

Work-Study Payroll Expense Transfer (PET) Request

A work-study PET is used to transfer earnings from the employing department's speedtype and in to a work-study speedtype. When completing this form, please select a reason for the PET request below.

Requestor's Name: _____
Employee Name: _____
Student ID: _____
Department ID: _____

Request Date: _____
Empl ID: _____
Job Record #: _____

Is the Job Code under the 41XX series? Y N

If a job code is not 41XX, Student Employment may not be able to process the request

Position Number: _____
Position Funding Speedtype: _____

Select a reason for PET request:

- Convert Student Hourly Earnings to Work-Study
 Convert LTS to Work-Study Earnings

(Please note when selecting this option : PET requests for converting LTS earnings may not be approved for processing if submitted after fiscal year-end, June 30th.)

- Other (if selected, please provide explanation below)

Please list all bi-weekly pay period end dates that apply below:

Please direct all questions regarding this form to the contact provided below:

Student Employment Office
P.O. Box 173364, Campus Box 125 Denver, CO 80217-3364
Phone: 303.315.1842 Fax: 303.315.1886 Email: Studentemployment@ucdenver.edu