

# CU-BOULDER STUDENT EMPLOYMENT NEWS

Fall 2015

## WORK HOURS LIMIT

Will you have students working in your agency this fall?

Don't forget that student employees are limited to working **25 hours per week** (50 in each bi-weekly pay period) during the academic year. Graduate students have stricter limitations – take a moment to review the guidelines on the [Student Employment Policies](#) page.

## STUDENT EMPLOYMENT COORDINATOR

We're sad to say that our Student Employment Coordinator, Natalie Engelbrecht, will be leaving CU this fall. Her last day will be September 2. Please join us in wishing her well! You're welcome to contact anyone on the Student Employment staff and we'll be glad to assist you until Natalie's position is filled.

## WORK-STUDY ELIGIBILITY

Just a reminder that students cannot begin working for your agency until you have received the Work-study Eligibility Form from our office.

## WORK-STUDY INCREASE REQUESTS

If a student's award amount does not meet your needs, you can submit a request for a possible work-study increase. However there is no guarantee we can grant the request so you should base their work hours on their current award until you are notified that an increase was granted. Please complete the request form online at <http://www.colorado.edu/studentemployment/forms/employer-forms>.

## IMPORTANT DATES

October 1, 2015

Students must have begun earning fall work-study awards. Contact our office to save their award if they will start after our deadline.

November 27-28, 2015

Thanksgiving Holiday, CU-Boulder closed

December 19, 2015

Last day to earn Fall Work-study

**Don't forget about the  
Supervisor Resources  
Section of our website!**

**You can find all kinds of  
useful tools, like:**

- Payroll Date Information**
- Work-Study Earning Trackers** and of course, the
- Supervisor Handbook!**

## LATE TIMESHEETS ARE CHARGED 100% TO AGENCY. CHANGES ARE COMING IN NOVEMBER

The University is upgrading our payroll system, known as Human Resources Management System (HRMS). This upgrade will happen in November and will be referred to as Human Capital Management (HCM). When the upgrade happens, there will be a change on how late timesheets will be processed. You will be able to enter them into the system any time but we are not sure how the off-cycle timesheet will charge to employers so we will give you that information as soon as we know.

Until November, late timesheets are currently charged 100% to your agency. The agency should complete and submit the 'Late Pay to Work-study Transfer' request form to the Student Employment Office with the late timesheet. The late payment form can be found at

<http://www.colorado.edu/studentemployment/forms/employer-forms>

**Completion of the form does not guarantee that a transfer will occur.** Transfers will be contingent upon available funds and student eligibility. Due to fiscal year end, there are deadlines for summer requests.

## TIMESHEET REQUIREMENTS

### We want to remind supervisors and liaisons that:

- ◆ Student timesheets must list time in and time out for each day worked; a lump sum of hours per day is not acceptable.
- ◆ If the student makes an error while filling out the time record and you need to change the information on the time sheet, cross it out and legibly write next to the old information. Do not use White Out to correct errors on the time sheet. Have the supervisor initial the changes.
- ◆ Hours for multiple pay periods cannot be added together and reported as STH. Any hours for a prior pay period must be reported as LTS.
- ◆ Students are to be paid **only** for hours worked. You cannot pay a student for anticipated hours.
- ◆ If you override a student's pay rate in time collection, please document the reason in your internal records. You must be able to explain to an auditor why you paid the student a different rate.

### Other timesheet-related reminders:

- ◆ Make sure the student has a supervisor who is aware of and can verify the student's time in and time out. An appropriate person should be designated to sign off on the time record in the supervisor's absence (i.e. vacation or sick). Student employees should be made aware of whom this "backup" person is.
- ◆ Both the supervisor and the student must sign the time record. Supervisors cannot sign the student's time record for them.
- ◆ State Procedure P-3-35 states "Time worked must be recorded in 15 minute units (round to the nearest quarter hour). Example: if a student punches in at 7:11 you should round the time to 7:15. If they left at 4:25, round the time to 4:30. Using these rounded figures, the student worked 9.25 hours for the day.  
15 minutes = .25 of an hour  
30 minute = .50 of an hour  
45 minutes = .75 of an hour
- ◆ If your department discovers the reporting of fraudulent information, contact the Student Employment Office, so we can contact the Office of Student Conduct and Conflict Resolution, and the CU Police Department, who will do their own investigations.

Student Employment, Office of Financial Aid  
Regent Administrative Center, Room 205

T 303 492 7349

F 303 492 4544

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