# Table of Contents

*Student Employment Contacts and General Information* .......................................................... 3
  - Common terms .......................................................................................................................... 3
  - Logging in to HRS: .................................................................................................................. 3
  - Adding “Favorites” to HRS ..................................................................................................... 3

*Hours Eligible to Work Guidelines* ......................................................................................... 5
  - Affordable Care Act (ACA) Mandate ...................................................................................... 5

*Student Employment Course Credit Requirements* ............................................................... 7

*Searching HRS to Determine if Student is Currently Working or Has Ever Worked for UW Oshkosh* ........................................................................................................................................ 8

*Hiring Actions - When To: Rehire, New Hire, or add Employment Instance* ....................... 10
  - When to Update a Termed Job (Rehire) ................................................................................ 10
  - When to Add a New Job (New Employment Instance/Empl Record) ................................. 10
  - When to Complete Hiring Paperwork with Student Appointment Form and Send to Human Resources .......................................................................................................................... 10

*Student Employment Checklist* ............................................................................................. 11

*Hourly Wages/Wage Changes and Lump Sum Payments* ......................................................... 12
  - Hourly Wages ......................................................................................................................... 12
  - Lump Sum Payments ............................................................................................................. 12
  - Pay Rate Changes .................................................................................................................. 12

*Job Titles, Working Titles and Pay Ranges* ............................................................................ 13
  - Job Titles .............................................................................................................................. 13
  - Working Titles ...................................................................................................................... 13
  - Titles and Ranges: ................................................................................................................ 14

*Changing an Expected Job End Date of an Existing Active Job* ............................................ 16

*Rehiring a Job That Has Terminated In Error (Expected Job End Date not updated in time)* ... 17

*Funding Sources (STEP and Student Assistants)* ................................................................. 18
  - STEP Funding ......................................................................................................................... 18
  - Student Assistant Funding .................................................................................................... 18

*Work Study Information* ....................................................................................................... 19

*Criminal Background Check Process* ...................................................................................... 22

*Guideline Links to Rehire/Update Student Employees* ............................................................. 24
Student Employment Contacts and General Information

Please reach out to the following contacts with any questions or concerns:

Marge Cosmutto, Payroll Specialist  
Student Hiring Process, Payroll Issues, System Access  
920-424-1037  
cosmuttom@uwosh.edu

HR Front Desk  
Criminal Background Checks  
920-424-1166  
hroffice@uwosh.edu

Links to information found on the HR Website:
- Student Employee Page
- Employing Unit Coordinators (EUC) Page

Common terms:
- **EUC** - Employing Unit Coordinators are the individuals across campus that manage the hiring paperwork and processes within the payroll system
- **CBC** - Criminal Background Check
- **HRS** - Human Resources System where all payroll and biographical data is entered and housed
- **SAF** - Student Appointment Form
- **Empl ID** - Employee ID number assigned to employee in the HRS system; this is not the same as the Titan ID number
- **Empl Recd** - Employee Record; the record number assigned to each job in HRS at the time the job is created; this number is important for processing and maintaining data in the system

Logging in to HRS:
New EUC’s will need to be set up with proper access. Please contact Human Resources to be granted the appropriate HRS access.
- Once access has been granted, you will navigate to the HR Homepage - https://uwosh.edu/hr/
- On the left hand side of the home page, there is a blue click-box labeled “HRS” – click on this.
- From there, you will be required to log in using your UW Oshkosh credentials and the DUO Authentication process to securely sign in.
- Using the NavBar you will be able to locate the pages needed for student employment.

Adding “Favorites” to HRS:
Is like your own list of bookmarks to transaction pages (e.g. Job Data) that you use frequently. Example:
1. Adding Funding as a favorite
2. Click on the 3 dots
3. Click on “Add to Favorites”
Hours Eligible to Work Guidelines

Affordable Care Act (ACA) Mandate

- Employers are required to offer health insurance to 95% of full-time employees
- Full-time equivalent is 30 or more hours per week (130 hours/month; 1560 hours/year)
- State statute reads that student employees are not considered employees for the purposes of insurance eligibility
- If employers do not offer the health insurance, there is a monetary penalty
  - If employee goes to ACA Marketplace and receives a subsidy for insurance and employer did not offer affordable health coverage, then employer will be fined $3,000 per person per year
  - There is a potential for UW System to be penalized $68 million if we do not comply
- If employee works full-time for 3 months (12 weeks equivalent) or more, then employer is required to offer them employee health insurance on the 4th month. If insurance is not offered, we will be penalized as stated above.

