be reviewed by financial aid for reasonable academic progress (RAP) at the end of the spring semester (approx May 18). If it is determined that the student does not meet the financial aid reasonable academic progress standards, their summer work-study will be cancelled and you will be notified.

Students who withdraw from the university cannot continue earning work-study after their withdrawal date. If one of your employees withdraws, we will notify you that the student must stop working immediately.

## PAY PERIOD END DATES

Pay Period Dates	Time Collection	Pay Date
Jan. 28-Feb. 10	Feb. 13	Feb. 23
Feb. 11-Feb. 24	Feb. 27	Mar. 9
Feb. 25-Mar. 10	Mar. 13	Mar. 23

## STUDENT EMPLOYMENT

UMC Room 100  
303-492-7349  
[stdemp@colorado.edu](mailto:stdemp@colorado.edu)

### SUPERVISING TIP OF THE MONTH!

Ask for your student employees' spring break and final exam schedules now so that you can plan ahead. Not only will you have better coverage, but you will be allowing them more flexibility with their schedules!