

**UNIVERSITY OF WISCONSIN – STOUT  
STUDENT EMPLOYMENT HANDBOOK**

**SUPERVISOR'S MANUAL**

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## **INTRODUCTION**

The University of Wisconsin System maintains three general employment categories: Classified, Unclassified, and Student Help. This Handbook focuses on the administrative structure governing the operation of the third category - student help. The UW System General Administrative Policy Paper (GAPP) No. 18 does not define subgroups such as LTE or graduate assistants as student help. The programs that are governed by the policies, rules and regulations of this Handbook are the Federal Work-Study Program and State employment. References to “student help” and “student employment” apply to both programs. This handbook delineates the provisions specified in GAPP No. 18.

The Wisconsin Administrative Code, statutory authority covering State employment pertains to student employment as well as full-time employees. UW-Stout is committed to nondiscrimination (including an environment free of harassment) and to equal employment opportunity for all persons regardless of race, color, creed, religion, sex, sexual orientation, national origin or ancestry, age, disability, marital status, political affiliation, arrest or conviction record, or membership in the national guard, state defense force or any reserve component of the military forces of the United States or of this state. Retaliation is also a form of discrimination and is therefore prohibited. Inquiries regarding discrimination may be addressed to the Affirmative Action Officer.

Annually, approximately 3000 students are employed under the Federal Work-Study and State Payroll programs on our campus. Because of the size of student payroll, certain procedures and rules are required to provide an environment in which the student, the employer, the Financial Aid Office and Human Resources offices can work together to produce an efficient and effective employment system. The Student Employment Supervisor’s Manual was developed to bring these procedures and rules together in one document that is available to each supervisor. The purpose of student employment is to stimulate and promote part-time employment of UW-Stout students who need earnings from such employment to help meet their costs of attendance at the campus and whenever possible complement their program of study. Through student employment, the university can help maximize the financial assistance to its students while realizing the benefit of the services performed by those students.

The Financial Aid Office coordinates student employment. Student eligibility to participate in either student employment program requires prior approval of the Financial Aid Office. This document sets forth the UW-Stout operating policies for employment of students through these defined programs. You, as a supervisor, will be responsible for the contents of this handbook as it pertains to student employment in your department. As the need arises, new or revised procedures and regulations will be distributed to you.

## **I. UW-STOUT STUDENT EMPLOYMENT POLICIES AND PROCEDURES**

### **A. DELEGATION OF RESPONSIBILITIES**

#### **ADMINISTRATIVE OFFICES**

The FINANCIAL AID OFFICE has general administrative authority of student employment, determines student eligibility to work and initiates the forms to place students on the payrolls. This office also verifies state and federal compliance toward affirmative action and equal opportunity guidelines, monitors for equitable wage rates, ensures that appropriate earning conditions and restrictions are maintained; visits work sites to be assured that students are properly employed and supervised and reviews university records to ensure students maintain proper credit loads.

Human Resources has the responsibility to collect work authorizations, I-9 forms and W-4 forms, process the payroll, maintain all records of hours worked on Kronos and ensure that students get paid on a timely basis for hours submitted by their supervisor. This office also updates all tax and earning records, verifies student employment for outside agencies, issues W-2 statements annually and ensures that departmental employment supervisors are kept current of changes in payroll regulations.

#### **REVIEW COMMITTEES**

A REVIEW COMMITTEE is appointed by each Chancellor within the UW System to review and provide advice on the operation of the student employment wage plan and other issues as they arise. UW-Stout’s committee has representative constituency from each Division and the student association. Information on current memberships may be obtained from the Financial Aid Office - Student Employment Coordinator, who chairs this committee.

## GENERAL RESPONSIBILITY

The STUDENT EMPLOYMENT COORDINATOR has been delegated with general management responsibility to administer student employment. This position is housed in the Financial Aid Office. Each STUDENT EMPLOYEE SUPERVISOR has the responsibility to be aware of and comply with the rules and guidelines of Student Employment as are defined in this handbook and is expected to help students comply with the rules as well.

### B. CONDITIONS OF STUDENT EMPLOYMENT

Institutions should provide job opportunities that will complement student degree programs and career pursuits. Work experiences should allow personal growth.

