



October 2007

OVERTIME PAYMENTS TO STUDENT EMPLOYEES

Student hourly employees are eligible for overtime. If you have students that are working multiple jobs, it is the responsibility of the off-campus agency, the on-campus department(s), and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then where the employee works the 41st hour is required to pay the overtime. Please make your students aware of the overtime issues when working for multiple employers. When overtime is paid, it will appear under account code '407900' on your monthly billing statement.

Work-study does not cover over time.

REMINDER ON WORK-STUDY STUDENTS GRADUATING IN THE FALL '07

Work-study students who are graduating in the fall of 2007 are only eligible to earn work-study through the 12/15/07 pay period end date. Any earnings reported after this date will be charged 100% to your agency.

UPDATING STUDENT ADDRESSES ON HRMS

It is recommended that all employees be given a printed copy of their Personal Data Worksheet (PDW) each year to verify address information. This is to ensure that their W-2s will be sent to the correct mailing addresses in January. The "MAILING ADDRESS" on the PDW is the address where the W-2 (and warrants/advises) is sent.

Our office will print out the Personal Data Information for each student working for your agency and email or fax them to your agency. When received, please ask the student(s) to make any corrections necessary and return it to us so that corrections can be entered in the system. Address changes that affect W-2 mailings must be done prior to the January payroll deadlines.

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,
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.

REQUESTS FOR STUDENT WORK-STUDY AND WORK-STUDY INCREASES

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

OCTOBER-DECEMBER PAYROLL CALENDAR

Pay Period Dates	Time Collection	Pay Date
Oct. 21 – Nov. 3	Nov. 6 th	Nov. 16 th
Nov. 4 – Nov. 17	Nov. 19 th	Nov. 30 th
Nov. 18 – Dec. 1	Dec. 4 th	Dec. 14 th
Dec. 2 – Dec. 15	Dec. 17 th	Dec. 28 th

Both November 19th and December 17th are due on a Monday due to the Holidays. If you have any questions or problems, please give our office a call 303-492-7349.

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

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!