

Work Study Designation Quick Reference Guide

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<p>Important Notes to Remember for Work Study</p> <ol style="list-style-type: none"> When adding employee as a work study employee, make effective date the first day of the pay period the employee will begin work study compensation. When ending employee as a work study employee, make effective date and end date the pay period begin date of the first pay period in which work study hours should no longer be calculated. The work study indicator will end automatically if any of the following job changes occur: <ol style="list-style-type: none"> Employment status is no longer Active Job code change to an ineligible job code Position change Department change An employee can only have a work study indicator if they are in an active employment status and in an eligible job code on the effective date entered 	<div style="text-align: right;">Empl ID [REDACTED]</div> <div style="text-align: right;">Empl Record [REDACTED]</div> <p>Employee [REDACTED]</p> <p style="color: red;">Enter the effective date as the start date of the first pay period of the term, or if the term has already begun, use the start date of the current pay period that will be processed.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Job Information Find View All First 1 of 1 Last</p> <table border="0" style="width: 100%;"> <tr> <td>Effective Date</td> <td>05/08/2016</td> <td>Effective Sequence</td> <td>0</td> <td>Payroll Status</td> <td>Active</td> </tr> <tr> <td>Department</td> <td>10219</td> <td colspan="4">Sociology</td> </tr> <tr> <td>Job Code</td> <td>4106</td> <td colspan="4">Student Asst VI</td> </tr> <tr> <td>Position Number</td> <td>00724918</td> <td colspan="4">Student Asst VI</td> </tr> </table> </div> <div style="border: 2px solid green; padding: 5px; margin-top: 5px;"> <p>Work Study Indicator Find View All First 1 of 1 Last</p> <table border="0" style="width: 100%;"> <tr> <td>*Effective Date</td> <td><input type="text" value="06/17/2017"/></td> <td>Effective Sequence</td> <td>0</td> <td>End Date</td> <td><input type="text"/></td> </tr> </table> <p>Last Update User ID CONVERSION Updated on 06/14/17 1:46:46PM</p> </div>	Effective Date	05/08/2016	Effective Sequence	0	Payroll Status	Active	Department	10219	Sociology				Job Code	4106	Student Asst VI				Position Number	00724918	Student Asst VI				*Effective Date	<input type="text" value="06/17/2017"/>	Effective Sequence	0	End Date	<input type="text"/>
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<p>Work Study Eligible Jobs</p> <p>4101: Student Asst I 4102: Student Asst II 4103: Student Asst III 4104: Student Asst IV 4105: Student Asst V 4106: Student Asst VI 4201: Student Off-Campus Work Study 4202: Off-Campus Work Study No WC</p>	<p style="text-align: center; background-color: yellow;">FAQ</p> <p>Q: What does active employment status mean? A: When you review the employee's job data record, the payroll status is Active. The employee has not been changed to a status of Short Work Break, Termination, etc.</p> <p>Q: If I am still unclear on how to set up an employee on work study, whom can I contact? A: Please contact the Student Employment Office at your local campus for assistance.</p> <p>Q: Can I enter a student into the work study eligibility table with a future effective date?</p>																														

A: Yes; however, we caution against entering transactions too far in advance, as this can create problems in the event that changes become necessary.