1. The Fair Labor Act of 1938, as amended, prohibits institutions from accepting voluntary services from any paid employee. Therefore any student who is employed must be paid for all hours worked. Supervisors must not permit students to work beyond their allotment or to work before securing a work authorization. Hours worked cannot be held and paid at a later date.
2. Departmental supervisors must assist those students who have earning limitations to pace themselves throughout the year. Earnings in excess of 50% per semester may cause an over-award of financial aid and require repayment. The Financial Aid office is required to monitor this according to federal regulations.
3. Any unused portions of Work-Study awarded to a student will lapse at conclusion of the academic year (or summer if summer job).
4. A student with a Work-Study allocation cannot cancel his/her Work-Study and “give” it to another student. The Financial Aid Office awards out approximately 165% of its total Work-Study allocation, anticipating students will cancel. Therefore, a cancellation simply serves to keep the expenditure at 100%.
5. Departments who employ students on State Payroll and Work-Study should retain reasonable expectations of weekly average hours of employment. Departments should keep in mind that student employment is incidental to a student’s enrollment at UW-Stout. Payrolls are monitored for excessive hours. Students sign a statement on the work authorizations; they will not exceed 40 hours of work per week. “Reasonable expectations” are generally defined as 10 - 20 hours per week. Prior approval is necessary in order for a student employee to exceed 40 hours per week. The request for approval should be directed to the Dept. of Human Resources. If overtime is approved, the student employee must be compensated at time-and-one-half for those hours over 40 per week.
6. Wages paid to students through Federal Work-Study must remain within the student’s earning limitation. Departments allowing students to exceed that limit will be subject to having that excess income be transferred as an expenditure on their departmental State Payroll allocation. In addition, a student earnings in excess of allocation constitutes an “over award” and may result in reduction of other financial aid.
7. The purpose of student employment is to meet the general public good of the university. In no case may a university employer receive personal benefit or gain from the services of student employees.
8. In no case may a student be paid for receiving instruction in a classroom, laboratory or other academic setting.
9. Campus employers of students should communicate employment benefits. Student help benefits include coverage under the Worker’s Compensation Law. This law allows for payment of medical expenses and/or lost wages resulting from an illness or injury by reason of work. All accidents must be reported on the appropriate [form](#) and sent or given to the Human Resources Office within 24-48 hours. Also, as a result of the Omnibus Budget Reconciliation Act 1990, Social Security coverage is extended to include state employees including students, who are not covered by the state retirement plan. This is for periods of non-enrollment only. Therefore beginning July 1, 1991 for all student employees not enrolled the full social security tax is withheld.

10. There are no regulatory provisions prohibiting students from being employed at more than one location on campus. If a student has Work-Study and the department plans the student will reach their allocation during the year, the departmental supervisor should discuss the ramification of other jobs with the student employee. Departments may impose conditions or terms of employment prohibiting dual jobs provided students have reasonable capability to reach their limit at that position. Students in dual positions are subject to overtime at time and one-half for hours over 40 (combined from both jobs). The department that puts the student into overtime will pay the time and one-half wages. This is true regardless of payroll type. Total hours worked per week determines if overtime has occurred.
11. No departmental employer shall effectively recommend or decide to hire or promote a member of his or her immediate family unless that person has been chosen from an open or promotional competitive register or list of applicants. No departmental employer shall give preferential or favored treatment in the supervision or management of a student employee who is a member of his or her immediate family.
12. In 1988, Congress passed the Drug-Free Workplace Act. This action affects UW-Stout as a recipient of federal grants, contracts, and financial aid awards. Pursuant to the federal requirements and in keeping with current university policy, all UW-Stout employees are reminded that university rules, policies and practices prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances on all university property and work sites. Any employee who engages in any of these actions on university property or the work site or during work time may be referred to counseling or treatment, may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program, may have current and future grant funding rescinded or denied, and may be subject to disciplinary action up to and including discharge. Employees who have problems with alcohol or controlled substances are encouraged to voluntarily contact the Employee Assistance Program (EAP) coordinator for referral to counseling and/or a treatment program. Early diagnosis and treatment of chemical abuse is in the best interests of the university and the employee. Voluntary contacts with the EAP coordinator will remain confidential. The UW-Stout EAP coordinator is Allen Ebel (Ext. 2468), UW-Stout Counseling Center.

## C. TRAINING AND SUPERVISION OF STUDENT EMPLOYEES

Favorable work experiences are important to the educational process of our students. As supervisors of student employees, we should understand and appreciate the role we play in student growth and development as well as in their future job pursuits.

1. **Orientation of student employees:** At the start of employment, supervisors should plan an orientation meeting with all student employees to:
  - a. Describe job duties and student responsibilities (for example: that the student should call if unable to report to work). Some supervisors have developed a handbook for this purpose. When a student is given their Work Authorization from their employer, they should also be directed to read the UW-Stout [Student Employment Brochure](#) which covers general information about student employment and has a current fiscal year pay schedule for reference.
  - b. Develop a work schedule based on the student's availability, their Work-Study allocation or the department's budget, and employers' needs.
  - c. Instruct students when, where and how they will be paid. Direct your student staff to the UW-Stout [Student Employment Brochure](#) for an academic year [pay schedule](#).
  - d. Communicate student help benefits as described in Conditions of Student Employment #9.
  - e. Discuss any disciplinary procedures used by the employing department.
  - f. Make arrangements for specific training.
  - g. Impress upon student employees the importance of developing a good work record, which will be helpful in their future job pursuits.