What does this mean for student employment?

- Students may work no more than 25 hours per week while classes are in session **
  - International Students – may work no more than 20 hours per week while classes are in session
  
  *If student has more than one campus job, supervisors must work together between departments and student to coordinate total hours student is working per week.*

Break Periods

- Reference the Hours Eligible to Work Calendar on the Student Employee webpage to confirm when student may be able to work up to 40 hours per week.

Summer Period

- Students are not able to work more than 12 weeks at 30 or more hours per week during summer period.
- This means from the first time they start working 30 or more hours per week to the last time they stop working 30 or more hours per week.
  - Examples:
    - Student works 30 hrs/wk for 10 wks; off 1 week; works 30 hrs for 1 week = 12 weeks span – **OK** as long as work 25 hrs/wk after that 12th week
    - Student works 40 hrs/wk for 10 wks; off 1 week; works 25 hrs per week after that = only 10 weeks at full-time – **OK**
    - Student works 40 hrs/wk for 10 wks; 25 hrs for 1 wk; works 30 hrs for 3 wks = 14 wks – over 12 week span – **NOT OK**
    - Student works 40 hrs/wk for 10 wks; 25 hrs for 2 wk; works 30 hrs for 1 wks = 13 wks – over 12 wk span – **NOT OK**
Requirements

- Student is not to exceed 130 hours/month and 1560 per measurement period.

**NOTE:** Students that tend to work more hours while attending school see a decline in their studies; just because a student is eligible to work these hours does not mean they should, or that the work study funds will last the entire academic year at those hours/week.
# Student Employment Course Credit Requirements

## Check to See If Eligible Based on Credit Enrollment Requirement

### Information Needed

Titan ID Number (found on Student Titan Card) or Social Security Number

### Search in Titan Web Student Information System (PeopleSoft SIS)

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Login to Titan Web</td>
</tr>
<tr>
<td>2</td>
<td>Click</td>
</tr>
<tr>
<td>3</td>
<td>Click</td>
</tr>
<tr>
<td>4</td>
<td>Click</td>
</tr>
</tbody>
</table>

- **Academic Career**: Equal to undergraduate or graduate depending on student status
- **Term**: Equal to term referencing, ex: Fall 2020
- **Enter Titan ID or SSN**: Titan ID goes in ID box; SSN goes in National ID box
- **Click**: Search
- **Add Up**: Units (Credits) to determine if eligible to work as student

## Credit Requirements

### Fall and Spring Terms

- Must be enrolled at least half-time
- 6.0 credits for undergraduate student
- 4.5 credits for graduate student

### Summer Session

- Must be enrolled at least half-time
- 3.0 undergraduate; 3.0 graduate student OR
- OR Enrolled at least half-time for upcoming Fall Term

### If Student is Attending Another Accredited School

- Must meet minimum credit requirements
- AND Provide hard copy of class schedule showing credits enrollment for each term; send to Human Resources
- NOTE: Student will pay FICA (Soc Sec) Tax if not a UW System School

**Reasoning for credit requirement**: work study eligibility and unemployment eligibility
# Searching HRS to Determine if Student is Currently Working or Has Ever Worked for UW Oshkosh

**Complete a search to see if someone is in the HRS Payroll System:**

## Information Needed

- Social Security Number (SSN; National ID)

## Search in HRS Payroll System

<table>
<thead>
<tr>
<th>Login to HRS</th>
<th>hrs.wisconsin.edu or via the UW-System Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Click</td>
<td>NavBar icon – far right</td>
</tr>
<tr>
<td>Click</td>
<td>Navigator</td>
</tr>
<tr>
<td>Click</td>
<td>Workforce Administration</td>
</tr>
<tr>
<td>Click</td>
<td>Personal Information</td>
</tr>
<tr>
<td>Click</td>
<td>Biographical</td>
</tr>
<tr>
<td>Click</td>
<td>Search for National ID</td>
</tr>
<tr>
<td>Enter SSN#</td>
<td>National ID Box (without dashes)</td>
</tr>
<tr>
<td>Click</td>
<td>On double arrows <img src="image.png" alt="image" /></td>
</tr>
</tbody>
</table>

