



# Student Employment Newsletter

Winter 2009 Edition

## STUDENTS GRADUATING IN FALL 2009

Hourly or work-study students who graduated in the fall of 2009 were to be terminated or removed from the student job class after the 12/12/09 pay period end date. Any earnings reported after this date for a work-study student who graduated in the fall, will be charged 100% to the employer. If you wish to hire a student once he/she withdraws or graduates, you must place them on your agency payroll.

## PAY PERIOD END DATES

Pay Periods	Time Collection Due	Pay Date
Nov. 15—Nov. 28	Dec. 1	Dec. 11
Nov. 29—Dec. 12	Dec. 15	Dec. 24 (Thurs.)
Dec. 13—Dec. 26	Dec. 29	Jan. 08
Dec. 27—Jan. 9	Jan. 12	Jan. 22

## WORK-STUDY FUNDS

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/filljoboffws.html>



## W-2'S



To ensure W-2's arrive on time and are sent to the correct mailing address, changes to an employee's mailing address must be completed in our payroll system by the first week of January.

Please have your students log onto CUConnect (<https://cuconnect.colorado.edu/>) and verify under MyCULinks Address Update (Employee) their payroll information. They can make the necessary changes there. Requests for a reissued W-2 will be processed no earlier than ten (10) business days after January 31. You can also view/print a new W-2 in CUConnect if you have an active Identikey and password.

If an employee's address also needs to be updated for the Registrar's Office, they can make this change in CUConnect under the CUConnect Profile (view/update your address).

*All student employees living in an on-campus residence hall must change their mailing address to their home/parents address to ensure the W-2s are not returned. Mail sent to campus housing during breaks is not delivered.*

## IMPORTANT DATES TO REMEMBER

**August 9, 2009– May 1, 2010:**  
2009-10 Academic Year Employment Begin/End Dates

**December 12, 2009:**  
Last working day of the fall term. Last day work-study students graduating in the fall can work.

**December 13, 2009:**  
First working day of the spring term.

If you have your student(s) working during the winter break, keep in mind there are 20 weeks in spring so adjust their schedules accordingly so they do not exceed their work-study award limit.

## UPCOMING TRAINING SESSIONS

### SELECTING AND INTERVIEWING STUDENT EMPLOYEES:

Designed for personnel who select and interview student employees. Questioning, selecting, and interviewing techniques will be taught as well as practiced.

(Minimum 10 participants).

Date: January 14, 2010

Time: 9:00-11:30 am

Location: ARC 346

### SUPERVISING STUDENT EMPLOYEES:

Designed for personnel who supervise student employees. Learn how to convey your expectations, hold students accountable, and then evaluate them according to those expectations. Discuss approaches and procedures for on-the-job training to assist students in becoming valuable employees.

(Minimum 10 participants)

Date: January 28, 2010

Time: 9:00-11:30 am

Location: ARC 346

Please call 303-492-8103 to reserve a seat.

## SPRING STUDENT RETIREMENT REPORT

The Payroll and Benefit Services Office will be running the student retirement report after the last date to drop/add courses. This report will automatically change the 'Emplclass' to "with retirement" or "no retirement" based on a student employee's enrollment on the date of the report. After that date, the 'Emplclass' will automatically revert to the new value if you make any changes in HRMS. Students must participate in the program if they are undergraduate students enrolled in fewer than six credit hours or graduate students enrolled in fewer than three credit hours in a semester.

## SPRING WORK-STUDY AWARDS

Any portion of the fall work-study award that is not earned by 12/12/09 will automatically be added to the spring term's limit and can be earned through 5/01/10.

The work-study panel in HRMS (*Reports and Reviews > Job Information > Work study*) has been updated to reflect the students' full academic year award.



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

## SATISFACTORY ACADEMIC PROGRESS

Federal and State financial aid rules and regulations require students to maintain Satisfactory Academic Progress (SAP) in order to be eligible to earn their work-study awards. This progress is assessed at the end of each semester as soon as grades are finalized and posted. There are 3 types of violations:

Grade Point Average

Completion Rate

Over hours

The Student Employment Office will notify employers if a student becomes ineligible to earn their award. Once notified, the student will either have to stop working for your agency or will need to be set up on your agency's payroll and you will be responsible for paying 100% of their hourly wage. Students can appeal their SAP status, if they had extenuating circumstances. If their financial aid eligibility is reinstated, we will notify you immediately so that they can resume earning their work-study. For more information about Satisfactory Academic Progress, see [www.colorado.edu/finaid/sap.html](http://www.colorado.edu/finaid/sap.html)

## STUDENT EMPLOYEE OF THE YEAR!

Nominations for Student Employee of the Year are due to the Student Employment Office by **February 15, 2010**. For information on how to nominate one of your student employees or to get a nomination form, go to our website at <http://www.colorado.edu/studentemployment/oncamp.html>, or call our office at (303) 492-7349. This is a great way to recognize your outstanding student employees!

## UPCOMING FINANCIAL AID APPLICATIONS

Students can apply for financial aid for the **2010-11 academic year** as early as January 1<sup>st</sup>! The priority date is April 1, 2010. Students can apply at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

For **summer 2010**, applications will be available on CU Connect on February 1, 2010. Our funding is limited, so have your student employees apply early even if they are unsure of their summer plans! Students **do not** have to be enrolled in summer to receive work-study as long as they are enrolled in the current spring term and the upcoming fall term. The Financial Aid Office must also have the 2010-11 FAFSA on file, demonstrating need in 2010-11, by May 2, 2010.

## RECOGNITION IDEAS FOR STUDENT EMPLOYEES

Student employees are just like regular staff in the way that their work satisfaction partly comes from being genuinely appreciated for what they do. It's known that **employee appreciation and recognition improves commitment, retention, and productivity.**

Recognition programs don't have to be expensive. A simple spoken phrase like, "Thank you for your hard work," can go a long way. See our website for ways to recognize your great student employees at: <http://www.colorado.edu/studentemployment/pdf/recognition.pdf>.

### **Tip!**

**Talk to your returning student employees now about their summer schedules. That way, if you need to hire someone to cover different shifts, your current student employees can train the new ones during the spring!**

## WINTER BREAK

Just a reminder that Fall work-study ended Dec. 12 and Spring work-study began Dec. 13. If your student(s) are working during the winter break, keep in mind there are 20 weeks in spring so adjust their schedules accordingly so they do not exceed their work-study award limit.

## SUMMER EMPLOYMENT DATES

Summer will be here before we know it! Student Employment dates for summer 2010 are 5/02/10-8/07/10. We recommend that you post your job mid to late March.

Any amount of summer work-study not earned by August 7<sup>th</sup> is cancelled; it does not carry over to the next academic year.

## PERSONNEL CHANGES

If your agency moves or has personnel changes that directly relate to the work-study program, please contact Brenda Duran at (303) 492-3548 to update the changes. It is very important that we maintain updated information for billing, training, payroll/time entry, and contact information for students.

If a student employee will no longer be working for your agency, it is important to notify our office so that we may terminate him/her from the payroll system.

## SUGGESTIONS FOR FUTURE NEWSLETTERS?

If you have any suggestions for topics for future newsletters, please contact us!

### SUPERVISING TIP OF THE MONTH!!

*Evaluate your student employees! Evaluations are a great way to recognize your student employees' hard work, identify areas for improvement, set future goals, and get feedback from them! If possible, have the evaluations tied to pay rate increases when applicable. Take the time to give feedback to your students!*

