



Student Employment Newsletter

MARCH 2011

New Colorado Minimum Wage

Effective January 1, 2011 the Colorado minimum wage will increase to \$7.36 per hour.

The federal minimum wage is \$7.25 per hour.

Use It Or Lose It! (Spring Work- Study)

Students who had spring only work-study awards(or fall awards they never started earning) had their awards canceled if they did not show earnings through Feb. 5. Please contact our office if you set up a student incorrectly as an hourly student and his/her work-study was canceled.

Important Dates

August 8, 2010– April 30, 2011:
2010-11 Academic Year Employment
Begin/End Dates

December 12, 2010:
First working day of the spring term

January 1, 2011:
2011-2012 FAFSA is available

March 15, 2011:
First day to apply for summer financial aid

April 30, 2011:
Last working day of the spring term

ALERT: Summer Financial Aid Application

The application for summer financial aid, including summer work-study, will be available on Tuesday, March 15, 2011. The application was originally scheduled to be available on March 3rd, but due to unforeseen difficulties, has been delayed to March 15.

New Website!

We've updated our website! Please check it out and send us your feedback:

<http://www.colorado.edu/studentemployment/>

Student Employment Office

Regent Administrative Center, Room 205

Phone: 303-492-7349

Fax: 303-492-4544

Email: stdemp@colorado.edu

Student Employee of the Year!

This year's CU student employee of the year is Andrea Zaragoza from the Environmental Center.

The second place winner is Nikita Patel from Disability Services, AT Lab.

Congratulations to our winners, and thank you to all the employers who nominated students for this recognition.

Nominees and winners will be recognized at a luncheon with the chancellor on April 19.

Summer Work-Study Awards

- The summer application for financial aid will be available starting March 15, 2011 in myCUinfo.
- Students who are planning to work and earn work-study after 04/30/11 should apply for summer financial aid as soon as possible after March 15 — our funding is limited!
- Students do not have to be enrolled in summer to receive work-study. If a student will not be enrolled for summer and is requesting summer work-study, he/she must be enrolled in spring 2011 and fall 2011 by May 1, 2011.
- By May 1, 2011 the Financial Aid Office must have the student's 2011-12 FAFSA on file AND he/she must demonstrate financial need for the 2011-2012 academic year or the summer work-study award will be canceled.
- The student and his/her employer(s) will be notified that the student cannot begin working if he/she is not pre-registered for Fall 2011 courses by 5/1/11. Our office will verify students' eligibility on a daily basis.
- Undergraduate students enrolled less than 6 credit hours and graduate students enrolled less than 3 credit hours will be required to contribute to a retirement account. Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be subject to student retirement, regardless of the number of credits in which they are enrolled.

2010 W-2s Available Online Via Campus Portal

-Payroll & Benefit Services has posted 2010 W-2s (Wage and Tax Statements) online. Employees can access their 2010 W-2s using their campus portals. This self service feature is located under the My.Pay tab in My.CU. UCB employees may also access their W-2 using CU Connect, by selecting the W2 Statement link in the MyCU Links section.

-Printed W-2s for the 2010 tax year will be mailed to employees no later than January 31, 2011 as required by federal regulation.

SUPERVISING TIP OF THE MONTH

Provide Opportunities to Socialize

Encourage your student employees to get to know each other! Helping plan monthly outings to share meals, go bowling, or take a trip to a seasonal event can be rewarding for everyone. Students enjoy participating in social activities, and they're more likely to enjoy their jobs if they get along well with their coworkers!

Automatic Inactivation of Direct Deposits

If any of your student employees have been terminated from all university positions for 90 days or more, their direct deposit information in HRMS is inactivated. If a student's direct deposit has been inactivated, please let him/her know that he/she must submit a new Payroll Direct Deposit Authorization Form <https://www.cusys.edu/>

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>

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