



September 2007

2007-2008 ACADEMIC YEAR EMPLOYMENT DATES

Full Year: 8/12/07-5/3/08
Fall: 8/12/07-12/15/07
Spring: 12/16/07 – 5/3/08

STUDENT PAY RANGES FOR 2007-2008

Fall is usually the time that employers increase student's pay rates. Off-campus work-study agencies can set their pay rates between minimum wage and the maximum on-campus rate. The 2007-08 student pay ranges are \$6.85 minimum and \$17.61 maximum.

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. The work-study panel in HRMS will display only the fall award amount until the spring term has begun. To view the panel navigate by going to Reports and Reviews>Job Information>Work-study>Enter the student emplid and hit enter or select the search button. You will see the work-study limit and the earnings. Kept in mind this panel will be 2 weeks behind. If you have any questions, please give us a call.

LOOKING FOR TEMPORARY HELP?

If you need help moving, doing yard work, typing a paper, etc., take advantage of our On-call Program. We will email select students with information about your one-time clerical, childcare, or general labor job. Interested students will contact you directly. This referral service is free to employers. (Note: this service is not related to the work-study program. If you hire a student through the On-call Program, you or your agency will be directly responsible for paying the student's wages.)

You can submit the job posting for temporary help on-line at: <http://www.colorado.edu/studentemployment/oncampusoncall.html>

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.

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.

PERSONNEL CHANGES/ TERMINATING STUDENTS

If your agency moves or has personnel changes that directly relate to the work-study program, please contact Brenda Duran at (303) 492-3548 to update the changes. It is very important that we maintain updated information for billing, training, payroll/time entry, and contact information for students.

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

SUPERVISING TIP OF THE MONTH!!

Make sure that you have applications available online or at your reception area so that incoming students can still apply for your positions even if you are out of the office