The last day for students to utilize their 2011-12 Work-Study award is June 7, 2012 (May 17th, was the last day that Law students may work). If a student is enrolled for summer, the student may continue to utilize their 2011-2012 Work-Study award until June 17, 2012.

2012-13 Job Postings
Work-Study positions can now be posted to the Student Employment Website. In order to repost your positions to recruit students, you can move your saved job descriptions to “listed.” Be sure to change your dates for the 2012-13 academic year. Students can work through June 6, 2013. We are aware that only the 25 Most Recently Added positions are available to students – we are working with UTS to resolve this issue. Students will be able to view all postings in the next few days.

First Day to Work for 2012-13
If a student has received a work award for 2012-2013 and is registered for fall quarter, he or she may begin working as early as July 2, 2012, provided they are enrolled in classes for the fall quarter. If an incoming student would like to begin working over the summer, and the student does not attend DU in the fall, the department will assume responsibility for all earnings.

Last Day to Submit Timesheets
All timesheets need to be submitted through the formal payroll cycle by BW 13 to be paid out of Work-Study funds for 2011-12. Hours submitted for payment after BW 13 time entry closes will be the responsibility of your department.

Work-Study Supervisor Trainings
Thanks to all who have attended a training thus far. Additional trainings are being scheduled for the summer. We will let you know the dates and times and soon as they are coordinated with Carolyn Bolden.

2012-13 Hiring
We will begin processing hiring requests for the 2012-13 academic year on June 18th, after students are terminated for the 2011-12 year. All New Hire forms are available on the Student Employment website. Be sure to review the new hire checklist. Continuing Work-Study students do not need to submit a new I-9, Affirmation Statement, W-4, and Direct Deposit form to be hired. You can look on RZIWORK to confirm if these forms are required. The Online Hiring Request must be completed for all students on webCentral. After logging in, go to the “Employee” tab and click on “Work Award Hire.” You will need the student’s ID #, home organization #, timesheet organization #, and your complete job description copied from the Student Employment Website.

Monitor Work-Study Earnings
It is your responsibility to monitor Work-Study employee earnings to ensure that the student does not earn more than their award. In such an event, your department is responsible for paying the overage out of your operating budget. To prevent this from occurring, you can monitor earnings using Banner Form RZIWORK or Banner Report RJRDPPR. If you do not have access, please complete a Banner Security Request Form for financial aid access.
STUDENT EMPLOYEE TRAINING POLICY

Recently we have received questions about the student employee training policy. To help clarify this matter, the training policy is outlined in the Work Study Supervisor Handbook on pages 17 & 18 of our Work-study Supervisor handbook:

The work-study program at DU is intended to provide employment training opportunities for our students. It is not intended to provide opportunities for students to enhance their own personal development through courses like resume-building or CPR training nor is it intended to provide an opportunity to study while at work. If someone, like a lifeguard, is required to have CPR training/recertification to continue with their job, then it makes sense to pay for their training time. For a student whose primary responsibility is to provide customer service, then customer service training offered through HR may be essential to the job and something we can count as time worked. The work-study program at DU is not about “earning” hours so you can get the full-benefit of the financial aid award. The program is about making the transition from a student to a professional employee through on- or off-campus work experiences.

Please know that we are faced with continued cuts to our state and federal work-study funding. We will see a 10% cut of Colorado Work-study funds this year and have seen federal work-study funding decrease by 25% in the past few years. It is imperative that we ensure we have the right workforce in place. If too many students are hired in one area, this can become problematic as we have plenty of offices on campus that need more student employees to perform the tasks needed.

If you have questions about the scope of the work-study program, please feel free to contact our office.

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