

Student Hiring Reference

Revised: 11/30/2018

Thank you for your interest in hiring student employees!

Providing an opportunity for students to work on campus offers benefits for both the student and departments. The student is able to learn valuable work skills to be successful when they enter the workforce after graduation and the department obtains much needed support.

This reference provides a one-stop-shop for information/processes related to hiring student employees.

Contact Human Resources with Questions

Phone: 920/424-1166; Fax: 920/424-2021
hroffice@uwosh.edu; www.uwosh.edu/hr

TABLE OF CONTENTS

| | |
|---|----|
| CONTACT INFORMATION AND RESPONSIBILITIES..... | 3 |
| HIRING RESPONSIBILITIES..... | 4 |
| ELIGIBILITY REQUIREMENTS | 5 |
| HOURS ELIGIBLE TO WORK GUIDELINES | 5 |
| WORKPLACE EXPECTATIONS | 6 |
| REQUIRED NEW HIRE PAPERWORK..... | 6 |
| INSTRUCTIONS FOR COMPLETING HIRE PAPERWORK | 6 |
| POSTING JOBS IN <i>HANDSHAKE</i> | 7 |
| OFFICE COMPUTER ACCESS..... | 7 |
| FUNDING SOURCE INFORMATION | 8 |
| JOB MANAGEMENT | 9 |
| INFORMATION REQUIRED TO COMPLETE HIRE OR REHIRE | 9 |
| EMPLOYMENT STATUS EVALUATION WITH REQUIRED PAPERWORK | 10 |
| Student Never Worked for Campus Before..... | 10 |
| Rehire to Campus/Department | 10 |
| JOB TITLES, PAY RATES, AND WORKING TITLES | 11 |
| EMPLOYMENT STATUS CHANGES | 12 |
| INFORMATION REQUIRED TO COMPLETE AN EMPLOYMENT STATUS CHANGE..... | 12 |
| PAY RATE CHANGES..... | 12 |
| EXPECTED JOB END DATE | 13 |
| TERMINATION / RESIGNATION..... | 13 |
| NEW FUNDING SOURCE | 13 |
| TIME ENTRY, APPROVALS, & PAYMENT METHOD..... | 14 |
| Time Entry Instructions | 14 |
| Approval Schedule..... | 14 |
| Payment Method..... | 15 |
| PERFORMANCE REVIEWS | 15 |
| EMPLOYMENT ISSUES..... | 15 |

CONTACT INFORMATION AND RESPONSIBILITIES

| Contact | Responsibility |
|---|---|
| Supervisor/Department | <ul style="list-style-type: none"> • Determines job description • Post jobs in <i>Handshake</i> • Interview candidates • Works with Division/College regarding funding source requirements • Determines hire eligibility • Ensures compliance with ACA mandated work hours limitations • Determines hire date, expected job end date, job title, wage, working title, funding source, primary and backup time approvers • Collects hiring paperwork as appropriate • Approves time entry |
| Employing Unit Coordinator (EUC) for Student Employment | <ul style="list-style-type: none"> • Enters and maintains rehired jobs and new job instances in HRS for students that already work for Campus, including assigning funding and time approvers • Updates expected job end dates, funding source, time approvers for current jobs |
| Human Resources 920.424.1166 studentemploy@uwosh.edu https://uwosh.edu/hr | <ul style="list-style-type: none"> • Reviews hiring paperwork for accuracy • Enters biographical data and first job for student hire • Assists EUC with HRS entry issues • Conducts criminal background check upon request • Verifies employment |
| Payroll Specialist Shannon Reilly 920.424.1037 staff.reills44@uwosh.edu https://uwosh.edu/hr | <ul style="list-style-type: none"> • Assists with timesheet access issues • Processes direct deposit, W4 forms • Reviews payroll entry and processing • Tracks ACA hours compliance • Processes international student tax |
| Career & Professional Development 920.424.2181 career@uwosh.edu https://uwosh.edu/career | <ul style="list-style-type: none"> • Assists with <i>how</i> to post jobs in <i>Handshake</i> • Holds mock interviews • Hosts career fair • Performs career counseling & assessments |
| Information Technology 920.424.3020 helpdesk@uwosh.edu https://uwosh.edu/it | <ul style="list-style-type: none"> • Provides student employees access to office computers https://kb.uwosh.edu/page.php?id=83598 • Assists with NetID and email access issues |
| Financial Aid 920.424.3377 fao@uwosh.edu https://uwosh.edu/financialaid | <ul style="list-style-type: none"> • Manages work study program https://uwosh.edu/financialaid/work-study/ |
| Dean of Students 920.424.3100 https://www.uwosh.edu/deanofstudents | <ul style="list-style-type: none"> • Assists with concerns related to the well-being of students |