2. **Evaluation of Student Employees:** All employees should periodically have a performance evaluation 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.
3. **Supervision of Student Employees:**
  - a. Supervisors should clearly identify required tasks and encourage students to report back at the completion of required work for additional work. Studying, visiting, etc. should be discouraged by the supervisor.
  - b. Students working less than an 8 hour day may be permitted a rest period, at the employer's discretion. This is not required.
4. **Termination of Employment:** Although student employees are not afforded the same safeguards from termination of employment that are afforded those on unclassified and classified employment, departmental supervisors should promote a fair and equitable procedure for employing students, monitoring training and performance and for termination if that is necessary. Following is a list of potential reasons for termination of employment.
  - a. Termination as a result of completion of assigned task. Often, students are employed to perform certain tasks for short periods of time. At the time of hiring, students should be advised of the approximate length of employment. Also, as the completion of the task nears, it is recommended to notify the student that termination is soon. Supervisors should keep record of the performance of the student in completing the task and the date of termination in the departmental student personnel folder for later reference.
  - b. Termination because of budget (for State Payroll and Work-Study). At time of hiring, students should be informed if departmental budget considerations would affect hours of work or length of employment. Again, reasonable notice should be relayed to the student if funds become depleted.
  - c. Termination as a result of unsatisfactory performance. At the time of hiring, students should be advised of normal performance expectations to satisfactorily continue employment. If, however, a student's performance does not meet those expectations, after a written evaluation and after a reasonable time for improvement has been allowed, the supervisor may terminate the employment of the student due to unsatisfactory performance. A written record of the reason for termination should be maintained in the student's folder.
  - d. Termination as a result of students reaching imposed earning limit (for work-Study). Students are notified of their earning restrictions on their Work Authorization and their Award Letter. Departmental supervisors may view a student's earnings and remaining balance on the Datatel Human Resources module through the XDP Detail Payroll Menu. Once a student reaches or nears his/her limit, the Financial Aid office sends a notice to the student and department advising them of that fact. Departmental supervisors are then responsible to ensure that the employment is terminated by notifying Human Resources by email with the last day the student worked.
  - e. Termination as a result of program abuse. Situations in which there is abuse of the employment program or in which the student supplies fraudulent data will result in immediate suspension of employment. In addition, the details of the circumstances surrounding the incident will be forwarded to the Dean of Students for possible additional university and/or legal sanctions. If termination of employment is for unsatisfactory performance, the Student Employment Coordinator would, upon the student's request, contact the departmental supervisor to set up a meeting to discuss the events leading to dismissal. Upon request of either the student or the department, the dismissal could be reviewed by the appropriate hearing body.

## II. DETERMINING STUDENT ELIGIBILITY

Students are urged to contact the Financial Aid Office to verify eligibility to work on campus BEFORE they begin searching and interviewing for campus jobs.

## **A. ELIGIBILITY FOR THE FEDERAL WORK-STUDY PROGRAM - ACADEMIC YEAR**

1. Students must apply for financial aid by March 15, request to be considered for the Federal Work-Study Program and have a calculated financial need as demonstrated by federal formula. Eligible students receive a Financial Aid Award letter in late spring informing them of their award.
2. Students must maintain a minimum of six credits undergraduate (5 credits graduate) during each semester to remain eligible for Work-Study employment. This cannot include any credits carried that are being taken on an audit basis.
3. Students must be making satisfactory academic progress as defined by institution standards. Students who are on academic dismissal cannot work on Work-Study. Those students will not be considered for Work-Study during the upcoming academic year until such time as they are reinstated. Eligibility then is determined and an award made only if Work-Study funds remain.
4. Students must be U.S. citizens or eligible non-citizens.
5. Academic year work authorizations permit students who are attending classes to work the entire academic year as designated in the official academic year calendar. Please refer to the Student Payroll Schedule, which is distributed at the beginning of each fiscal year. This schedule clearly identifies the dates covered by academic year and/or summer work authorizations. If a student graduates in December, employment must cease on the last day of the semester. If a student begins enrollment in January, employment may not begin until the first day of the second semester.
6. A student's eligibility to work on Work-Study ceases immediately if a student withdraws from school or is dismissed.

