

DEFINITION OF WORK-STUDY

Work-study is a need-based financial aid program that allows you to work and apply your earnings toward your educational expenses. The federal or state government pays a portion of your salary and your employer/department pays the remaining portion. The dollar amount of work-study indicated on your award letter is the total dollar amount that you are eligible to earn. You must submit the Free Application for Federal Student Aid (FAFSA) each year, by the processing deadline, in order to be considered for a work-study award for the following year.

TYPES OF JOBS AVAILABLE THROUGH THE COLLEGE WORK-STUDY PROGRAM

All work-study positions can be viewed on the Student tab in the MyCUInfo portal at <https://MyCUInfo.colorado.edu>. To access MyCUInfo, sign-on with your Identikay and password, select the Student tab and under the Finance section select the Student Employment tab. Under the Student Employment section you may select from on or off-campus employment. If you have any problems accessing the available jobs, please contact our office.

Positions vary depending on the job title, employment experience, and required qualifications. Pay rates vary from minimum wage (currently \$7.25) to a maximum of \$19.58 per hour for skilled graduate positions. Many positions require little or no experience.

Each job posting provides the name and contact information for the employer. If you are interested in a specific position, you will need to contact the employer directly to inquire about the application process. While we strive to keep the job postings up to date, we recommend that you first confirm that the position is still available before submitting an application.

COMMUNITY SERVICE WORK-STUDY PROGRAM

The Community Service Work-Study Program develops, improves, and expands work-study job opportunities related to community service. Our office updates the available job openings daily. For more information on Community Service work-study positions, please stop by the Student Employment Office.

TAXES AND WORK-STUDY EARNINGS

Since work-study is earned taxable income, you are required to complete a W-4 tax withholding form. Specific questions regarding this form should be directed to an Internal Revenue Service representative or an accounting firm that specializes in tax form preparation.

STUDENT EMPLOYEE RETIREMENT INFORMATION

To comply with the Revenue Reconciliation Act of 1990, the Board of Regents has approved the following rules for enrollment in the Student Retirement Plan (during the academic year):

Students who must enroll in the Student Retirement Plan:

- Undergraduate students enrolled in less than six academic credits per semester during the fall, spring, and summer (must be enrolled for at least 6 hours to receive work-study funding).
- Graduate students enrolled in less than three academic credits per semester during the fall, spring, and summer (must be enrolled for at least 3 hours to receive work-study funding).
- Student employees whose normal work schedules are 40 or more hours per week (across all jobs at the university) will be

subject to student retirement, regardless of the number of credits in which they are enrolled. Work hours during academic breaks of less than 5 weeks are not considered.

- Student must complete the 'Statement Concerning Your Employment in a Job Not Covered by Social Security' (SSA-1945) form.

If you are enrolled in the retirement program, you will contribute 7.5 % for the retirement deduction and 1.45% for the mediatx deduction from your paycheck. You may only withdraw your retirement contributions upon graduation or withdrawal from the University.

TIAA/CREF is the carrier of investment funds for the Student Retirement Plan. Information packets/enrollment forms are available at Payroll & Benefit Services Office, located in the Administrative Research Center building on East Campus at 3100 Marine Street. Specific questions should be directed to TIAA/CREF at 1-800-842-2776.

I-9 EMPLOYMENT VERIFICATION FORM

The first time that you are hired to work for a department on campus, you will be required to complete an I-9 Employment Eligibility Verification Form. This **must be done within three business days of the date of your hire**. You will be required to provide the necessary documentation to complete the form. ***NO COPIES WILL BE ACCEPTED, YOU MUST PROVIDE ORIGINAL DOCUMENTS.***

SOCIAL SECURITY CARDS

Social security cards are used to enter your correct name and social security number in the payroll system. Departments are required to view the original card to ensure that the correct information is entered. ***NO COPIES WILL BE ACCEPTED.*** If you do not have a social security card, you will need to contact the nearest social security office, or visit www.ssa.gov/replace_sscard.html and complete the appropriate paperwork to have your card reissued. Since this process can take up to 3 weeks we recommend that you do this as soon as possible, even if you have not been hired and only anticipate working for the University.

APPOINTMENT BEGIN AND END DATES

You cannot work prior to, or past the official begin and end dates (8/08/10-4/30/11) for the Academic Year work-study appointment. You can earn one-half of your total academic year work-study award in the fall semester. After the fall semester has ended, any amount that is unused will automatically be added to the spring limit. You cannot begin earning the spring portion of your award until 12/12/10. If you graduate at the end of a semester, you may only continue to work until the end of the semester. If you withdraw from the University, you may only work until your last date of attendance. You must be enrolled at least half time (in degree seeking courses for credit) in order to be eligible to earn your work-study award.