HIRING RESPONSIBILITIES

Supervisor / Hiring Manager

- Creates position description/responsibilities
- Determines hourly pay rate and dates of service (including expected job end date for academic year)
- Posts job in *Handshake*
- Determines funding string to pay student wages
- Determines primary and backup approvers of timesheet
- Interviews and hires student
- Confirms credit enrollment eligibility and other departmental employment eligibility
- Discusses work hours and expectations with student
- Discusses with student, and ensures compliance with, ACA mandated work hours limitations
- Works with office support staff / Employing Unit Coordinator to hire student

- Confirms with student if ever worked on campus before and collects paperwork required for hire
 - Completes with student/Ensures required hired paperwork is completed *prior to* start date of employment
 - Completes Student Appointment Form as appropriate

- Communicates to office support staff / Employing Unit Coordinator (EUC) when student:
 - resigns or no longer works for them (including over the summer months)
 - needs a pay rate increase (form needs to be signed by supervisor and EUC)
 - needs the expected job end date updated
 - needs funding updated
 - needs time approvers updated

- Approves hours worked as entered in HRS by student
- Works with student regarding employee relations issues

Office Support Staff / Employing Unit Coordinator (EUC)

- Assists with posting jobs in *Handshake* as appropriate
- Assists with completing the required hiring paperwork as appropriate
- Communicates updates with supervisors as shared by Human Resources

- EUC maintains jobs in HRS system, which includes, but not limited to:
 - Updating expected job end dates
 - Creating another job for student employee currently working on campus
 - Rehiring a returning student employee's job
 - Updating funding strings
 - Updating time approvers

Human Resources

- Enters the biographical data and first job on campus for student employee
- Updates pay rate changes (based on form submitted by supervisor/EUC)
- Communicates with EUC regarding current student employees' status
- Assists EUC with issues related to job maintenance
- Assist supervisors and students with timesheet access issues

ELIGIBILITY REQUIREMENTS

General Requirements

- Must attend an accredited higher education university/college and provide verification showing proof of course enrollment
 - Examples of documentation includes:
 - class schedule OR
 - letter from school confirming enrollment
 - All documents must include school name, student's name, dates of enrollment and total credit hours

Course Enrollment Requirements

- **Fall and Spring Terms:** Must be enrolled at least half-time (6 credits for undergraduate; 4.5 for graduate level)
- **Summer Session:** Must be enrolled 3.0 credits for undergraduate and graduate OR enrolled at least half-time in upcoming Fall term

Note that there are limitations on the total hours a student may work between all jobs. Please refer to the Hours Eligible to Work Guidelines for more details.

GPA Requirements

GPA requirements may be set at the discretion of the department/college/division. Campus does not have an overall GPA requirement to work on campus as a student employee.

HOURS ELIGIBLE TO WORK GUIDELINES

If the student has more than one campus job, he/she and the supervisors must coordinate the total hours working per week between departments. Total hours per week include all jobs together.

Supervisors are responsible for ensuring students are not going over the required hours limitations, including during the 12-week period for the summer months.

- All student employees, excluding international students, are eligible to work a maximum of 25 hours per week between all jobs within the Fall and Spring academic terms. There are periods where students may work more hours; however, it is restricted. Please refer to the work eligibility schedule found on the Student Employees webpage for details (<https://uwosh.edu/hr/current-employees/student-employees>).
- **International Students can work a maximum of 20 hours per week while classes are in session** due to VISA requirements. If they work more they could be at risk of being sent back to their home country.
- These limitations are directed via the Affordable Care Act (ACA) employer mandate. If we do not follow these guidelines then UW System/Campus will be responsible to pay federal fines. Information regarding the mandate can be found on the [Agreement and Verification of Hours Form](#) students are required to sign.

WORKPLACE EXPECTATIONS

All student hourly positions are at-will positions and may be terminated at any time provided the reason is not prohibited by law. It is the University's position that the Campus [Workplace Expectations Policy](#) applies to student employees in the same manner as staff.

REQUIRED NEW HIRE PAPERWORK

If a student has never worked for Campus before then specific hiring paperwork will be required *on or before the first day of employment*.

Student employees should not start working until the criminal background check (if required) and the I-9 Form is completed.

Supervisors should work closely with the EUC/office support staff to ensure required hire paperwork is obtained from the student, and submitted to Human Resources, *prior to* the student start date.

