



September 2007 Part 1 of 2

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.

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.

STUDENT EMPLOYMENT LISTSERV

The UCB Student Employment Office has set up a listserv where employers can receive information concerning student hourly and work-study employment processes specific to the Boulder Campus. To subscribe to the list, please follow the instructions on our website
<http://www.colorado.edu/studentemployment/oncamp.html>

SETTING WORK-STUDY STUDENTS UP CORRECTLY IN HRMS

You should check that you set up your work-study students correctly in HRMS. If your work-study student's bi-weekly pay appears on your PS Financial Statement under account code 407600, the appointment has not been set up correctly. If this occurs, you should check:

- Employment End Date*
Workforce Administration>Job Information>Job Data>Enter EmplId. The Employment Information Tab should show 05/03/08
- Funding End Date*
Organizational Development>funding Distribution. Enter position Number
- Job Class (work-study, not hourly)
Workforce Administration>Job Information>Job Data>Enter EmplId. Select Job Information and make sure the Empl Class is correct.
- Make sure that the Job Record and the Funding is approved.

*the two dates must match. See the payroll calendar on our webpage for correct dates to use. Do not put any other dates than the end dates listed for fall or spring term. If the student will be working for you all year, the end date should be 5/3/08 for the upcoming academic year.

If you have any questions, please feel free to contact our office. If 100% of the student's wages have been charged to your FOPPS, you may submit an 'Hourly to Work-study Transfer Request' to our office and we will review the requests based on our funding. The form can be found at: <http://www.colorado.edu/studentemployment/oncampforms.html>

USE IT OR LOSE IT

Just a reminder that students must start using their work-study award by October 1st. If you have a student who will not start before October 1st, please contact our office to note on their record not to cancel the award or we will automatically cancel the award.

STUDENT EMPLOYMENT
Regent Administrative Center, Room 205
303-492-7349
stdemp@colorado.edu
See www.colorado.edu/studentemployment

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.



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MAKING CHANGES TO JOB RECORDS

Remember, when making changes to any job record on a student employee, you **MUST** re-enter the correct employee class (Empl. Class), on the job information panel. If the student is a work-study student, you must enter one of the following employee job classes in order to get the work-study to charge properly to your FOPPS:

- 'N' Work-study-No Std Retirement
- 'O' Work-study-Std Retirement

If the student is an hourly student, you should use one of the following:

- 'L' Std Hrly-No Std Retirement
- 'M' Std Hrly-Std Retirement

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. Both forms are available at:

www.colorado.edu/studentemployment/uncamp

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.

FORMS ON OUR WEBSITE THAT ARE AVAILABLE FOR YOUR USE

Don't forget that we have some forms on our website that you may find helpful at:

G:\Web\StudentPage\studentemployment\uncampforms.html

Many organizations/departments have pre-developed forms and processes, but if you do not have something in place, you are welcome to use the forms on our websites.

Student Available Work Schedule: If you are in need of a students' work schedule availability, you are welcome to reproduce and use this form as needed.

Student Job Application: If you are in need of a job application, you are welcome to reproduce and use this form as needed.

Figure Students' Work-study Balance/Availability: Need a better way to keep track of your student's hours worked to make sure they do not go over their work-study award? Try using the spreadsheets—there are embedded formulas that you may have to update each year. We have two different ways to keep track. Either Individual Remaining Work-study or Group Remaining Work-study.

DISCRIMINATION AND HARASSMENT

All student employees must attend a mandatory discrimination and harassment training class provided by the Office of Discrimination and Harassment. If the student employee has already attended this training for another department on campus, they do not have to attend another training. For further information, please refer to the University Policy on Discrimination and Harassment found on the web at:

<http://www.colorado.edu/policies/discrimination.html> or contact the Office of Discrimination and Harassment at x2-2127.

Training times can be found at:

<http://www.colorado.edu/odh/training.html>

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