

## New Work Study Indicator Page added to HCM on Aug. 8 [1]

August 7, 2017 by [Employee Services](#) [2]

The evening of Aug. 8, a new Work Study Indicator page will be added to HCM to allow users to indicate earlier in the process that student employees will be using work study.

### What's changing?

Users will no longer be able to update the "Active Work Study Job" check box on the CU Work Study Job page.

At the time of hire, HCM users will have a new way of indicating that they want an employee's position designated as Work Study, even if the student employee does not yet have a work study limit loaded into HCM. (Adding the student employee to this page is no guarantee they will have a work-study award). This update also ensures that work study is being applied to the correct Employee ID and Job Record when employees have multiple jobs.

The new page can be accessed with the following navigational path: **Navigator > CU Student Info & Processes > CU Work Study Indicator**

Employee

Empl ID

Empl Record

**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.**

Job Information		Find   View All	First	1 of 1	Last
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			

Work Study Indicator		Find   View All	First	1 of 1	Last
*Effective Date	<input type="text" value="06/17/2017"/>	Effective Sequence	0	End Date	<input type="text"/>
Last Update User ID	CONVERSION		Updated on 06/14/17 1:46:46PM		

[3]

### Training

[A quick reference guide can be found here](#) [4].

## CU Boulder sessions

Campus HCM users at CU Boulder can attend either of the following sessions to learn about the new Work Study Indicator process:

Date:	Thursday, Aug. 10	Monday, Aug. 14
Time:	10:30 - 11:30 a.m.	2:00 - 3:00 p.m.
Location:	UCM 386	UMC 386

[HCM](#) [5], [Work Study](#) [6], [Workstudy](#) [7], [Work Study Indicator](#) [8]

### Display Title:

New Work Study Indicator Page added to HCM on Aug. 8

### Send email when Published:

No

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**Source URL:** <https://www.cu.edu/blog/hcm-community/new-work-study-indicator-page-added-hcm-aug-8>

### Links

[1] <https://www.cu.edu/blog/hcm-community/new-work-study-indicator-page-added-hcm-aug-8>

[2] <https://www.cu.edu/blog/hcm-community/author/10695>

[3] <https://www.cu.edu/sites/default/files/CU%20Work%20Study%20Indicator.png>

[4] <https://www.cu.edu/docs/step-by-step-work-study-designation>

[5] <https://www.cu.edu/blog/hcm-community/tag/hcm>

[6] <https://www.cu.edu/blog/hcm-community/tag/work-study>

[7] <https://www.cu.edu/blog/hcm-community/tag/workstudy>

[8] <https://www.cu.edu/blog/hcm-community/tag/work-study-indicator>