



November 2007

## REMINDER—EARLY TIME COLLECTION!

Time Collection will close at **5:00 pm on Tuesday, November 20, 2007** due to the Thanksgiving 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 the checking account for 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.

## WINTER BREAK

Just a reminder that Fall work-study ends Dec. 15 and Spring work-study will begin Dec. 16. If you have your student(s) working during the winter break to keep in mind there are 20 weeks in spring so adjust their schedules accordingly so they do not exceed their work-study award limit.

## 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 our payroll system.

This must 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 on the Contact Information tab. Refer all employees to the Portal to confirm the MAILING address (<https://cuconnect.colorado.edu/uPortal/index.jsp>).

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 housing during breaks is not delivered. Any changes will need to be updated by the Student Employment Office.

## 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.

## 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>