## If There is No Match to National ID Search or No Job Found

<table>
<thead>
<tr>
<th>Appointment Form</th>
<th>Complete Student Appointment Form, attach new hire paperwork and send to Human Resources for processing</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire Paperwork</td>
<td>Have employee complete I-9, 2020 W4 Federal Withholding, WT-4 WI Withholding, Direct Deposit, and Agreement &amp; Verification of Hours Form</td>
</tr>
</tbody>
</table>

## If a Match to National ID – Search to See if Have Job

<table>
<thead>
<tr>
<th>Confirm</th>
<th>National ID (Social Security Number)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write Down or Copy</td>
<td>Empl ID #</td>
</tr>
<tr>
<td>Click</td>
<td>NavBar icon – far right <img src="image.png" alt="image" /></td>
</tr>
<tr>
<td>Click</td>
<td>Navigator</td>
</tr>
<tr>
<td>Click</td>
<td>Workforce Administration</td>
</tr>
<tr>
<td>Click</td>
<td>Job Information</td>
</tr>
<tr>
<td>Click</td>
<td>Job Data - Student Help Only</td>
</tr>
<tr>
<td>Enter Empl ID#</td>
<td>Empl ID Box</td>
</tr>
<tr>
<td>Click</td>
<td>Search or enter</td>
</tr>
<tr>
<td>Action, Reason and Termination Date</td>
<td>Review for each job listed (empl recd #) to determine if still active job or if it is termed, how long has not been active</td>
</tr>
</tbody>
</table>
What to Do After Search for Job and Review of All Job Termination Dates (more information regarding process steps can be found on the Hiring Actions page):

<table>
<thead>
<tr>
<th>If Employee has an Active Job (Same or Different Department) OR Employee has Term (Ended) Job in Different Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Job termed for longer than 1 month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If Employee has Term (Ended) Job in Same Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehire on Same Job</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Add</td>
</tr>
<tr>
<td>Job termed for longer than 1 month</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If Employee has Not Worked for UW Oshkosh for 3 Years or More</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Form</td>
</tr>
<tr>
<td>New Hire Paperwork</td>
</tr>
</tbody>
</table>

Note Empl Record Number (Empl Rcd #)

- 0 = first job
- 1 = second job
- And so on

Must look at each job to determine if still active employee
Hiring Actions - When To: Rehire, New Hire, or add Employment Instance

When to Update a Termed Job (Rehire)

- Complete if: Student employee is termed in a department and is now coming back to work in the same department – you can rehire with the same empl record number and change the following as appropriate:
  - Re-hire in Job Data - [https://kb.uwss.wisconsin.edu/page.php?id=18637](https://kb.uwss.wisconsin.edu/page.php?id=18637)
    - Job Classification
    - Pay Rate
    - Working Title – if work responsibilities have changed, you may want to review the student titles to make sure that the current title still applies.
  - Funding - [https://kb.uwss.wisconsin.edu/29976](https://kb.uwss.wisconsin.edu/29976)
    - Enter same effective date as rehired job
    - Enter funding string and percentage
    - Save
  - T/L Security (Time Approvers) - [https://kb.uwss.wisconsin.edu/17043#toc0](https://kb.uwss.wisconsin.edu/17043#toc0)
    - Enter same effective date as rehired job, payroll coordinators will populate
    - Enter approver and backup approver
    - Navigate to “Time Reporter Information” tab and select “Time Sheet” under Time Entry Method, TL User
    - Ensure that the “Active TL Security” box is checked
    - Save

When to Add a New Job (New Employment Instance/Empl Record)

- Adding new Record numbers - [https://kb.uwss.wisconsin.edu/17477#toc0](https://kb.uwss.wisconsin.edu/17477#toc0)
  - Complete if:
    - Student is new to working in your department but not new to working on campus (has a current job but not in your department)
    - Student is new to working in your department and termed job is not more than 3 years old
    - Student is working in more than one job in same department with different working titles and pay rates

When to Complete Hiring Paperwork with Student Appointment Form and Send to Human Resources

- Follow New Hire to UW Oshkosh Process using the [Student Employment Checklist](https://kb.uwss.wisconsin.edu/17477#toc0)
- Complete if:
  - Student has never worked on campus
  - All student jobs have termed 3 years ago or more
Student Employment Checklist

The Student Employment Checklist should be used for all New Hire and Rehired student employees to ensure that all proper paperwork is completed prior to start or restart date.

