



Student Employment Newsletter

September 2009

DISCRIMINATION AND HARASSMENT TRAINING

All student employees must attend a mandatory discrimination and harassment training class provided by the Office of Discrimination and Harassment within **30 days** of hire. 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 303-492-2127. Training times can be found at: <http://www.colorado.edu/odh/training.html#students>

Updating Student Addresses

If your Student Employee(s) need to update their mailing address, they can do it by self service through the CU portal, CUConnect. To access the portal they will login at

<https://cuconnect.colorado.edu/uPortal/>.

Features currently available include: employee profile for confirmation of address, phone, employee ID, title, department, hire date; online pay advice (including confirming W-4 status); online W-2; self service address update; self service emergency contact update; system status information; list of training courses completed; newsletter access, etc.

To change their general mailing address they will go under the Header: CUConnect Profile>Contact Information and select the View/update your addresses link.

To change their mailing address for Payroll (W-2s, etc) they will go under the Header: MyCU Links and select the Address Update (Employee) link. Select the Update button for the Home or Mailing address.



Student Employment Office
Regent Administrative Center, Room 205
Phone: 303-492-7349
Fax: 303-492-4544
Email: stdemp@Colorado.edu

Just a reminder, students must begin 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. We will automatically cancel the award after the **October 3rd** pay period has posted.

VOLUNTEERING

The Fair Labor Standards Act of 1983, as amended, prohibits institutions from accepting voluntary service from any employee without prior agreement between employer and employee. Moreover, voluntary activity may not be the same as the job for which the employee has been paid. The students' work schedules must not exceed the amount that your department can pay them. Therefore, the student must stop working for your department when you are no longer able to pay their hourly compensation.

Hours worked cannot be held in anticipation of future funding; wages must be paid when earned.

FORMS ON OUR WEBSITE THAT ARE AVAILABLE FOR YOUR USE



Many organizations/departments have pre-developed forms and processes, but if you do not already have your own, you are welcome to use these forms:

<http://www.colorado.edu/studentemployment/oncampforms.html>

Student Available Work Schedule: A form designed to help you figure out your student employees' work schedule.

Student Job Application: Don't have time to create your own from scratch? Feel free to use ours as a template!

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 these spreadsheets!



RECOGNITION IDEAS FOR STUDENT EMPLOYEES

See our website at:

<http://www.colorado.edu/studentemployment/pdf/recognition.pdf>

WANT TO VIEW YOUR JOB POSTING?

1. Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>). You will need to logon on with your Identikay 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:
2. From the Welcome page—select **Make Changes** button
3. Under Content—Select **Add Channel**
4. Under Category—Select **Financial**
5. Under Portlet—Select **Student Employment**
6. Select the **Add to my page** button

You should now be able to see the channel in CUConnect and view the job postings.

DETERMINING THE NUMBER OF HOURS A WORK-STUDY STUDENT CAN WORK

The 2009 fall semester is 18 weeks long. The following formula can be used to calculate how many hours your students can work, based on their fall work-study awards.

$$\text{Work-study award} \div \text{Pay-rate} \div 18 \text{ weeks} = \text{hours can work per week}$$

EXAMPLE: Student with a \$900 work-study award for fall, working 18 weeks of fall at \$9.00 an hour.

$$\$900 \div 18 \div \$9.00 = 5.50$$

student can only work 5.5 hours a week in order to ensure that they will not go over their work-study award.



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Our office will be cancelling any work-study awards for any students who are not enrolled in CU after September 11th.