

UW-Superior – Student Employment Contract Update Request – Instructions for Supervisors

The purpose of this document is to ensure consistency is maintained regarding updating contracts for student employees. This document will allow updates in pay-rate, cost centers, and supervisor without the need of a new contract. When a student employee has a new job title and/or new job duties/responsibilities, a new contract will need to be submitted for processing. Follow the instructions below to complete the Contract Update Request.

To complete the first portion of the document, you'll need to log into HRS (as if you were approving/reviewing your student employee's timesheet). Instructions for logging into HRS can be found on the Student Employment website under Supervisor Approval Instructions of the Supervisor Resources tab: <https://www.uwsuper.edu/finaid/stemp/index.cfm>

Select	Last Name	First Name	Employee ID	Empl Record
<input type="checkbox"/>	R	KIMBERLY	796	0

Employee's Name: _____ **Employee ID:** 00 _____ **REC #:** _____

- Employee's Name: Enter the first and last name of your student employee
- Employee ID: Enter the six numbers after "00" of your student employee
- REC #: Enter the record number of the contract that will be updated

Our Example:

Employee's Name: Kimberly Carr **Employee ID:** 00 000796 **REC #:** 0

You can update one, two, or three aspects of the contract using one contract update request document if all updates are for the same record number. You will need to utilize the Student Payroll Schedule to complete the Effective Date for the update you are requesting. The payroll schedule can be found on the student employment website.

To update the pay-rate, scroll to the Pay-Rate Update box:



<p style="text-align: center;"><u>Pay-Rate Update</u></p> <p>Effective Date: _____</p> <p>Current Pay-Rate: _____</p> <p>New Pay-Rate: _____ * Must be a \$.25/hour increase based on employment performance. Additionally, an evaluation from the previous Spring must be on file.</p> <p>Justification:</p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div> <p>Supervisor's Name: _____ Signature: _____ Date: _____</p>	<p style="text-align: center;">Office Use Only</p> <p>Date Entered: _____ Effective Date: _____</p> <p>Entered By: _____</p>
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- Effective Date: list the first date of the pay-period in which your update will occur
- Current Pay-Rate: student employee's current pay-rate
- New Pay-Rate: student employee's new pay-rate
 - o NOTE: A student employee can receive two \$.25/hour increases **max**, per academic year (September 1 – August 31).
 - o An evaluation from the previous Spring must be on file for a student employee to receive a pay-rate increase (refer to the scenarios listed on the last page).
- Justification: list a quick reasoning why the student employee is receiving the pay-rate raise (must be based on performance) – see two examples below
- Supervisor's Name: First and Last Name
- Signature: First and last name of the supervisor
- Date: Date the supervisor signed the document

Our Example:



<p style="text-align: center;"><u>Pay-Rate Update</u></p> <p>Effective Date: <u>11/22/2020</u></p> <p>Current Pay-Rate: <u>\$9.00</u></p> <p>New Pay-Rate: <u>\$9.25</u> * Must be a \$.25/hour increase based on employment performance. Additionally, an evaluation from the previous Spring must be on file.</p> <p>Justification:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Example 1: Spring eval is on file; Kimberly is an asset to our department, shows up on time, provides input on policies/procedures to increase our departments efficiency, and is a self-starter.</p> <p>Example 2: Kimberly started with our department this summer, no eval on file. Kimberly took initiative, is a team player, and has great communication skills, When a project was complete, Kimberly assisted with the clean up of all materials, and helped record all findings.</p> </div> <p>Supervisor's Name: <u>First Last</u> Signature: _____ Date: <u>11/8/2020</u></p>	<p style="text-align: center;">Office Use Only</p> <p>Date Entered: _____ Effective Date: _____</p> <p>Entered By: _____</p>
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To update the supervisor(s), scroll to the Supervisor(s) Update box:

<u>Supervisor(s) Update</u>		Office Use Only	
Effective Date: _____		Date Entered: _____	Effective Date: _____
		Entered By: _____	
Current Supervisor - Primary: _____	Back-Up: _____		
New Supervisor - Primary: _____	Back-Up: _____		
New Supervisor's Signature:  _____	Date: _____		
New Supervisor's Signature:  _____	Date: _____		