- Paper forms requiring submission:
  - Student Appointment Form
  - Direct Deposit
  - Criminal Background Check Form (if applicable – click here for more information)
  - Agreement and Verification of Hours of Work

- Electronic documents requiring submission (process steps found below):
  - I9
  - W4/WT4

Process for student W4 entry and updating (this is completed by the student through their My UW System Portal once they are hired in the system*).

- Students can update their tax withholdings at anytime via the portal.
  *If the students permanent residence is outside of Wisconsin, the student employee should complete the Supplemental W-4 (on paper) and submit this to the Office of Human Resources. This document will exempt them from Wisconsin state income tax.

Process for electronic I9 student completion (must be completed on or prior to students first day employed).
Hourly Wages/Wage Changes and Lump Sum Payments

All students must be paid through the hourly wage process unless the job responsibilities fall within criteria for a lump sum, e.g. community advisers in Residence Life.

**Hourly Wages**
Hourly wages are determined by utilizing the job classifications and comparing the duties with the job classification wage ranges.

If student is a rehire and is getting a raise because they have returned, EUC can enter new rate if Supervisor has approved this. If you wish to change the pay rate (wage) of a student employee, you must submit a Pay Rate Change Request form to Human Resources for approval, email the signed form to studentemploy@uwosh.edu.

**Job Classifications:**
- Student Help (SH001) pay range: $7.25 - $9.25
- Student Help Intermediate (SH002) pay range: $7.90 - $12.00
- Student Help Advanced (SH003) pay range: $8.90 - $17.00

**Lump Sum Payments**
Lump sum payments generally only relate to Community Advisors within Residence Life and a very few unique situations across campus that are similar to Community Advisors.

If your department works with lump sums, please contact the Payroll Specialist in Human Resources for the details of this process.

**Pay Rate Changes**
If you wish to change the pay rate (wage) of a currently employed student, you must submit a Pay Rate Change Request form to Human Resources.

More than one student can be put on the same form as long they have the same supervisor.

**Step 1:** Complete a Pay Rate Change Request Form including signatures
**Step 2:** Email completed form to studentemploy@uwosh.edu
**Step 3:** Human Resources will enter pay rate change in HRS

Form can be found using the following link - Student Pay Rate Change Requests
Job Titles, Working Titles and Pay Ranges

Job Titles
Job titles are formal titles assigned to designate types of duties performed by an employee and assign specific wage range.

Specific job codes are assigned in order to enter the title in the HRS payroll system.

There are three (3) main titles used for student employment:
- Student Help (SH001)
- Student Help Intermediate (SH002)
- Student Help Advanced (SH003)

The pay rate (hourly wage) is determined by the degree to which the expected duties of the position fall within the scope of each title. Refer to the next page for job duties related to each job title and the pay ranges.

The job titles listed below require prior approval from Human Resources:
- Student Help Residence Hall (SH004)
  - only used by Residence Life for Community Advisors paid via lump sum
- Student Help Special (SH005)
  - only used for unique positions similar to Community Advisors; paid via lump sum

Working Titles
Working Titles are titles that are concise, and more completely state the employee’s title within the department.

*It is the only way the student has to be able to differentiate between multiple jobs for time entry.*

The working title is entered into the HRS payroll system.

Include the department name within the working title.

Title should be short but descriptive

Examples of Working Titles:
- Music Oboe Teacher
- STEP Art Assistant
- Fac Mgmt Custodian
**Titles and Ranges:**

**Job Title: Student Help HRS Job Code: SH001**
Work is performed under fairly close supervision. Procedures and tasks are well established. Decision making is limited. Consequence of error is minimal to correctable. Accountability and scope of operation are low to moderate. Work is frequently reviewed. No leadership role assigned to worker. No previous skill or technical knowledge is required. Training takes place on the job.

**Skill level: Wage Range:**
- "Being there" $7.25 to $9.25 per hour
- Tasks and duties are routine
- Accountability is minimal
- Procedures are well established
- Errors are corrected with ease
- All/most of work done is reviewed

**Job Title: Student Help Intermediate HRS Job Code: SH002**
Work that requires, for a portion of the time, some independent judgment and initiative, and/or previous skill or technical knowledge.