USE IT OR LOSE IT

You must begin working by October 1, 2010 or your work-study award will be cancelled. If you plan to begin working after this date, or if you are having trouble locating a work-study job, please notify the Student Employment Office in advance to avoid cancellation of your award. If you are working for the spring term only you **must begin working by February 1, 2011.**

REPORTING WORK-STUDY HOURS

Once you are hired, you will fill out a time record (either manually or electronically) on a bi-weekly basis. Your time record must list time in and time out for each day you worked. You can only be paid for actual hours worked (i.e. not anticipated hours). You will sign your time sheet to certify that "the hours and minutes shown herein are a complete and accurate record of time worked each day and for the reporting period." Your supervisor will then verify the hours by signing the time sheet and forward it to the appropriate person who will submit the hours into the payroll system. You should consult your employer for the exact payroll procedures for your department or agency.

Please note that any employee who approves their time sheet (whether or not they receive pay for it) and misreports time may be terminated immediately and the student's name will be forwarded to the Student Employment Office, Judicial Affairs, Student Conduct Office and the CU Police Department, who will investigate, and if necessary, charge the student accordingly.

HOW STUDENTS ARE PAID

Once hired, the employer must enter your appropriate information into the University payroll system. Upon completion of this process, your payroll record has been created or updated.

You are required to be set up in direct deposit and will receive a payroll stub on a bi-weekly basis, every other Friday (please refer to the '2010-11 Schedule of Bi-Weekly Pay Periods'). You will be able to view and print your pay stub through MyCUInfo (<https://MyCUInfo.colorado.edu>).

Due to payroll processing constraints, there is a two-week pay lag. Therefore, you will receive your first deposit about two weeks after your employer submits your first time record.

The University Payroll will make funds available in the designated checking or savings bank account on payday.

Please keep in mind that updating an address with the Registrar **does not** update an address on the payroll system. If your address changes, you can change it in MyCUInfo. Failure to do so could result in the delay of your payroll advice. Furthermore, you need to contact your department's payroll liaison immediately if you have changed your banking information for the direct deposit of your paycheck. **WORK-STUDY LIMITS**

Our office bases the amount of your work-study award on your demonstrated financial need and availability of funds. Any earnings in excess of your award will be billed 100% to your employer. It is necessary for both you and your immediate supervisor to monitor your work-study earnings on a regular basis so as not to exceed your work-study award earnings limit.

PLEASE NOTE: Work-study awards do not carry forward from Academic Year to Summer (or Summer to Academic Year) if you do not earn your full award.

WORK-STUDY AWARD INCREASE REQUESTS

Due to the fluctuation of funding levels for the work-study program, you should not count on receiving an increase in your work-study award. However, increase request forms are available on the web at: <http://www.colorado.edu/studentemployment/studentfillforms.html>. Throughout the term, based on funding levels, our office may review and award increase requests. You should monitor your work-study earnings based upon your current award to avoid running out of work-study early in the semester.

WORKING OVERTIME

Any hours over 40 per week must be paid at 1.5 times your regular pay-rate. However, the overtime earnings are not subtracted from your work-study award. These earnings must be paid 100% by the employer. Therefore, you must get your employer's permission before working overtime.

SUMMER WORK-STUDY

Students interested in summer work-study should apply as soon as possible after February 1, 2011 as summer work-study funds are limited. **You must have submitted the 2010-2011 Free Application for Federal Student Aid (FAFSA) before applying for summer 2011 aid.** You must also complete the summer financial aid application, in MyCUInfo to be considered for a summer work-study award.

You will also be required to have a valid 2011-12 FAFSA on file with the Office of Financial Aid by May 1, 2011, demonstrate need and be enrolled in summer or spring 2011 and fall 2011. Summer Aid Applications and additional information will be available on or around February 1, 2011 at: www.colorado.edu/finaid. Students who had work-study earnings during the 2010-11 academic year will be given first priority, though due to limited funding, awards are never guaranteed. If a student has not been awarded work-study by May 1, 2011, it is unlikely a summer work-study award will be granted.

Student Employment Office
Regent Administrative Center, Room 205
77 UCB, Boulder CO 80309-0077
(303) 492-7349 (303) 492-4544 (fax)
www.colorado.edu/studentemployment

The University of Colorado has a strong institutional commitment to the principles of diversity and takes action to achieve that end. The university does not discriminate in its educational and employment programs and activities on the basis of race, color, national origin, sex, sexual orientation, age, disability, creed, religion, or veteran status.

