



# Student Employment Newsletter

September 2009

## STUDENT RETIREMENT PROGRAM FOR THE FALL SEMESTER

The number of credit hours in which student employees are enrolled as of September 11, 2009 will determine whether or not they are required to pay the student 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.

As you set up your student employees for the fall term, please verify with the students how many credit hours they will be enrolled in for the fall so that you can notify them about the student retirement deduction and set them up with the correct employee class .

If you do not update it yourself, the HRMS program that automatically updates the employment class for student retirement, on the job information page, will run in update mode beginning September 11, 2009.

## DISCRIMINATION AND HARASSMENT

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 x2-2127.

Training times can be found at:

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

## LIMITED FUNDING for WORK-STUDY

After carefully analyzing our funding levels for this fiscal year, we do not expect to be able to grant any new work-study increases or awards for the academic year. We will monitor the situation closely and notify you of any changes.

If you now find yourself in a position to hire, please post your position announcement with us as there are many students who have already been awarded work-study and are still looking for jobs. Our job announcement form can be found at:

[http://www.colorado.edu/studentemployment/ filljobon.html](http://www.colorado.edu/studentemployment/filljobon.html)

If you have already submitted a student's name to the work-study waitlist for an award or increase, we will retain the information throughout the academic year and contact you in the event funds become available. We are not accepting any new names for the waitlists.

We thank you for your patience and understanding.

## 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.**

## USE IT OR LOSE IT

Just a reminder, students must begin using their work-study award by **October 1<sup>st</sup>**.

If you have a student who will not start before October 1<sup>st</sup>, please contact our office to note on their record not to cancel the award. We will automatically cancel the award after the October 3<sup>rd</sup> pay period has posted.



Student Employment Office  
Regent Administrative Center, Room 205

Phone: 303-492-7349

Fax: 303-492-4544

Email: [stemp@Colorado.edu](mailto:stemp@Colorado.edu)



## 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 employee's 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! We have two different ways to keep track: Individual Remaining Work-study and Group Remaining Work-study. Just don't forget to update the embedded formulas each year.



### 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/listserve.html>

### Updating Student Addresses

Employees can use the self service features of the portal. 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 access the portal use CUConnect:

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

**To change your address for Registrar (SIS)** you will go under the Header: CUConnect Profile> Contact Information and select the View/update your addresses link.

**To change your address for Payroll (HRMS)** you will go under the Header: MyCU Links and select the Address Update (Employee) link. Select the Update button for the Home or Mailing address.

### WANT TO VIEW YOUR JOB POSTING?

Jobs are posted through CUConnect (<https://cuconnect.colorado.edu>).

You will need to logon on with your Identikey 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:

- From the Welcome page—select **Make Changes** button
- Under Content—Select **Add Channel**
- Under Category—Select **Financial**
- Under Portlet—Select **Student Employment**
- 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.

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

### RECOGNITION IDEAS FOR STUDENT EMPLOYEES

See our website at:

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



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