

Dear Colleague,

We are providing the latest change for Work-study (WS) students during the current campus closures caused by the COVID-19 pandemic.

Updates to Work-Study Funding

As per the standard WS policy, on-campus departments are charged an estimated 25% portion of a work-study student's gross earnings each payroll cycle. We are announcing that beginning bi-weekly pay period **4/19/2020**, employing departments will no longer be required to cover a portion of the WS student's payroll. Instead, **Work-Study will cover 100% of the student's earnings for the rest of fiscal year 2020**. Here are some additional items to note:

- WS will only cover the students' gross earnings. Any additional charges that are not a part of gross earnings, such as Medicare and Work Comp, will not be covered by WS and will continue to be charged to the employing department's speedtype.
- WS will only cover earnings for students hired under the 41XX job code series. Any positions outside this series are not be eligible for any WS funding.
- WS will only cover earnings up to the student's total award amount. Any hours submitted that exceeds the WS allotment will automatically be charged to the speedtype assigned to the student's position. You may reach out to our office to review a student's eligibility for additional WS funding.

Since this new WS funding change will be effective this pay period 4/19/2020, we understand that are certain departments who may have already factored in the estimated 25% institutional portion of their WS payroll in their budget for the remainder of the fiscal year. If your department does **NOT** wish for WS to cover the full amount of the student's payroll, and you want your speedtype to be charged the 25% portion for the remainder of the current fiscal year, please contact us directly so we may perform manual adjustments to the student's payroll using Work-Study Payroll Expense Transfers (WS PET). Please keep in mind that we cannot process any WS related PET requests after June 27th, 2020 for pay periods belonging in Fall 2019, Spring 2020, and Summer 2020 (up to period end 06/27/2020).

Summer 2020 Work-Study

Students who wish to receive work-study award in the Summer 2020 semester must:

- Be able to perform their assigned job duties remotely during the periods of campus/work site closure. Time submission must be based on actual hours worked.
- Have completed the 2019-2020 FAFSA and have submitted any requested documents to the Financial Aid & Scholarships Office.
- To work past June 30, 2020, a student must be enrolled at least half-time for the Fall 2020 term, have completed the 2020-2021 FAFSA and submitted requested documents.
- Students graduating in Summer 2020 are not permitted to earn Work-study past June 30, 2020.
- Be enrolled at least half-time to be eligible for Work-study. Half-time enrollment in summer is defined as 6 credits for undergraduates, 3 credits for CU Denver graduate students, 2 credits for CU Anschutz graduate students, and 5 credits for professional students. Half-time enrollment may vary for certain graduate and professional programs.

Instructions and forms related to the Work-study hiring process may be located on the Student Employment website by visiting ucdenver.edu/finaid/studentemployment.

Please let us know if you have any questions and stay safe!

Sincerely,

Student Employment | Financial Aid & Scholarships

303.315.1842 | studentemployment@ucdenver.edu

Office Location: Student Commons Building, 5105A

Secure Document Upload: www.ucdenver.edu/fadocs

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