INSTRUCTIONS FOR COMPLETING HIRE PAPERWORK

- [I-9 Form](#)
- [W4 Form, Direct Deposit, Agreement of Hours](#)

Required hire paperwork must be completed on or before the first day of work along with the [Student Appointment Form](#). Failure to provide this documentation will delay the start date of the student employee.

All hiring paperwork forms can be found on the Human Resources Forms webpage under the Hiring Paperwork section <https://uwosh.edu/hr/forms/>

- [Criminal Background Check](#) (if applicable) – **must be completed before the first day of employment**; request is submitted by supervisor; the form can be found under the Hiring Paperwork section on the Human Resources Forms page
- [Form I-9](#)– **must be completed on the first day of employment or before; must supply original documentation as listed on page 3 of Form I-9. Employment will be terminated if this form is not verified and completed within three days of employment.**
- [Agreement and Verification of Hours Form](#)
- [W-4 Employee Withholding Certificate](#)
- [Direct Deposit Form](#) – if a direct deposit form is not completed or has incorrect account information funds will go to a US Bank Focus Card that will be mailed to the home address listed in HRS (where W2 forms are sent).

International Students must come to Human Resources, Dempsey 328, to complete required forms. Documents to bring along include: I-20, I-94, Passport, VISA, and Social Security Card.

POSTING JOBS IN *HANDSHAKE*

Jobs can be posted on *Handshake* via [Career & Professional Development](#), 920.424.2181.

***Handshake* is the primary way students find jobs on campus.** It provides a one-stop-shop area for all student employees to search for available jobs. If you do not post your job in *Handshake* you may have difficulty recruiting for student workers.

If you are requesting to utilize specific research funds there may be a requirement to post a job for a minimum of two weeks. Please refer to the manager of the funding source for details on posting requirements.

If you have questions on *how* to post jobs in *Handshake* contact Career & Professional Development. If you have other questions regarding posting requirements work directly with our department/college/division or the manager of the funding source. Career & Professional Development is unable to provide specific information regarding posting requirements.

OFFICE COMPUTER ACCESS

If the student employee needs access to the office computer to complete work, contact IT to gain access. The student must have an active job in HRS/PS related to your department before computer access will be granted: <https://kb.uwosh.edu/page.php?id=83598>

Special student employee computer access is not required if the student employee does not need access to the office computer and will only be entering time in the timesheet. The student can use computer labs or his/her own computer to enter time on the timesheet.

Questions regarding computer access? – contact IT directly at 920.424.3020 or helpdesk@uwosh.edu

FUNDING SOURCE INFORMATION

| Funding Option | Details |
|--|---|
| Work Study | <ul style="list-style-type: none"> • Federally funded program • 60% from federal funds; 40% from department funds • Awarded to the <i>student</i> not the job. All jobs will draw off work study until exhausted • Once work study award is depleted wages will automatically be charged 100% from department funds (student assistants) • Student and EUC can review work study balances in PeopleSoft Titan Admin; balance is the <i>total</i> award, including both 60% federal and 40% department portions, not split • EUC can also view current balances in HRS • Students can request more workstudy via Financial Aid • When enter funding string in HRS only indicate the department funding string; system automatically portions out appropriately |
| Division Assisted Funds | <ul style="list-style-type: none"> • Each year the Chancellor’s Office distributes funds to each division that can be distributed to departments that will offset the cost of wages for student employees • Each division sets their own criteria and timeline for fund distribution • If using these funds the job must be posted in <i>Handshake</i> for a minimum of two weeks • All questions regarding these funds should be directed to the appropriate vice chancellor’s or dean’s office |
| Admissions Academic Excellence Scholar | <ul style="list-style-type: none"> • <i>Note program sunset date of 2022</i> • Awarded to high academic achievers (freshman) • Tuition enhancement opportunity may include up to \$1500 for working on campus • Position must be higher level and comparable to internship responsibilities • Department initially pays the student and then is reimbursed via the program • Department position approved by Admissions office (920.424.0228) for reimbursement at time of hiring the academic excellence student |
| Student Assistants | <ul style="list-style-type: none"> • 100% of student wages are charged to the department • Once the workstudy award has been depleted 100% of the wages will be charged here. This automatically occurs; there is no notification |
| Admissions Titan Gold | <ul style="list-style-type: none"> • Awareness Only • Titan Gold students are provided funds that are paid directly to the student’s tuition account • Students may work for other departments but all funds will go to the student’s tuition account; funds will not be distributed between the student’s tuition account and own bank account unless the student completes a direct deposit form indicating such |

JOB MANAGEMENT

INFORMATION REQUIRED TO COMPLETE HIRE OR REHIRE

In order to hire a student employee the supervisor should collect/determine the following information. Connect with the departmental EUC or office support staff if you have questions.