- Effective Date: list the first date of the pay-period in which your update will occur
- Current Supervisor: Record the name of the supervisor that will be updated.
 - o If only one supervisor will be updated, write NA on the line of the supervisor not being updated.
- New Supervisor: Record the name of the new supervisor.
 - o If only one supervisor will be updated, write NA on the line of the supervisor not being updated.
- New Supervisor's Signature: First and last name of the new supervisor
 - o If both primary and back-up supervisor's will be updated, both supervisors must sign the document.
- Date: date the new supervisor signed the document

Our Example:

<u>Supervisor(s) Update</u>		Office Use Only	
Effective Date: <u>12/6/2020</u>		Date Entered: _____	Effective Date: _____
		Entered By: _____	
Current Supervisor - Primary: <u>Joe Jon</u>	Back-Up: <u>NA</u>		
New Supervisor - Primary: <u>Sue Ann</u>	Back-Up: <u>NA</u>		
New Supervisor's Signature:  _____	Date: <u>12/1/2020</u>		
New Supervisor's Signature:  _____	Date: _____		

To update the cost center, scroll to the Cost-Center Update box:

<u>Cost Center Update</u>		Office Use Only
Effective Date: _____		Date Entered: _____ Effective Date: _____
Current Cost Center: _____ Current Cost Center Title: _____		Entered By: _____
New Cost Center: _____ New Cost Center Title: _____		
Supervisor's Name: _____	Signature: _____	Date: _____
Account Custodian's Name: _____	Signature: _____	Date: _____

- Effective Date: list the first date of the pay-period in which your update will occur
- Current Cost Center: The account number (include Project Code if applicable)
- Current Cost Center Title: Name of the account
- New Cost Center: The account number (include Project Code if applicable)
- New Cost Center Title: Name of the account
- Supervisor's Signature: First and Last name
- Supervisor's Signature: First and Last name
- Date: Date the supervisor signed the document
- Account Custodian's Name: First and Last name
- Account Custodian's Signature: First and Last name
- Date: Date the account custodian signed the document

Our Example:

<u>Cost Center Update</u>		Office Use Only
Effective Date: <u>11/22/2020</u>		Date Entered: _____ Effective Date: _____
Current Cost Center: <u>XXX-XXXXXX-X</u> Current Cost Center Title: <u>Current Title</u>		Entered By: _____
New Cost Center: <u>XXX-XXXXXX-X</u> New Cost Center Title: <u>New Title</u>		
Supervisor's Name: <u>First Last</u>	Signature: _____	Date: <u>11/2/2020</u>
Account Custodian's Name: <u>Account Custodian</u>	Signature: _____	Date: <u>11/3/2020</u>

When the requests have been filled, the document should be submitted to the student employment office for processing. Contract update requests can be submitted either via campus mail, or as an attachment to studentemployment@uwsuper.edu. If there are questions, the student employment coordinator will reach out via email to the primary supervisor.

PAY RATE INCREASE SCENARIOS:

- Scenario One: The student employee worked during the Fall and Spring 2020 semesters, and an evaluation was completed and submitted to the student employment office at the end of Spring 2020. The student employee would be eligible for a \$.25/hour raise when the evaluation was submitted. A contract update request needs to be submitted – the student employee does not automatically receive a raise when an evaluation is submitted.
- Scenario Two: The student employee worked during the entire Spring and Summer 2020 semesters and an evaluation was completed and submitted to the student employment office at the end of Spring 2020. The student employee would be eligible for a \$.25/hour raise when the evaluation was submitted OR at the end of the summer term. A contract update request needs to be submitted – the student employee does not automatically receive a raise when an evaluation is submitted.
- Scenario Three: The student employee worked during the entire Summer 2020 (was a new hire/new to the department) and the supervisor deemed the student employee's performance superior and pay-rate increase could be requested at the beginning of Fall 2020. The contract update request would need to be completed and submitted to the student employment office for processing.
- Scenario Four: Like scenario three; the student employee worked the entire summer 2020 and fall 2020 with your department but didn't receive a pay-rate increase after summer/beginning of fall. After Fall 2020, the supervisor deemed the performance superior; the student employee would be eligible for a pay-rate increase. The contract update request would need to be completed and submitted to the student employment office for processing.