## **B. ELIGIBILITY FOR THE FEDERAL WORK-STUDY PROGRAM – SUMMER**

UW-Stout funding for the Work-Study Program is limited and our priority is the academic year. Only if there are reserves from the academic year does a summer Federal Work-Study program exist. This determination is made in March prior to the summer session. If a program does exist, the following applies:

1. Students must apply for summer Work-Study in March by completing all additional materials required. They must request to be considered for the Federal Work-Study Program and have a calculated financial need. Eligible students will receive a Financial Aid Award Letter in April notifying them of their award.
2. Students must be planning to maintain at least 3 or more credits through the summer. Exceptions can be granted down to one credit. This cannot include any credits earned on an audit basis.
3. Students who were academically dismissed during the academic year cannot qualify for Work-Study during the summer.
4. Students must be making satisfactory academic progress as defined by university standards.
5. Students must be U.S. Citizens or eligible non-citizens.
6. Summer session work authorizations cover the period of time beginning the day immediately following the end of the academic year work period through to the day prior to the start of the new academic year work period.

## **C. ELIGIBILITY FOR STATE PAYROLL - ACADEMIC YEAR**

1. Students must be enrolled for a minimum of one class during each semester at UW-Stout. It must be a semester class of at least 1 full credit per semester, or two-quarter classes. Each quarter class must be at least .5 credits, to total 1 full credit per semester.

2. Enrolled for Student Employment purposes, is defined as carrying the required number of credits and paying tuition for the specific term. Students who are auditing classes, who are only working on incomplete credits, or who are enrolled for Continuing Education Unit credits only do not qualify for work under State Payroll.
3. Academic year State Payroll work authorizations cover the academic year (August-May). Exceptions are students who graduate in December. Their employment must cease on the last day of the semester. However, in a few circumstances this may be extended for a short period of time. Employers must contact the Student Employment Coordinator for permission. If a student's enrollment begins in January, they may not begin employment until the first day of second semester.
4. Occasionally a student will attend classes during one quarter only. These students are eligible to work only during the period of time that they are attending class.
5. A student's eligibility to work on State Payroll ceases immediately if a student withdraws or is dismissed during the academic year.

#### **D. ELIGIBILITY FOR STATE PAYROLL - SUMMER**

1. Eligibility for summer employment extends to (a) students enrolled for the summer term, (b) students registered during the prior spring term who are planning to continue as students during the fall semester or (c) new students accepted for the next fall term.
2. Summer work authorizations cover the first day after the end of the academic year work period through to the day immediately prior to the start of the new academic year work period.
3. Students who have graduated in May, may work during summer only if enrolled for at least one summer session class or planning to continue as students during the fall semester.
4. Students who are on academic dismissal are eligible to work State Payroll only if enrolled for at least one summer session class. Discuss payroll for students enrolled at other universities, colleges or high schools directly with the Human Resources Office.

#### **E. HIGH SCHOOL CO-OP STUDENTS**

Another form of employment available on campus is the High School Co-op program. Co-op students are high school students who are working as part of their vocational/educational experience. High School seniors are the primary participants in this program; and they may work the summers preceding and following their senior years.

Unlike other student employment, the Financial Aid Office is not involved in High School Co-op student employment. Information regarding the program, High School Co-op Authorizations, and W-4 forms are available in the Human Resources Office. Any student under the age of 18 must obtain a Child Labor permit before starting work. All Co-op students' checks are distributed through direct deposit. Refer students to the Direct Deposit Authorization processes on the Human Resources webpage under [Student](#).

#### **F. WORK-STUDY POSITION ALLOCATION CONVERSION**

Beginning with the fiscal year 96-97, UW-Stout allocated Federal Work-Study funds to departments on a dollar basis to the department's operating budget. Under the allocation system, divisional administrators are given a set dollar amount to assign to individual departments. The administrators direct the Budget, Planning and Analysis office of the account code and the budget amount for each.

An advantage of the new system is the increased flexibility and management at the department level. Departments have the opportunity to use department funds as match to increase their budgeted Federal Work-Study funds. Departments interested in this opportunity should contact the Financial Aid Office and the Budget, Planning and Analysis Office. The decision to participate in this match is voluntary for all GPR accounts, required of all non-GPR accounts, and is at a rate of 30%.

The Financial Aid Office is responsible for managing the on-campus Student Employment Program to maximize benefits to UW-Stout and to students. Federal Work-Study is a need based award to the student. The Federal Work-Study award is made to the student in the award letter during the recruitment process. It is critical that the Financial Aid Office continue to retain overall management of the Work-Study program. Under or over utilization will endanger the ability of UW-Stout to participate in the Federal Work-Study program. The Financial Aid Office will examine the departmental utilization rate and recapture any funds, which appear to be excess. Likewise, departments who expend beyond their allocation will cover the overage at a rate of 100% from their own budget sources. DEPARTMENTS ARE RESPONSIBLE FOR MANAGEMENT OF THEIR INDIVIDUAL FEDERAL WORK-STUDY BUDGETS.

