



December 2007

**REMINDER—EARLY TIME COLLECTION!**

Time Collection will close at **12:00 p.m. on Tuesday, December 18, 2007** due to the Christmas holiday. Please make sure to complete time entry for your student employees before the system closes.

**NEW STUDENT EMPLOYEE PAPERWORK**

All new student employees must come to the Student Employment Office to fill out the appropriate paperwork **before** they can begin working for your agency. **We must have original documents—we cannot accept any copies.** Please make sure that he/she brings:

1. Voided check from a checking account for payroll Direct Deposit,
2. His/her **original** social security card  
*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.*
3. Driver's license

**TERMINATING STUDENTS**

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. Please contact Brenda Duran at (303) 492-3548 to inform our office of terminations.

**STUDENT EMPLOYEE OF THE YEAR**

Start thinking about excellent student employees that you would like to nominate for the *Student Employee of the Year Award*. Nominations can be an incredible way to thank your student employees for all of their hard work! Nomination forms will be available mid-December on our website.

**SPRING WORK-STUDY AWARDS**

Any portion of the fall work-study award that is not earned by 12/15/07 will automatically be added to the spring term's limit and can be earned through 5/3/08.

**W-2's AND ADDRESS CHANGES ON HRMS**

Before the end of the semester, check with your student employees to make sure their address is current in the payroll system. This should be done to ensure the accurate mailing of their W-2s in January. The address that will be used for W-2 mailing is the employee's mailing address in the payroll system and NOT the address on the student information system (SIS). Changing their address in the CUConnect system does not change their address for payroll.

**All student employees living in an on-campus residence hall must change their mailing address to their home/parents address to ensure the W-2s are not returned.** Mail sent to campus housing during breaks is not delivered. Any changes will need to be updated by the Student Employment Office.

**MINIMUM WAGE PAY INCREASE**

The hourly minimum wage will increase to \$7.02 effective January 1, 2008. The Student Employment Office will automatically update any student that falls below this rate.

If your agency has any issues about the other students not receiving an increase you will need to determine what new rate (if any) you will grant to the other students and let the Student Employment Office know the new rates so we can make the necessary changes to the student employees' pay rates.

**SUPERVISING TIP OF THE MONTH!!**

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

**STUDENT EMPLOYMENT**  
Regent Administrative Center, Room 205  
303-492-7349  
stdemp@colorado.edu  
<http://www.colorado.edu/studentemployment/offcamp.html>