**Skill Level: Wage Range:**
- Errors are correctable $7.90 to $12.00 per hour
- Accountability is increasing
- Scope of work reaches across department
- Few unpleasant/undesirable tasks hence little difficulty in finding people to do the job
- Work is reviewed periodically
- Procedures are general, worker must exercise some judgment
- Easily acquired skills
- Generous supply of workers with the required skill, specialized knowledge or experience are available

**Job Title: Student Help Advanced HRS Job Code: SH003**
Work that requires, for a major portion of the time, some advanced or specialized knowledge, skill or ability.
Work that may involve some supervisory responsibilities; Includes graduate students and duties in teaching or administration requiring advanced discipline, skill or knowledge.

**Skill Level: Wage Range:**
- Accountability may include work done by others $8.90 to $17.00 per hour
- Leads others in work (2-3 people, less than 50% of time)
- Errors may result in problems, but correctable
- Scope of operation reaches other work units both horizontally and/or vertically
• Work is reviewed occasionally
• Supply of workers with the required skill, specialized knowledge or experience is limited
• Skills and knowledge required more complex
Changing an Expected Job End Date of an Existing Active Job

This can be done for student employees who you plan to employ longer than you originally expected. When the Expected Job End Date passes, the student employee automatically terminates which is why it is important to keep up with this date.

The guide for updating this field can be found here – https://kb.uwss.wisconsin.edu/16409

If the Expected Job End Date has already passed and the student has terminated, please follow the Rehire Termed in Error Process on the next page.
Rehiring a Job That Has Terminated In Error (Expected Job End Date not updated in time)

Reasons for using this process may include:

- The expected job end date was not extended before the process ran to end the job and the student never stopped working in that job
- The job termed (ended) in error and the student never stopped working in that job

<table>
<thead>
<tr>
<th>Rehire – Termed in Error</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login to HRS</strong></td>
</tr>
<tr>
<td><strong>Click</strong></td>
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<td><strong>Click</strong></td>
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<td><strong>Click</strong></td>
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<tr>
<td><strong>Click</strong></td>
</tr>
<tr>
<td><strong>Click</strong></td>
</tr>
<tr>
<td><strong>Enter Empl ID #</strong></td>
</tr>
<tr>
<td><strong>Enter Empl Rcd Nbr</strong></td>
</tr>
<tr>
<td><strong>Click</strong></td>
</tr>
</tbody>
</table>

**Work Location Tab**

| **Click** |  |  |
|-----------|-------------------|
| **Change Effective Date** | Enter the effective date to be the same as the termination row (previous row) |
| **Sequence** | change the sequence number to the next number |
| **Action** | Choose “Rehire” |
| **Reason** | Choose “Termed in Error” |
| **Expected Job End Date** | Change to new expected job end date |

**UW Benefits Tab**

| **Previous WRS Local Service** | Enter number 0 (zero) |
| **Previous WRS State Service** | Enter number 0 (zero) |
| **Click** | “Save” button |
Funding Sources (STEP and Student Assistants)

STEP Funding

Students can be paid via STEP funds and have work study. STEP fund account will be charged the department 25% part of the work study allocation if student has work study*. All jobs will still draw from the work study account, even if it is a STEP funded job.

- The STEP Program provides departments and units with monies to offer student employment opportunities that will enhance the educational experience. Students will benefit by earning money while working on unique projects and departments/units will benefit from having student assistants.
- STEP monies are approved and funded at the campus level. The Provost’s office manages the program.
- Each division/college is allocated a balance of funds that is distributed to departments. Contact your division or college leaders for information on what funds are available for your department.
- STEP funding is intended for the academic year only. Sometimes there are special approvals for summer funding through the Chancellor’s Office.
- After approval, hire a STEP student by posting a job on Handshake via Career Services.
- Specific account numbers are utilized for the STEP program based on your division or college. Be sure to use the correct account number when setting up the funding in the HRS system.
- Note that there is a survey that must be completed on the student employee in order for the student to be eligible for future STEP funds.
- If you have questions regarding the STEP Program, contact your Division Vice Chancellor’s Office, College Dean’s office or the Provost’s Office.

Student Assistant Funding

- Student Assistants are students that work for the department and do not have work study funds. 100% of wages are paid by the department.
- Wages are shown on line 1771 in the budget account in WISER. Work Study funds are on line 1781.
- If a student has work study, once the work study award has been depleted 100% of the wages will be student assistant funded. This will automatically occur when work study funds are exhausted. There is no notification.
**Work Study Information**

Students can be paid via STEP funds and have work study. STEP fund account will be charged the department 25% part of the work study allocation if student has work study*. All jobs will still draw from the work study account, even if it is a STEP funded job.