- Student 7-Digit Titan ID (and/or HRS 8-digit ID and/or SSN, if known)
- Student Formal Name
- Status of Student's Employment
 - Rehire in Same Department - previous job ended; rehiring even if different working title
 - First Time Hire in Job Role within Same Department - has current active job with department but this is different role/pay/title
 - First Time Hire with Department - never worked in department before, indicated has worked on campus before
 - First Time Hire - Never Worked on campus before
- Effective Date of Hire
- Expected Job End Date
- Department Working For
- Job Title and Working Title
- Compensation Rate (hourly pay rate)
- Funding String to charge wages (xxx-xxxxxx-x)
- Primary and back up approvers (include HRS 8-digit Empl ID if known)

EMPLOYMENT STATUS EVALUATION WITH REQUIRED PAPERWORK

Student Never Worked for Campus Before

(or it has been more than three years since they have worked for Campus)

- The Student Appointment Form must be completed **and attached to all completed required hiring paperwork**. Send all documents to Human Resources prior to the start date for processing.
- The Student Appointment Form and all the required hiring paperwork can be found on the Human Resources Forms page in the Hiring Paperwork section under Student Employment <https://uwosh.edu/hr/forms/>
- The following paperwork must be completed on or before the first day of work. Failure to provide this documentation will delay the start date of the student employee.
 - [Criminal Background Check](#) (if applicable) – **must be completed before the first day of employment**; request is submitted by supervisor; the form can be found under the Hiring Paperwork section on the Human Resources Forms page
 - [Form I-9](#)– **must be completed on the first day of employment or before; must supply original documentation as listed on page 3 of Form I-9. Employment will be terminated if this form is not verified and completed within three days of employment.**
 - [Agreement and Verification of Hours Form](#)
 - [W-4 Employee Withholding Certificate](#)
 - [Direct Deposit Form](#) – if a direct deposit form is not completed or has incorrect account information funds will go to a US Bank Focus Card that will be mailed to the home address listed in HRS (where W2 forms are sent).

International Students must come to Human Resources, Dempsey 328, to complete required forms. Documents to bring along include: I-20, I-94, Passport, VISA, and Social Security Card.

Rehire to Campus/Department

- Rehire in Same Department - previous job ended; rehiring even if different working title OR
- First Time Hire in Job Role within Same Department - has current active job with department but this is different role/pay/title OR
- First Time Hire with Department - never worked in department before, indicated has worked on campus before
 - Provide EUC with Information to Complete Rehire
 - If the student has not worked over the summer months or has not worked for more than 3 months collect a new Direct Deposit, W4, and Agreement of Hours form. This is to ensure everything is up-to-date in the system so there is no delay in payments.

JOB TITLES, PAY RATES, AND WORKING TITLES

Job Titles and Pay Ranges

- Job titles along with pay ranges associated with the job titles are provided.
 - [Job Titles vs Working Titles](#)
- It is at the discretion of the department/supervisor for setting the hourly rate of pay as long as it meets the federal minimum wage requirement. All students are paid hourly except for community advisors for Residence Life and those working with summer camps via specific departments across campus. These positions are unique – requiring continual on call hours within a 24-hour period.
- *If you feel the position warrants a lump sum payment please reach out to Human Resources. You will be required to submit a justification form and have it approved by Human Resources **prior to the student beginning work.***

Working Titles

- Working Titles are the only way a student employee can tell the difference between multiple jobs for time entry. If all the working titles are the same as the job title then the student will not know what hours are to be entered on which timesheet for any specific department.
- Include the department name as the working title and/or a specific title that describes the work they are doing.

Examples of Working Titles:

Music Oboe Teacher
Marketing Assistant
Parking Attendant

EMPLOYMENT STATUS CHANGES

INFORMATION REQUIRED TO COMPLETE AN EMPLOYMENT STATUS CHANGE

In order to make changes to a student's current job the supervisor should collect/determine the following information and provide it to the EUC as soon as it is known.