### **III. STUDENT EMPLOYMENT CLASSIFICATION AND WAGE STRUCTURE**

Commencing with the 1994-95 academic year the Classification and Wage Structure was implemented. The following wage structure is the modified version; modified and flattened with the 2006-2007 academic year. Student jobs are identified broadly by the type of work performed, entitled Job Group. There are three job groups, 01 Service/Support, 02 Instructional Support, 03 Non-hourly. Within Job Groups 01 and 02, two levels exist: Student Employee and Paraprofessional employee. The level of employment is determined by factors such as level of skill or knowledge required and independence of action (see Job Group and Levels). Job Group 03 consists of campus jobs that are of the nature that determination of an hourly rate is not practical and which meet the GAPP 18 definition of non-hourly compensation jobs. Job codes are based on the account code that the wages for the student will be charged to. Each department should have a listing of their current job codes and descriptions. If a supervisor needs a copy of this list or needs a new job code and description added to their account, they should email Doreen Johnson in Human Resources at johnsondo@uwstout.edu.

#### **A. JOB GROUPS AND CLASSES**

Go to the Human Resources website to see the current job code listing under [Student](#). If you need to add a new job code, please contact Human Resources at johnsondo@uwstout.edu with new job title and UDDS.

#### **JOB GROUP 01 - SERVICE/SUPPORT**

**Student Employee:** Duties range from basic to complex work with varied levels of supervision requirements. Supervisors will determine the starting pay for a student in a given position based on experience, responsibility, accountability, and scope of tasking. Review of work, assignment of supervisory responsibility, and associated pay levels are at the discretion of the supervisor.

**\$7.25- \$9.05**

**Paraprofessional Employee:** Work consistently requires advanced, specialized knowledge, skills or abilities, and/or required advanced managerial skills, and/or requires past experience and extensive training and/or requires other employee qualities that are in extremely limited supply. Large portion of job responsibilities may be supervising other employees. Work requires extensive independence and judgment and is supervised on an infrequent basis. Employees are accountable for work performed by others.

**\$8.20- \$16.70**

#### **JOB GROUP 02 - INSTRUCTIONAL SUPPORT**

**Student Employee:** Duties range from basic to complex work with varied levels of supervision requirements. Supervisors will determine the starting pay for a student in a given position based on experience, responsibility, accountability, and scope of tasking. Review of work, assignment of supervisory responsibility, and associated pay levels are per discretion of the supervisor.

**\$7.25- \$9.05**

**Paraprofessional Employee:** Work consistently requires advanced, specialized knowledge, skills or abilities, and/or required advanced managerial skills, and/or requires past experience and extensive training and/or requires other employee qualities that are in extremely limited supply. Large portion of job responsibilities may be

supervising other employees. Work requires extensive independence and judgment and is supervised on an infrequent basis. Employees are accountable for work performed by others.

**\$8.20- \$16.70**

## **JOB GROUP 03 - NON-HOURLY**

**May be used for State Payroll employment only.** On occasion, jobs may be of such a nature that determination of an hourly wage rate is not practical. Compensation for positions of such nature can be on a non-hourly, or salaried, basis. Duties of the position mandate irregular working hours so that timecard/sheet record keeping is impractical or there is no direct relationship between efforts and hours worked. Such positions occur in student government, news, athletics, and/or intramural operations and require the employee to “work upon demand,” apply special skills or both.

### **IV. HIRING STUDENT EMPLOYEES**

When considering departmental needs, employers should keep in mind their Work-Study budget to hire eligible Federal Work-Study students.

#### **A. ADVERTISING JOBS**

1. Log in to the Job Board Admin site via on the Student Employment site: click on “On-Campus Log-in” link at [www.uwstout.edu/student/jobs/indexsupervisor.htm](http://www.uwstout.edu/student/jobs/indexsupervisor.htm). Registered user will use their UW-Stout Outlook user name and password to access their account.
2. On the Job Board Admin main page, click on the link “Add New Posting” below the heading: Add/Update/Delete Job Postings. Complete the interactive posting menu, ensuring you choose the correct session and advertising state, and submit the form. This will immediately post the form for student view. Current or previously posted postings will also be available on this site, and can be edited, inactivated, or re-posted to future sessions via the “update” link above each job title.
3. Postings should be inactivated as soon as the employer feels that he/she has successfully filled the position.
4. The Student Employment Webpage is managed by the Student Employment Coordinator, Financial Aid Office.

