



August 2007

**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. a voided check stub for Direct Deposit,
2. his/her **original** social security card for the Personal Data Sheet (**no copies**),
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.
5. Your agency will receive the work-study eligibility form once the paperwork had been completed by the student and then they are able to work for your agency.

**WANT TO VIEW YOUR JOB POSTING?**

Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>). You will need to logon with your indentikey and password. If you have not already added the Student Employment Channel to your settings, you will need to do the following first in order to view the job postings:

1. From the Welcome page—select **Make Changes** button
2. Select Add Channel
3. Select the Financial link and a list will appear. Find Student Employment, click on "**Subscribe to this Channel**".
4. You will be taken back to the main page-You will see a green box with **Add Channel Here** in the columns, select the column you want the channel to be located in.
5. You should now see the channel in CUConnect and you can click **Finished Making Changes**
6. You can now view the job postings.

**REQUESTS FOR STUDENT WORK-STUDY AND WORK-STUDY INCREASES**

We anticipate that work-study funding for the academic year will once again be limited. Please complete requests for student work-study awards and increases as soon as possible to improve the chances for an award or adjustment.

An employer letter strengthens their position on the waiting list, but it does not guarantee an award. We review the employer requests on a bi-weekly basis and, if there are funds available, we will grant awards to eligible students on a first-come first-served basis. Both forms are available at: <http://www.colorado.edu/studentemployment/offcamp.html>

**INFORMING STUDENTS OF HIRING DECISIONS**

Last year, as the new school year began, our office was inundated with students looking for jobs. Many students informed us that they applied and/or interviewed for positions and then never received a response. Once you have offered the position to a student and they have accepted your offer, please notify the other applicants that your position(s) have been filled. This will help reduce student frustrations when they are searching for employment opportunities. If your job is posted with the Student Employment Office, please contact us to remove it from our job website. Our office will remove your posting from the web the evening that you phone us.

**TERMINATING STUDENTS/PERSONNEL CHANGES**

If a student employee will no longer be working for your agency, it is important to notify our office so that we may terminate him/her from the payroll system. If your agency moves or has personnel changes that directly relate to the work-study program, please contact our office to update the changes. It is very important that we maintain updated information for billing, training, payroll/time entry, and contact information about a students change in financial aid. Please contact Brenda Duran at (303)492-3548 or send an email to [Brenda.Duran@Colorado.edu](mailto:Brenda.Duran@Colorado.edu) with the changes.

STUDENT EMPLOYMENT  
Regent Administrative Center, Room 205  
303-492-7349  
stdemp@colorado.edu

**SUPERVISING TIP OF THE MONTH!!**

**Create a training schedule/checklist for your new student employees at the beginning of each week. This will help you understand what you have already trained them and they will be able to see the progress they are making!**