



## Work-Study Eligibility Form\*\* For Off-Campus Work-Study Employers

STUDENT EMPLOYMENT OFFICE

The following student has completed the necessary paperwork to be set-up on the Boulder Campus Payroll System and is now eligible to earn his/her 2008-2009 academic year work-study award:

Date \_\_\_\_\_

Student Name \_\_\_\_\_

Payroll Employee ID # \_\_\_\_\_

\*\*\* Employee Record # \_\_\_\_\_

Retirement:

Yes \_\_\_\_\_

No \_\_\_\_\_

Agency Name \_\_\_\_\_

Supervisor Name/Phone \_\_\_\_\_

Fax: \_\_\_\_\_

Fall Limit  
(08/10/08-12/13/08)

Spring Limit  
(12/14/08-05/02/09)

Total Work-study Award

\*\*\*When reporting time this should match the Empl Rcd # on the time collection screen for this student.

The student is eligible to earn only the fall limit amount from 08/10/08-12/13/08. Please plan hours for the fall semester according to this amount. If the student withdraws from classes during this period the student must stop working. Any amount not earned in the fall semester will be automatically carried forward into the spring semester.

The Agency must notify the Student Employment Office of the payrate.

Please refer to your employer memo for specific information regarding student appointments. If you have any questions regarding the information contained in this Work-Study Eligibility Form, please contact us at 303-492-3548.

\*\*This form is to verify work-study eligibility and should be kept by the employing agency.