



NOVEMBER 2007

**W-2's AND ADDRESS CHANGES ON HRMS**

Before the end of the semester, check with your student employees to make sure their address is 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 housing during breaks is not delivered. Any changes will need to be updated by the payroll liaison in their 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.

**ONE TIME PAYMENTS FOR BI-WEEKLY 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.

**REMINDER—EARLY TIME COLLECTION!**

HRMS Production will close at **5:00 pm on Tuesday, November 20, 2007** due to the Thanksgiving holiday. Please make sure to complete time entry for your student employees before the system closes.

**EARNINGS CODES FOR STUDENT EMPLOYEES**

Hourly or work-study student employees should never be paid using earnings codes of REG or OTM. If these codes are used in Time Collection to pay student wages, the amounts will be reported with incorrect account chartfields on the payroll journals that load into Finance. *The correct Student Assistants codes are:*

- STH-Student Hours
- SOT-Student Overtime (hours)
- SJD-Student Jury Duty (hours)
- LTP-Late Pay (hours)

**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.

**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!