#### **B. SELECTION OF STUDENTS**

Departments may begin their selection of students in early summer after the Financial Aid Office has made the Federal Work-Study awards. Students may view a listing of all vacancies In State Payroll and Work-Study throughout the summer via the Student Jobs page. Departments who wish to help retain their students who are already on Work-Study should encourage those students to re-apply for financial aid early. Students may pick up application materials in January to apply for the following academic year. Work-Study is awarded on a "first-come, first-served" basis with those having the lowest family contribution being considered first with priority given to those students who are returning workers.

Students who receive an allocation to work under the Federal Work-Study program are notified on their financial aid award letter. Those who do not receive Work-Study but wish to work on campus under State Payroll may do so even if they are receiving aid. Students should be advised to confer with the Financial Aid Office to determine which program they are eligible for before they begin interviewing for employment. Departments interviewing students should inquire which payroll the student qualifies for and how much the student may earn. Employers are expected to plan a work schedule which allows the student to earn his allocation evenly throughout the year, half first semester and half second semester. To calculate this, employers may use this formula:

*Example:* Student Allocation:

$\$2000 / \text{number of weeks remaining in academic year: } 34 \text{ weeks} / \text{hourly wage rate: } \$7.25 \text{ per hr.} = \text{number of hours per week a student may work} = 8.11 \text{ hrs.}$

After conducting interviews and selecting their employees, departments will prepare a Work Authorization Form, and will assist the student with properly completing the required paperwork. Once departments fill their vacancies they should login and remove the position from the job site.

## **V. WORK AUTHORIZATIONS**

Once a student is declared eligible to work on campus and has been selected to be employed by the hiring department, the student is required (if not done previously) to return to the Financial Aid Office to obtain a WORK AUTHORIZATION FORM. This form and any required tax forms must be completed and routed to Human Resources **before** students may begin work.

1. The Financial Aid Office issues the form to each eligible student. Earning restriction, payroll type and additional forms required are identified on the document.
2. Student signs, dates and presents it to the employing department.
3. The Department completes its section by entering: the department name, the account code, student job title, job group and class, job code, starting hourly wage, whether student is a new or returning employee, and the date employment starts.
4. Community Service – If a job has been identified by Financial Aid, Human Resources will track these positions to assure compliance with Department of Education reporting requirements.
5. The signature of the account administrator is necessary on all student work authorizations. The account administrator is the person authorized to approve the use of budget dollars from his/her account. The Kronos supervisor of the student worker should sign the authorization, as well as the account administrator.
6. After signing and dating the form, the form must be returned to the Human Resources Office (Room 203, Administration Building) along with the student's I-9 and any required tax forms. Departments that employ large numbers of students may wish to sign work authorizations in groups and then forward to the Human Resources Office. This should be clearly communicated to the student by the supervisor in the employing department.
7. Upon receipt of the Work Authorization form, the Human Resources Office enters students onto the university payroll system. The student will be assigned a Kronos ID for logging into the timekeeping system to punch in when they begin employment.
8. Work authorizations are reviewed for compliance with university wage rate structure. Departmental supervisors will be contacted to reduce wages which are not in compliance or if questions arise.

## **VI. WAGE RATES AND PAYCHECKS**

### **A. Determining Hourly Wage**

The wage rates for student employees are determined by the level of skill and responsibility required to perform the job. Comparable wages must be paid for comparable work. Different grade levels or different payroll types may not influence a student's wage.

Guidelines for Job Groups 01 and 02, Student Employees - Based on the employee's experience and expertise, supervisors will have the discretion to decide pay rate within wage structure assigned.

Guidelines for Job Groups 01 and 02, Paraprofessional Employees - Students may be paid any wage within the range of \$8.20 - \$16.70 as indicated by the job itself.

### **B. Maximum Hourly Wage**

The maximum any student employee on UW-Stout's campus may be paid is \$16.70 per hour. Contact the Student Employment Coordinator to discuss needs beyond \$16.70.

## C. Non-Hourly Pay

**May be used for State Payroll employment only.** On occasion, jobs may be of such a nature that determination of an hourly wage rate is not practical. Compensation for positions of such nature can be on a non-hourly or salaried basis. Duties of the position mandate irregular working hours so that timecard/sheet record keeping is impractical or there is no direct relationship between effort and hours worked. Such positions occur in student government, news, athletics, and/or intramural operations and require the employee to "work upon demand", apply special skills or both. Eligibility for this employment is determined by the Financial Aid Office as with all other student employment. The employer selects one of the approved titles from Job Group 03 - Non-hourly, checks the non-hourly box on the work authorization and leaves starting hourly wage blank. That work authorization, along with the [Non-Hourly Student Wage Form](#), is then submitted to the Human Resources Office. Questions concerning the non-hourly Student Wage Form may be directed to the Human Resources Office. These forms must be in the Human Resources Office on Friday by noon prior to beginning of the pay period.

