



SUMMER WORK-STUDY UPDATE

- Eligible students who applied for summer work-study on or before March 29, 2011 have been awarded. Those who applied after that date must submit an employer request in order to be considered for an award. The request form is available on our website.

- We will continue to review available funding after each biweekly pay period to determine whether or not we can grant new awards and increases to students on our waitlists. If granted, you and the student will be notified.

IMPORTANT DATES

May 1, 2011:
First working day
of the summer term

June 10, 2011:
Last day to submit
work-study transfer
requests

August 6, 2011:
Last working day
of the summer term

August 7, 2011 -
May 12, 2012:
Academic Year 2011-12
employment
begin/end dates

Use It Or Lose It!

The deadline to begin earning summer work-study was May 28, 2011. If you have a student employee with an award who did not start earning before that date, the award will be canceled.

Check Monthly Financial Statements

It's that time of year again! We're quickly approaching fiscal year end, so please check your monthly financial statements to ensure that work-study is charging to the correct account code (407700). If your student is charging to 407600, you have been charged 100% for that student's earnings.

Payroll Expense Transfers for Work-Study Student Employees

Departmental end users are not authorized to process payroll expense transfers involving work-study earnings; they must be completed by the Student Employment Office. 2010-2011 hourly (account 407600) to work-study (account 407700) transfer requests must be submitted by **June 10, 2011**. Completion of the form does not guarantee that a transfer will occur; they will be contingent upon available funds and student eligibility. **No hourly to work-study or late pay to work-study transfer requests will be processed for the 6/11/11 or 6/25/11 pay periods.** Payroll expense transfer requests to move the employer share of work-study earnings (account 407700) from one FOPPS to another are due to Student Employment by **June 22, 2011**. The transfer request forms can be found on our website.

SUPERVISING TIP OF THE MONTH

Ask for input. Student employees can be a great source of ideas! Ask your student employees for their suggestions; especially when it comes to their daily job duties, they likely have ideas of how to save time, money, or both.



Provide New Employees with these helpful website resource links:
New Employee Toolbox: <http://www.cusys.edu/pbs/newempl.html>
Payroll Due Date Schedule:
<http://www.colorado.edu/studentemployment/payrollcalendar.html>