



W-2's AND ADDRESS CHANGES ON HRMS

Before the end of the semester, check with your student employees to make sure their addresses are current in HRMS. This should be done to ensure the accurate mailing of their W-2s in January. The address that will be used for W-2 mailing is the employee's mailing address on the Contact Information tab. Refer all employees to the Portal to confirm the MAILING address (<https://cuconnect.colorado.edu/uPortal/index.jsp>).

All student employees living in an on-campus residence hall must change their mailing address to their home/parents address to ensure the W-2s are not returned. Mail sent to campus housing during breaks is not delivered. Any changes will need to be updated by the payroll liaison in the student's department.

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 (*Reports and Reviews>Job Information>Work study*) will be updated to reflect the students' full academic year awards the week of December 31, 2007.

* Note that the end date for spring semester is prior to commencement. Students graduating in spring must stop working as of 5/3/08. If the end date is not correct in HRMS, a student's work-study earnings may charge 100% to your FOPPS.

INFORMING STUDENTS OF HIRING DECISIONS

As the spring semester begins, our office will be inundated with students looking for jobs. Many students inform us that they have 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 or they do not qualify for the position (if you are still looking for an employee). 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 listings. Your posting will be removed from the web overnight.

REMINDER—EARLY TIME COLLECTION!

HRMS Production will close at **NOON on Tuesday, December 18, 2007** due to the Christmas holiday. Please make sure to complete time entry for your student employees before the system closes.

MINIMUM WAGE PAY INCREASE

The hourly minimum wage will increase to \$7.02 effective January 1, 2008. PBS will automatically update any student's compensation that falls below this rate and Student Employment will be sending a list of affected students to their departments.

If departments have issues about the other students not receiving an increase, you may determine what new rate (if any) you will grant to the other students and your department will be responsible for making the appropriate and necessary changes to their student employees' pay rates.

If a student employee's pay rate falls outside the range for his/her student assistant level, departments will need to either adjust the student's pay rate or promote him/her to the next student assistant level. Please see our handbook at www.colorado.edu/studentemployment/ocamp for more information.

STUDENT RETIREMENT PROGRAM FOR THE SPRING 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 spring semester will run in update mode beginning February 01, 2008. As you set up your student employees for the spring term, please verify with the students how many credit hours they will be enrolling in for the spring, 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 February 01, 2008 will determine whether or not they are required to pay the retirement deduction throughout the spring 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.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
Email: stdemp@colorado.edu
<http://www.colorado.edu/studentemployment/>

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!



STUDENT EMPLOYMENT

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UPCOMING TRAINING SESSIONS

SELECTING AND INTERVIEWING STUDENT EMPLOYEES:

Designed for personnel liaisons who select and interview student employees:

- Acquire knowledge of work-study and hourly hiring.
- Ascertain who your competitors are and how you can compete.
- Identify required skills for your position.
- Write job a description and an ad.
- Learn criteria for selecting the best student for the job

SUPERVISING STUDENT EMPLOYEES:

Designed for personnel liaisons who supervise student employees. Learn successful tips for training, supervising, and evaluating your student employees! Acquire knowledge of work-study and hourly hiring.

- Learn the complexities of supervising student employees
- Learn the four basic elements of supervision:
 - Teacher (Training)
 - Coach (Motivating)
 - Counselor (Listening)
 - Judge (Evaluating)

Please call x2-8103 to reserve a seat. To see other training opportunities please view the Human Resources website:
<http://www.colorado.edu/humres/training/hrseminars.html?a=51>

WANT TO VIEW YOUR JOB POSTING?

Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>). You will need to logon on 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.

ONE TIME PAYMENTS FOR BI-WEEKLY HOURLY AND WORK-STUDY STUDENTS IN JOB CLASS CODES 4101-4106

One time payments (OTP) **CANNOT** be done on the Boulder Campus for Student Assistants! Because One-Time payments to Student Assistants cannot be tracked as easily as payments via normal Time Collection, UCB does not allow OTP's to appointments within the 4104-4106 Job Code range. You can view UCB's written policy for One-Time Payments on the PBS website.

RECOGNITION IDEAS FOR STUDENT EMPLOYEES

See our website at:
<http://www.colorado.edu/studentemployment/training.html>

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.