- Student HRS 8-digit ID (and/or Titan 7-digit ID and/or SSN, if known)
- Student Formal Name
- Effective Date of Change
- Type of Change
 - Expected Job End Date
 - Compensation Rate (hourly pay rate)
 - Funding String to charge wages (xxx-xxxxxx-x)
 - Job Title and/or Working Title
 - Primary and back up approvers (include HRS 8-digit Empl ID if known)

PAY RATE CHANGES

- It is at the discretion of the department/supervisor to set the scale for pay rate increases for student employees. It is recommended to use a consistent process for all students you employ.
- If you need to update a pay rate for a student employee complete the Pay Rate Change Request being sure to have all signatures. Once completed and signed email to studentemploy@uwosh.edu for processing. All pay rate changes need to be submitted to Human Resources *prior to* the effective date of the change.
- The **Pay Rate Change Request** form can be found on the Human Resources Forms page under the Hiring Paperwork section in the Student Employment area. <https://uwosh.edu/hr/forms/>

EXPECTED JOB END DATE

If the expected job end date needs to be extended because the student will continuously work

- the supervisor should contact the EUC to have the date changed.
- This needs to be completed *prior* to the current expected job end date or the student will not have access to enter hours or view payments.

If the student is working in spring semester, not working in the summer, and returning to work in the fall semester

- the expected job end date will need to be set for spring semester, allowing the job to term over summer.
- The supervisor should notify the EUC as soon he/she knows the job needs to be rehired with an effective date in the following fall semester. The supervisor does not need to wait until fall semester to notify the EUC of the rehire.
- New fiscal year funding will need to be entered.

In both cases the supervisor should include all appropriate information to effectively rehire the student.

TERMINATION / RESIGNATION

Student is No Longer Working for Supervisor

- The supervisor should contact the EUC immediately with the last day physically working so the job can be termed in HRS.
- All hours worked must be entered in the timesheet by the end of the student's last day of work to ensure the hours can be processed for payment.

Job Termed in Error

- If the expected job end date is not updated prior to the process the job will automatically term.
- Supervisors should contact the EUC immediately to have the job rehired due to a term in error, providing the new expected job end date.

NEW FUNDING SOURCE

- When a new funding source is available the supervisor should contact the EUC to update the funding in HRS.
- Supervisors should include the entire funding string (xxx-xxxxxx-x) and the effective date of the change. This should be done prior to the desired effective date.

TIME ENTRY, APPROVALS, & PAYMENT METHOD

Pay Period

A pay period is two weeks in duration. The [biweekly payroll schedule](#) is available online. If supervisors do not approve time the student will not be paid.

Time Entry Instructions

All hours must be entered by the end of last day of the pay period

All hours should be entered on the day the student *actually worked*; falsification of timesheet hours is a federal crime and is grounds for dismissal of the student and the supervisor where appropriate

If the job does not start on the first day of the pay period, students may need to view the timesheet by day to enter hours

- [Time Entry Instructions](#) (Hourly Students Only)
- [Shift Ending at Midnight](#)
- [Shifts Crossing at Midnight](#)
- [Lump Sum \(ACAHW\) Entry Instructions](#) (Lump Sum Payments Only)
- [Login to My UW System](#): timesheet entry and earnings statement retrieval

Approval Schedule

It is the supervisor's responsibility to ensure the student is entering the appropriate hours and to approve time by the approval deadline.

The approval schedule and reference materials can be found on the Human Resources [Supervisor's Toolkit](#) webpage

HRS Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per punch (time entry), not per shift: <https://kb.wisc.edu/hrs/page.php?id=48921>

| Rounding of Hours | Minutes | 0.0-7.5 | 7.5-22.5 | 22.5-37.5 | 37.5-52.5 | 52.5-60 |
|-------------------|------------|---------|----------|-----------|-----------|---------|
| | Hundredths | 0.0 | 0.25 | 0.50 | 0.75 | 1.0 |

Payment Method

All wages will be directly deposited to the bank account a student has submitted. If the prenote (test check) for the bank account is rejected by the bank the student will be notified directly from Human Resources.

If the student does not provide an accurate direct deposit then the funds will process to a US Bank Focus Card. The card is mailed directly to the home address in the HRS system. Students will need to work directly with US Bank if the card is lost or destroyed. Each pay period the card will be re-loaded so if the student does not provide a direct deposit they should keep the US Bank Focus Card to receive future payments.

PERFORMANCE REVIEWS

All student employees should periodically have a performance review to discuss strengths and weaknesses and possibly new goals or duties. A supervisor should also provide students the opportunity to share questions or concerns they may have about the job. This can be an informal process or supervisors may reference the performance review form used for staff. The staff performance evaluation forms can be found under the [Supervisor's Toolkit](#) on the Human Resources website.

EMPLOYMENT ISSUES

There could be multiple reasons behind a student employee that is struggling at work. Types of issues may include being perpetually late, struggling to complete basic work tasks, or having difficulty communicating.

It is important for supervisors to keep an open line of communication with the student. If the supervisor has concerns about the well-being of a student employee it is recommended they connect directly with the [Dean of Students Office](#), 920.424.3100.