



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 December will be charged 100% to the employer. If you wish to hire a student once he/she withdraws or graduates, you must contact Employment Services at x2-6475 about setting him/her up in the State Classified system or in a temporary status.

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/filljobon.html>

We thank you for your patience and understanding. Please contact us if you have any questions.



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 HRMS by the first week of January. The report can be run for an individual employee or by department. To run the report, navigate to:

Home>Reports and Reviews>
Personal Information>Personal Data Worksheet.

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 Identity key and password .

All student employees living in an on-campus residence hall must change their mailing address to their home/parents address to ensure the W-2's 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 x2-8103 to reserve a seat. To see other training opportunities please view the Human Resources website: <http://www.colorado.edu/humres/training/hrseminars.html?a=51>

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. Verify with your student employees the number of credit hours in which they are planning to enroll in order to set them up correctly in HRMS for the spring semester.

SPRING WORK-STUDY AWARDS

Any portion of fall work-study that is not earned by 12/12/09 will automatically be added to the spring term's limit and can be earned through 05/01/10.

Please keep in mind that starting 12/13/09, your student employees must be enrolled at least half-time for spring or they are not eligible to earn work-study or to work in a student job class.

If your students work during the winter break, keep in mind that there are 20 weeks in the spring earnings period, so be sure to adjust their schedules accordingly so they do not exceed their work-study award limit.

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

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 department or will need to be set up as an hourly student and your department 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

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 1st! The priority date is April 1, 2010. Students can apply at www.fafsa.ed.gov.

For summer 2010, applications will be available on CU Connect on February 1, 2010. Our funding is extremely 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.



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

Automatic Inactivation of Direct Deposit

If any of your student employees have been terminated from all university positions for 90 days or more, their direct deposit information in HRMS is inactivated. If their direct deposit has been inactivated, please instruct them to submit a new Payroll Direct Deposit Authorization Form to PBS.

(<https://www.cusys.edu/pbs/forms/>)

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 7th is cancelled; it does not carry over to the next academic year.

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!

How Work-study Awards are Calculated

Although departments are charged only 30% of a work-study student's earnings, the total work-study award reflected on SIS includes both the 30% and 70% portions of the award. When figuring out how many hours a student can work based on their work-study award, take the work-study award and divide by the student's pay rate and then divide by number of weeks that he/she will work in the term ($\$900 \div \$8.00 \div 20 = 5.63$). This results in the number of hours per week that a student can work without exceeding the work-study limit.

REMINDER FOR INTERNATIONAL EMPLOYEES

Make sure that all international employees meet with a PBS International Tax Specialist. Do not provide an international employee with a W-4 to complete.

This form must be completed only when meeting with a PBS International Tax Specialist. This is very important for all new international employees, and also for returning international employees who have had a visa status change.