## D. Student Differential

The Chancellor's Advisory Council approved the optional use of weekend and evening differential pay rates for student employees. At the discretion of the employing department, a \$.30 per hour differential is available for weekend hours from 4:00 p.m. Friday through 6:00 a.m. Monday. For evening hours, a \$.30 per hour differential is available starting 8:00 p.m. through 6:00 a.m. Monday through Thursday. These rates, as recommended by the Student Employment Review Committee, do not exceed the differential rates paid to classified employees but are designed to parallel the percentage available to classified employees.

If a supervisor does not wish to use the differential, just submit the Student Employment Authorization as usual. If a supervisor does wish to use the differential, they should do the following:

- Check the "differential rate" box on the Student Employment Authorization.
- Submit a separate time sheet for the hours that should be paid with the differential.  
*Example: A student's supervisor has decided to pay them the night/weekend differential. The student's current rate of pay is \$7.25 per hour. The student worked 20 hours total during a specific pay period. Six of these hours were worked after 8:00 p.m. and three hours were worked on a Saturday. The two time sheets would be submitted as follows:*
  - ❖ One time sheet should be submitted for 11 hours at the \$7.25 rate.
  - ❖ One time sheet should be submitted for 9 hours at the \$7.55 rate.

If a supervisor decides after an authorization has been submitted that they would like to pay the student for differential, they should do the following: Send an email to Doreen Johnson's attention ([johnsondo@uwstout.edu](mailto:johnsondo@uwstout.edu)) indicating that you would like to add the differential to a student's authorization. The email should include:

- Student's name
- Student's Social Security number or KRONOS ID number
- Account number
- Work study/state payroll
- Current pay rate

## E. Raises

The wage range for Job Groups 01 and 02 allow for periodic raises to be made by departmental supervisors to compensate students as recognition of longevity of employment, meritorious performance and/or additional responsibilities or expanded duties. Raises may be made at the employer's discretion. Raises may not increase hourly wage beyond the maximum for the Job Group. Departments wishing to initiate a raise may do so by completing the Raise and/or Job Reclassification Form ([www.uwstout.edu/student/jobs/sup\\_forms.shtml](http://www.uwstout.edu/student/jobs/sup_forms.shtml)) and forwarding it to the Human Resources Office. The raise, if within the guidelines, will be initiated by the Human Resources Office upon receipt of the form.

## **F. Paychecks**

Direct deposit is mandatory for all student employees. This free service offers a fast, dependable and safe method for student employees to receive their payroll payments. This directive requires students to have a direct deposit authorization submitted to the Human Resources office along with their student employment authorization. Failure to complete the required direct deposit authorization will result in a delay in payment. Deposits can be made to any bank of a students' choice or to their StoutOne Card\*. The direct deposit forms are available in Human Resources, the Financial Aid Office and on the following website: [www.uwstout.edu/student/jobs/sup\\_forms.shtml](http://www.uwstout.edu/student/jobs/sup_forms.shtml)). Please direct any Direct Deposit questions to Doreen Johnson ([johnsondo@uwstout.edu](mailto:johnsondo@uwstout.edu)).

StoutOne Card Information - If students choose to have their check deposited onto their StoutOne card, they will have to activate their account at the StoutOne card web site (<https://www.uwstoutone.com>). Instructions are also available on the Human Resources webpage under [Student](#).

## **VII. RECORDING AND REPORTING WORK**

### **A. Signatures**

1. Each account administrator must designate individuals who will be responsible for approving student work hours and emailing Human Resources ([johnsondo@uwstout.edu](mailto:johnsondo@uwstout.edu)) with any changes for the department.
2. As indicated earlier, the signature of the account administrator is required on all work authorizations. Records of hours worked must be kept for FIVE YEARS after the last date of employment of each student. Following is the procedure for recording and submitting student hours of employment. This information is archived in Kronos automatically.

### **B. Recording and Approving Student Hours**

1. Hourly Pay

Student work authorizations, I-9, W-4, Direct Deposit and W-222 forms (form Minnesota Residents only) need to be submitted to Human Resources, 203 Administration Building prior to student employees beginning work at UW-Stout. Upon receipt of these documents Human Resources will enter all employee information on the UW payroll system which will generate a student employee Kronos account. When the UW payroll and Kronos have updated, the Supervisor will be able to see on Kronos the new employee's name and Kronos number added to their list of student employees whose timekeeping they are responsible for. Supervisors then give the student their assigned Kronos number and password to punch in and out on their timecard. Supervisors are responsible for correcting and approving all student employee timecards according to the [Student Payroll Schedule](#). If a new Supervisor needs to be set up in the UW payroll system to approve student Kronos hours, an email notification will need to be sent to Human Resources at [johnsondo@uwstout.edu](mailto:johnsondo@uwstout.edu).