- Work study is a federally funded program that offers students an opportunity to receive federal monies for working while enrolled in school. Work study is awarded to each student individually via the Financial Aid office.

- Monies are funded 75% from federal funds and 25% from departmental/institutional funds. This means that the department pays 25% of the wages of the student while the remaining 75% is covered by federal funds*

- **Work study funds are awarded to the student, not the department.** If student has multiple jobs, all jobs will be charged to the work study award first. Each department cannot pick and choose which jobs are work study funded and which are not.

- **If the student has more than one job, all jobs will be charged to the work study award first.**

- Work study departmental monies come out of line 1781 in the budget account in WISER. Student assistant monies come out of line 1771 in the budget account in WISER.

- Once the work study award is depleted, the wages will automatically start coming out of the student assistant line within the departmental account assigned in HRS budget funding.

- **Each department is responsible for tracking work study award balances and making any necessary budget funding changes in the HRS system.**

- When viewing the work study award balances, keep in mind that it is the total award, including the federal 75% plus the 25% department portion. Once this is depleted, there are no remaining work study monies available and 100% of wages will automatically come out of the departmental budget under student assistant (1771).

- The budget funding in HRS should be set up to be the main departmental account the student is to be paid out of. A ‘145’ account will need to be assigned to the departmental account in order for the wages to be correctly charged to federal funds.

- Do not input the ‘145’ account in HRS budget funding. Only include the departmental account such as a ‘102’ account.

- ‘144’ accounts are monies from federal grants. Federal grants are not eligible to use work study funds.

- Students can request more work study via Financial Aid.

- **To ensure students have accepted the work study award check the Work Study Award in SIS Peoplesoft (Titan Web).**

- To work study check balances view the Work Study Table in HRS.

- Contact Financial Aid with questions regarding work study funds – fao@uwosh.edu
# How to Look Up CURRENT Work Study Award and Balances in HRS

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to HRS</td>
<td>hrs.wisconsin.edu or via the UW-System Portal</td>
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</tr>
<tr>
<td>Click</td>
<td>Navigator</td>
</tr>
<tr>
<td>Click</td>
<td>Payroll for North America</td>
</tr>
<tr>
<td>Click</td>
<td>Payroll Processing USA</td>
</tr>
<tr>
<td>Click</td>
<td>UW Work Study</td>
</tr>
<tr>
<td>Click</td>
<td>Work Study Award Table</td>
</tr>
<tr>
<td>Enter Empl ID #</td>
<td>EmplID Box</td>
</tr>
<tr>
<td>Enter Year</td>
<td>Relates to Academic Year WS is awarded – AY 2020-2021 = 2021, etc.</td>
</tr>
<tr>
<td>Click</td>
<td>Search</td>
</tr>
</tbody>
</table>

## View Award Amount and Award Balance

**Award Amount** = amount of work study monies given to the student

**Award Balance** = how much of the work study monies is remaining; includes both 75% Federal and 25% departmental funded. This is the total balance remaining. Once it is gone, there is no more work study.

If student has more than one job, including a STEP job, all jobs will draw from work study until exhausted.
**How to Look Up CURRENT & FUTURE Work Study Award and Balances in HRS**

<table>
<thead>
<tr>
<th>Login to PeopleSoft SIS</th>
<th><a href="http://www.uwosh.edu/registrar/titanweb/">http://www.uwosh.edu/registrar/titanweb/</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Click NavBar icon – far right</td>
<td>Navigator</td>
</tr>
<tr>
<td>Click UWO Financial Aid</td>
<td></td>
</tr>
<tr>
<td>Click Student WorkStudy Award</td>
<td></td>
</tr>
<tr>
<td>Enter Student Titan ID #</td>
<td>ID Box</td>
</tr>
<tr>
<td>Enter Aid Year</td>
<td>Relates to Term Year (Fall 2020 – do look up and choose code)</td>
</tr>
<tr>
<td>Click Search</td>
<td></td>
</tr>
<tr>
<td>Review Award</td>
<td>Confirm available and accepted work study award amount</td>
</tr>
</tbody>
</table>

If you do not have access to this pathway in PeopleSoft SIS, please request it directly from the Registrar’s Office (920.424.3007).
Criminal Background Check Process

Criminal background checks (CBC) are required for individuals working with:
- Cash and/or
- Minors under the age of 18 and not admitted or enrolled students of the University and/or
- Master Keys – utilize keys that open multiple areas in building or across campus
- Here you can find the UWO policy: [https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/](https://www.wisconsin.edu/regents/policies/university-of-wisconsin-system-criminal-background-check-policy/)

If the student position will be working in the above capacity, a CBC needs to be completed.
- The student should not begin work until after is completed or
- There needs to be a document in writing that indicates the following verbiage and is signed by the student hire and supervisor
  - “This job is contingent upon successful completion of a criminal background check.”

