



Payroll & Benefit Services

University of Colorado
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STUDENT EMPLOYEE ENROLLMENT VERIFICATION

Instructions for Setting up Student Employees on PeopleSoft HRMS

When setting up student employees' for academic year or summer appointments, the following procedure applies for student hourly, work-study and student faculty.

1. How to determine the Student's Summer Status.

- Review screen 191 (SIS); Correct Term (if you have access to the Student Information System).
- Ask the student to provide your department with a copy of their schedule from the Web Registration screen on PLUS;
- Review student provided copy of other verification of enrollment document, or;
- If no documentation, student will be considered Non-Enrolled.

NOTE: Since the employing department determines the student's enrollment status, *no documentation is forwarded to PBS.*

2. Determine Student's Enrollment Status. Use the following chart to determine a student's summer, enrollment status.

Enrollment Status	If Enrolled Summer Credit Hours =	If Enrolled Academic Year Credit Hours =	Use this Empl Class (Job Data, Information)
Undergraduate – CU Student	Enrolled in Six (6) or more credit hours	Enrolled in Six (6) or more credit hours	Std Hrly-No Std Retirement Work Study-No Std Retirement
	Not Enrolled or enrolled in Five (6) or less credit hours or not enrolled	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	Std Hrly-Std Retirement Work Study-Std Retirement
Graduate – CU Student	Enrolled in Three (3) or more credit hours	Enrolled in Three (3) or more credit hours	Std Fac-No Std Retirement
	Not Enrolled or enrolled in Two (2) or less credit hours or not enrolled	Not Enrolled or enrolled in Four (4) or less credit hours or not enrolled	Std Fac-Std Retirement
Off-Campus Student Employee	Enrolled in Six (6) or more credit hours	Enrolled in Six (6) or more credit hours	OffCmp WS-No Std Retirement
	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	OffCmp WS-Std Retirement
High Sch/Trade/Other	Not Applicable	Not Applicable	High School/Trade Sch/Other
Other State Institutions - Undergraduate	Enrolled in Six (6) or more credit hours	Enrolled in Six (6) or more credit hours	StdOthStInst-NoStdRetirement
	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	Not Enrolled or enrolled in Five (5) or less credit hours or not enrolled	StdOthStInst-Std Retirement
Other State Institutions - Graduate	Enrolled in Three (3) or more credit hours	Enrolled in Three (3) or more credit hours	StdOthStInst-NoStdRetirement
	Not Enrolled or enrolled in Two (2) or less credit hours or not enrolled	Not Enrolled or enrolled in Two (2) or less credit hours or not enrolled	StdOthStInst-Std Retirement

3. Update the Employee Class (Empl Class) on the Job Data/Information Page. Based on steps 1 and 2, update the specific student employee's Job Data – Empl Class (see chart).

Questions? Please contact Payroll and Benefit Services at 303-735-6500.