2. Non-Hourly Pay

Students who are paid on a salary/lump sum basis will require a [Non-Hourly Student Wage form](#). This form needs to be completed and signed by the Supervisor and Account Administrator, then submitted to Human Resources, 203 Administration Building, by the Approval Date shown on the [Student Payroll Schedule](#).

## **VIII. Immigration Reform and Control Act**

### **A. History**

In December, 1986, Congress passed the Immigration Reform and Control Act (IRCA) which required that all people hired in the United States verify their eligibility to work by presenting certain documents to their employers which establish the employee's identity and eligibility to work. The law requires employers to check those documents, complete the Employment Eligibility Verification (Form I-9) and retain it.

## **B. Delegation of Responsibilities**

Student Employment is also included in this legislation. The additional step in the work authorization process of completing the Form I-9 was implemented June 1, 1987. In most cases the employing department will be responsible for completing the I-9 and attaching photocopies of the required documents. The Student Employment Coordinator housed in Financial Aid will act as coordinator of this process for student employees under Work-Study and State Payroll under the direction of the campus I-9 coordinator, the Director of Human Resources. The completed document (I-9) will be stored with other personnel data in the Human Resources Office, under the direction of the Director of Human Resources.

## **C. Procedures**

For all student employees who have not worked on campus previously, the following procedures apply:

1. Student employees who are U.S. citizens will have their I-9 completed by the employing department according to the following steps.
  - a. The student employee fills out Section 1 of the Form I-9 before they start to work.
  - b. The employer views and makes a photocopy of the student's original forms of identification. Refer to page 3 of the I-9 form for the 'List of Acceptable Documents'. Any document listed as an "acceptable" document must be accepted by the employer.
  - c. The employer completes Section 2 of the Form I-9 by listing the title and issuing agency of the documents viewed, listing the date employment began and signing the certification. A photocopy of the original documents viewed is made and must be attached to the I-9.
  - d. The [I-9 Form](#) **MUST BE FILLED OUT COMPLETELY AND ATTACHED** to the work authorization and submitted to the Human Resources Office ***BEFORE THE STUDENT MAY BEGIN WORKING.***

## **D. International Students**

1. International Student Employees go to the Office of International Education, 400 Bowman Hall, to obtain their immigration documents and complete the I-9 form.
2. International Student employees take the immigration forms to their Supervisor who will complete the Work Authorization for the student. The Supervisor will provide the student with all W4 and Direct Deposit information. The Supervisor will schedule an appointment with Human Resources, Ext.2140, for the International student to turn in their employment forms and complete the appropriate international tax treaty documents.
3. International student employees report to Human Resources, 203 Administration Building for their scheduled appointment, bringing with them the completed documents noted below.
  - o Work Authorization
  - o Immigration Paperwork
  - o W4
  - o I-9 Form
  - o Direct Deposit Form (only needed if student did not set up a direct deposit through their StoutOne account.)

## **E. I-9 and W-4 Procedures**

1. A computerized system of tracking tax information and I-9 status is in place for student employment. I-9's need to be completed and updated every three (3) years.
2. For each student who needs an I-9, the department is required to attach a photocopy of the original documents viewed to the I-9 form. This is recommended by UW-System and is consistent with all other types of employment on campus.

3. When a supervisor processes a work authorization for the student, they will note the forms that are required on the work authorization. Along with the student, the supervisor will fully process the required documents. Forms are available to print at [www.uwstout.edu/student/jobs/sup\\_forms.shtml](http://www.uwstout.edu/student/jobs/sup_forms.shtml) and as link right on the Work Authorization processing page in Hyperion. Completed forms are returned to the Human Resources Office, 203 Administration Building. If you have additional questions, contact Doreen Johnson at 232-2140 or [johnsondo@uwstout.edu](mailto:johnsondo@uwstout.edu).
4. Because this requirement is mandated by federal law and carries with it serious sanctions if we're not in compliance, **only university permanent staff members may complete the employer verification section of the I-9 form.**
5. International Students will need appropriate routing documents from the International Office to receive a work authorization. The supervisor needs to contact Doreen Johnson at 232-2140 to set up an appointment for the International Student(s) to go to the Human Resources Office to complete the appropriate International tax forms. Students must bring the Work Authorization, I-9 documentation, W4, Direct Deposit, and immigration forms from the International Office with them to 203 Administration Building for their scheduled appointment.

## **E. General Guidelines**

1. Social Security Card = A copy of the student employee's Social Security Card is required for tax purposes. If not already attached to the I-9, a copy of the student's social security card is to be attached to the work authorization.
2. Work Permit = The department and student are responsible for obtaining this form from the student's High School Office. A student cannot work until the department has possession of the work permit.