



August 2007

STUDENT RETIREMENT PROGRAM FOR THE FALL SEMESTER

The HRMS Program that updates the employment class on the job information page based on the number of credit hours in which the student is enrolled for the fall semester will run in update mode beginning September 14, 2007. As you set up your student employees for the fall term, please verify with the students how many credit hours they will be enrolling in for the fall, so that you can set them up with the correct employee class.

The number of credit hours in which the students are enrolled as of September 14, 2007 will determine whether or not they are required to pay the retirement deduction throughout the fall term. Additionally, a student whose normal work schedule is 40 or more hours per week is required to enroll in student retirement regardless of credit hours.

INFORMING STUDENTS OF HIRING DECISIONS

As the new school year began, our office was inundated with students looking for jobs. Many students informed us that they applied and/or interviewed for positions on campus and never received a response from the department. Once you have offered the position to a student and they have accepted your offer, please notify the other applicants that your position(s) have been filled. This will help reduce student frustrations when they are searching for employment opportunities. If your job is posted with the Student Employment Office, please contact us to remove it from our job website. Our office will remove your posting from the web the evening that you phone us.

UPCOMING TRAINING FOR EMPLOYERS

Selecting and Interviewing Student Employees
8/9/07 located in the UMC 247 from 9:00-11:00

Supervising Student Employers:
9/11/07 located in the UMC 247 from 9:00-11:00

HR Process for Student Employees (PPL):
8/15/07 located in ARC, Room 620 from 8:30-11:30a.m.
8/16/07 in the Computing Lab, RL6, room W179
from 9:30-11:30 a.m.
To sign up please call x2-8103 (minimum of 10 participants)

REQUESTS FOR STUDENT WORK-STUDY AND WORK-STUDY INCREASES

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

An employer letter strengthens their position on the waiting list, but it does not guarantee an award. We review the employer requests on a bi-weekly basis and, if there are funds available, we will grant awards to eligible students on a first-come first served basis. Both forms are available at: <http://www.colorado.edu/studentemployment/oncamp.html>

WANT TO VIEW YOUR JOB POSTING?

Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>). You will need to logon with your indentikey and password. If you have not already added the Student Employment Channel to your settings, you will need to do the following first in order to view the job postings:

1. From the Welcome page—select **Make Changes** button
2. Select Add Channel
3. Select the Financial link and a list will appear. Find Student Employment, click on "**Subscribe to this Channel**".
4. You will be taken back to the main page—You will see a green box with **Add Channel Here** in the columns, select the column you want the channel to be located in.
5. You should now see the channel in CUConnect and you can click **Finished Making Changes**
6. You can now view the job postings.

WHO IS ELIGIBLE TO WORK IN A STUDENT JOB CLASS?

In order to be eligible to work in a student job class, an employee must be formally admitted into a CU *degree-seeking* program and either be enrolled at least half time (6 credit hours for undergraduates and 3 credit hours for graduate students) or be officially on the Time Out Program. If your employee does not meet those qualifications, please contact our office and we can help you determine if there are any hiring options.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
See www.colorado.edu/studentemployment for more info
and an on-line version of our supervisor handbook!

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.