



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: _____

Request Date: _____

Employee Name: _____

Empl ID: _____

Student ID: _____

Job Record #: _____

Department ID: _____

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