

New Student Work-Study Information

2024-2025 (Fall 2024, Spring 2025, Summer 2025)



Student Employment
UNIVERSITY OF COLORADO BOULDER

Definition of Work-Study

[Work-study](#) is a financial aid program that allows students to work on-campus or with contracted off-campus work-study employer to earn money to pay for college expenses. Work-study is not a grant (you must work to earn it), nor a loan (you don't have to repay it). It's a federal or state funded program that is matched with funds from CU Boulder. By receiving a work-study offer, a student can be eligible for part-time jobs, both on and off-campus, that they may not have otherwise been eligible for. Employers love hiring work-study students!

Available Work-Study Jobs

CU doesn't assign work-study jobs; students get to choose where they want to work. All work-study positions can be accessed from Handshake.

Positions and pay rates vary, but students work in virtually all areas on and off campus. Pay begins at minimum wage, currently \$16.00 on-campus and contracted off-campus work-study employers to a maximum of \$38.00 per hour for skilled graduate positions. Off-campus/non-affiliated state minimum wage is \$13.65, and work-study cannot be used for those employers.

Log into [Handshake](#) with your Identikey or password. You can search by type of jobs, pay rate or other options by selecting the filters. **Be sure to filter with [Work-study in the job title to find work-study positions](#).** Each posting provides contact information for the employer, so when you see a position, you're interested in, contact the employer directly. While we strive to keep the job postings up to date, we recommend that you first confirm that the position is still available before submitting an application by sending a professional email or making a phone call to the employer contact listed. **Please see our [Disclaimer](#) and our [Recognize and Avoid Job Scams](#) webpage before you apply for an off-campus job on the website.**

Taxes and Work-Study Earnings

Work-study is taxable income and students are considered official employees of the University of Colorado. Student employees will complete all normal IRS forms and will receive a W-2 each spring for their previous year's earnings.

Deadline to Start Working

In order to keep their work-study offer, students should begin working by **October 1, 2024** for fall semester, or **February 1, 2025** for spring. If you won't begin working right away, contact our office to preserve your work-study.

Work-Study Limits and Semester Use

The work-study program provides a subsidy to your employer who typically pays only 30% (on-campus), 40% (off-campus) of your work-study earnings. The amount you have been offered in work-study per semester is the maximum you can earn with the subsidy. You should talk to your employer if you'd like to work more hours than your work-study will cover because they will pay 100% of your earnings once your offer amount has been fully earned.

Students can earn one half of the total academic year work-study in the fall semester. After fall has ended, any unused fall work-study will automatically be added to the spring amount (the full year total remains the same). You must be enrolled in classes by the start of each term to earn your offer. If a student is graduating, they may only work until the day of commencement.

Work-Study Increase Requests

If you and your employer would like you to work more hours than your offer allows, your or the employer can submit a [Work-Study Increase Request form](#). Work-study increases are reviewed on a bi-weekly basis and are based on the student's eligibility and our funding. *There is no guarantee we can grant the request so be sure to monitor your earnings in the meantime.*

Work-Study Start-and-End Dates

Fall semester: 08/18/2024 – 12/21/2024

Spring semester: 12/22/2024 – 05/10/2025

Maintaining Eligibility

Undergraduate students must be enrolled in at least 6-degree credit hours to remain eligible for work-study; so, if a student withdraws from the university or drops below 6 hours, they must notify their supervisor right away and they will no longer be eligible to earn their work-study.

Working Overtime

Any hours over 40 per week must be paid at 1.5 times the regular hourly pay-rate and will not be subtracted from the student's work-study. Students must have their employer's permission before working overtime.

Overtime must be approved by your supervisor prior to working any overtime hours as the university has a work hour policy that must be followed.

Policy for Hourly Employees

'Student Hourly Employee Work Policy' limits student employees to working a maximum of 25 hours per week (or 50 hours per bi-weekly pay period) during the fall and spring semesters and up to 40 hours per week (or 80 hours per bi-weekly pay period) during the summer.

Graduate and international students will continue to limit them to 20 hours per week during the academic year. The policy does not affect students working in non-University off-campus jobs, though we encourage students to prioritize their academics first when considering outside work commitments.

For more information, view the campus [policy](#) and our [frequently asked questions](#).

Getting Paid

Once hired, employers enter students as employees of the university in the CU payroll system. Students are required to have [direct deposit](#) and will receive biweekly pay (every other Friday) and will receive an electronic pay advice. Students can view and print their pay advice in the [MyCUInfo](#) portal. **Payroll direct deposit is separate from the student's university account for tuition billing.**

Please keep in mind student records are maintained by the Registrar and employee payroll records are separate, and only linked by social security number (SSN). Students who begin working should make sure their SSN is on file with the Registrar's Office so that they are recognized as an enrolled student by the payroll system.

I-9 Employment Verification Form

All employees are required to complete an I-9 Employment Eligibility Verification Form. This must be done within three business days of the date of you begin working. This will be part of the onboarding process with your supervisor or Human Resources liaison.

New employees complete section #1 of the I-9 form online and **must** take their original documents to the HR Office to complete section 2. Since the dates and locations are subject to change, please see the [Human Resources \(HR\)](#) website for availability.

You must bring the original [acceptable documents](#) to complete the I-9 form. No copies of the documents will be accepted so be sure to bring those documents with you if you live out of state or you do not live close to campus.

STUDENT EMPLOYEE RETIREMENT

To comply with IRS regulations, some student employees will automatically be enrolled in a [CU Student Retirement program](#).

Two types of students who will be enrolled in the retirement plan (fall, spring, summer semesters):

- Undergrad students enrolled in less than 6 credit hours and graduate students enrolled less than 3 credit hours unless they are full-time according to the chart in our [handbook](#)
- Student employees whose normal work schedules are 40+ hours per week, **regardless** of their credit hours enrolled. Work hours during academic breaks of less than 5 weeks don't count.

In the retirement program, students automatically contribute a 7.5 % retirement deduction and 1.45% Medicare Tax deduction from their pay. Students may withdraw from retirement upon graduation or withdrawal from the university. TIAA is the carrier of investment funds for the Student Retirement Plan. Information packets/enrollment forms are available on the [Employee Services](#) website.

Summer Work-Study

Each spring, the Office of Financial Aid accepts the Summer Financial Aid Application in [Buff Portal](#). Students use the application to apply for summer financial aid including work-study. Students do not need to be enrolled in summer as long as they're enrolled in the prior spring and the upcoming fall semester by the start of the summer term. More about [summer work-study](#) is available on our website.

For additional Information, please contact:

Student Employment

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(303) 492-5091 www.colorado.edu/studentemployment

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