



October 2007

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.

IMPORTANT DATES TO REMEMBER



The last day for students to earn fall work-study is **December 15th, 2007**. The first day they can start earning spring work-study is **December 16th, 2007**. Students must be enrolled for spring semester by **12/20** to be eligible to begin earning the spring portion of their award.

If students work during breaks, make sure to calculate their hours into their work-study awards so that they do not run out of work-study before the end of the semester.

OVERTIME PAYMENTS TO STUDENT EMPLOYEES

Student hourly employees are eligible for overtime. If you have students that are working multiple jobs, it is the responsibility of the department(s) and of the employee to monitor the total hours worked in a given week across all jobs. If the total hours worked in the week are greater than forty hours (40) then the department where the employee works the 41st hour is required to pay the overtime. Please make your students aware of the overtime issues when working in multiple departments. When overtime is paid, it will appear under account code '407900' on your department's monthly FOPPs statement. **Work-study does not cover over time.**

PAYCHECK INFORMATION IN PORTAL

Paycheck information for ALL employees who receive checks is now accessible on the campus portals. This should primarily assist our student employees who may be transitioning into setting up a bank account, or who may have had to temporarily close their bank account.

COMPLETION OF I-9 FORMS

Just a reminder that the Student Employment Office is now located in the Regent Administrative Center, room 205.

We do not accept copies of any documents to complete the I9 form.

We have the forms in our office so please do not send students with the form already completed from your office. Some of the forms that are given to the students are NOT copied in the correct order per DHS guidelines so the student has to refill out the I-9 form when they come to our office. If you have questions, please call our office.

BACKGROUND CHECKS FOR STUDENT EMPLOYEES

Effective September 10, 2007, all new students are required to have a background check. Departments may download and complete the necessary background check forms from the CU –Boulder Police Department website at <http://www.colorado.edu/police/forms/forms.html>.

New fields have been added to HRMS in both position data and personal data to track the position's requirement for a background check as well as the employee's completion of a background check.

University of Colorado Policy on background checks can be found at:
<http://www.colorado.edu/policies/backgroundcheck.html>

Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
See 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!