Steps for Completion

1. If student is rehire – check in HRS to see last CBC done for employee, new hire go to #2

<table>
<thead>
<tr>
<th>Where to Review or Enter CBC Date in HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Login to HRS</strong></td>
</tr>
<tr>
<td><strong>Click</strong></td>
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<tr>
<td><strong>Click</strong></td>
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<td><strong>Click</strong></td>
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<tr>
<td><strong>Click</strong></td>
</tr>
<tr>
<td><strong>Enter Empl ID #</strong></td>
</tr>
<tr>
<td><strong>Click</strong></td>
</tr>
<tr>
<td><strong>Review</strong></td>
</tr>
<tr>
<td><strong>Review</strong></td>
</tr>
</tbody>
</table>
Steps for Completion (cont.)

2. [Complete CBC form](mailto:hroffice@uwosh.edu), send form to hroffice@uwosh.edu
3. Have student and supervisor complete the [disclosure form](#) in full if student is going to work before CBC results are received.
4. Send Disclosure to Human Resources with hiring paperwork
5. Human Resources will notify Supervisor when they receive the status of the CBC
6. Human Resources will maintain CBC completion date in HRS

**Required for Departments Listed Below**

- Admissions
- Individuals working at the Alumni Welcome Center
- CCDET (Center for Career Development & Training)
- Children’s Center
- Facilities Custodial, Mechanical/Structural (not required for Grounds or Heating Plant)
- Individuals working at Gruenhagen Conference Center
- Headstart
- Intercollegiate Athletics
- Lifelong Learning & Community Engagement (variable)
- PreCollege Programs
- Reeve Union
- Residence Life
- Science Outreach
- Student Health Center
- SRWC (Student Recreation & Wellness Center)
- University Bookstore/Convenience Store
- University Police

**Charges for Conducting a CBC:**
Departments are responsible for paying for the cost of a CBC. The total cost is dependent upon the extent of the check. Average costs are $12.00 - $20.00 per check.
# Guideline Links to Rehire/Update Student Employees

<table>
<thead>
<tr>
<th>Topic</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rehiring a Student in HRS</td>
<td><a href="https://kb.uwss.wisconsin.edu/page.php?id=18637">https://kb.uwss.wisconsin.edu/page.php?id=18637</a></td>
</tr>
<tr>
<td>Adding an Instance in HRS</td>
<td><a href="https://kb.uwss.wisconsin.edu/17477#toc0">https://kb.uwss.wisconsin.edu/17477#toc0</a></td>
</tr>
<tr>
<td>Maintaining or Updating T/L Security</td>
<td><a href="https://kb.uwss.wisconsin.edu/17043#toc0">https://kb.uwss.wisconsin.edu/17043#toc0</a></td>
</tr>
<tr>
<td>Adding funding, fiscal year, etc.</td>
<td><a href="https://kb.uwss.wisconsin.edu/29976">https://kb.uwss.wisconsin.edu/29976</a></td>
</tr>
<tr>
<td>Terminate:</td>
<td><a href="https://kb.uwss.wisconsin.edu/16511">https://kb.uwss.wisconsin.edu/16511</a></td>
</tr>
<tr>
<td>• Resigns</td>
<td>For Reason - use - “End of Demand – SH/LTE Only”</td>
</tr>
<tr>
<td>• Employee let go</td>
<td><em>Use this reason no matter why the student is no longer working in job</em></td>
</tr>
<tr>
<td>• Employee’s end date ends before the expected job end date in HRS</td>
<td></td>
</tr>
<tr>
<td>Updating an Expected Job End Date</td>
<td><a href="https://kb.uwss.wisconsin.edu/16409">https://kb.uwss.wisconsin.edu/16409</a></td>
</tr>
</tbody>
</table>