The most current edition of this handbook, including revisions and updates, is available on the Financial Aid website at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under the "Student Employment" link.
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Student Employment General Information

Belknap & Catlin
PO Box 2000
Superior, WI 54880

Phone: 715-394-8202
Fax: 715-394-8027

The University of Wisconsin-Superior will not tolerate discriminatory conduct or sexual harassment by University employees, including administrators, faculty, staff, or by students. To the extent that demeaning or intimidating conduct increases the likelihood for physical violence or breach of the peace, it is contrary to the basic purpose of the University. Employees who engage in discriminatory or sexually harassing conduct as defined in this policy or who retaliate against those filing or assisting in the filing of complaints of discriminatory conduct or sexual harassment, or students who engage in conduct prohibited under chs. UWS 17 or 18, Wis. Adm. Code, will be subject to appropriate disciplinary actions. For additional information contact the Affirmative Action Office at 715-394-8015.

Types of Employment

There are two types of student employment: Federal College Work-Study and Student Assist. Student employees may work under both programs simultaneously.

Federal College Work-Study (FCWS) is federal student aid based on need and awarded as part of the total financial aid package. Students must apply for work-study by completing the FAFSA (Free Application for Federal Student Aid) each year. Interest in work study must be indicated on the FAFSA.

Student employees placed on financial aid suspension must cease work-study employment immediately. A Petition for Reinstatement (information is emailed to the student by the Financial Aid Office) must be completed and returned to the Financial Aid Office, Old Main 110. If the petition is approved, the student employee may resume working – communication on start date will be emailed to the student employee and their supervisors via email; if denied, the student employee is no longer eligible for work-study.

Other financial aid adjustments may also affect a student’s work-study award. Students receive notification via email when their awards change.

Your supervisor may request that you present them with your Work Study Authorization Card to show that you were awarded work study. This can be found on the first screen after logging in to your E-hive.

International students are not eligible for federal work-study.
**Student Assist** is non-federal student employment that allows a student to work on campus. It is not considered part of the financial aid package. Any student who meets the basic eligibility requirements may work as a student assist.

Because the UW System is statutorily prohibited from offering employer-sponsored health insurance to student employees, it is necessary to ensure student employees are not classified as “full-time” under the Affordable Care Act. To this end, the number of hours a student employee may work has been capped at 25.00 hours/week for domestic students during the Academic Year (as defined by SYS 165). **Additionally, International student employee hours are capped at 20.00 hours/week to comply with their VISA status.** UW System Administrative Policy 1237 dictates Student Employment, and may be found in full at: [https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-employment/](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-employment/). Academic Calendar year dates, and maximum hours a student employee can work per week will be distributed each summer for the upcoming year, and may be found on the UW-Superior Student Employment page, within the Student Resources and Supervisor Resources section at: [https://www.uwsuper.edu/finaid/stemp/index](https://www.uwsuper.edu/finaid/stemp/index).

Student employees must be paid on an hourly basis with specific hours of work tracked. Hours cannot be worked and “saved” to be added to a future date. Additionally, student employees cannot volunteer to provide the same type of services to the University that they are employed to provide.

**Basic Student Employment Eligibility**

To be eligible for student employment during the Academic Year, a student must be enrolled at **least half time** at UW-Superior for the current semester. Exceptions are made for seniors in the last semester before their graduation. A student working on an “incomplete” only for the semester does not qualify for student employment. A student who has terminated enrollment, graduated, transferred, withdrawn, or been academically suspended is no longer eligible for employment; the last day of enrollment must also be the last day of employment.

To be eligible for student employment during the summer, a student must be either:

- pre-registered (at least half time at UW-Superior) for the coming fall semester, or
- enrolled at least half time in Summer College.

Under special circumstances a UW-Superior student who does not meet the enrollment/pre-registration requirements may seek permission to work by completing a Permission to Work form, available in the Student Employment Office, as well as the student employment website. Permission may be granted, on an exception basis, by the Financial Aid Director. In such cases, student employees will likely lose their FICA exemption. Student employees who are not able to register due to an outstanding balance on their account are advised to complete this form.
Work-Study Earning Periods

A student with an academic work-study award for 2019-20 may begin earning it on September 1, 2019, and continue earning it through May 14, 2020, provided that he/she meets the enrollment requirements for basic student employment eligibility and that the department has sufficient funds available.

A student’s work-study award for the academic year is divided into semesters. Student employees who earn their fall semester award prior to the end of the fall semester may begin earning their spring semester award as long as they are pre-registered for the upcoming spring semester. Departments will be charged student assist for any portion of the spring award a student employee has earned in the fall if that student employee then fails to attend in the spring. The Student Employment Coordinator will monitor work study dollars earned, and send periodical emails to the student employee and their supervisor(s) indicating the remaining work study balance. Additionally, if eligible for an increase in work study, without it affecting their Financial Aid Award, the Student Employment Coordinator will offer an increase to the student employee. The increase may only be accepted by the student employee, via written permission/request.

The Student Payroll Schedule 2019-2020, found online at https://www.uwsuper.edu/finaid/stemp/index.cfm- under “Student Forms/Resources”. This schedule details the earning period dates and anticipated pay-dates.

Employment Contract

The contract is the official record of the student’s rate of pay and dates of employment. It is the policy of this campus that a student employment relationship does not exist without a written, signed contract. A student employee may not begin working until a contract has been completed, processed and approved by the Student Employment Coordinator in the Student Employment Office, Old Main 110. When the contract has been processed, the Student Employment Coordinator will email the supervisors, and the student employee the completed contract as an attachment, which will also indicate the first date the student employee can begin working.

A contract ready to submit to the Student Employment Coordinator for processing must have signatures of at least two different supervisors, both work study and student assist cost centers must be listed, along with the name(s) and signature(s) of the account custodian(s). The student employee will complete the first three lines on the student section of the contract; the remainder of the student section must be completed in front of a staff member in the Student Employment Office, Old Main 110.

New-Hire Paperwork

All new student employees must complete a criminal background check (CBC). An email is sent to the student employee from “eServices@geninfo.com” with the link to complete the CBC (for domestic student employees only). Background checks are facilitated through the Student Employment Coordinator. Under no circumstances
International student employees must stop in the Student Employment Office to begin the CBC process. A passport, and additional documents will be required to complete the CBC process.

New student employees must also complete an I-9, W-4, and Direct Deposit form for student payroll (additional paperwork may be necessary). All student employees must also complete Executive Order #54, Sexual Harassment Prevention, FERPA, and Data Security training. All forms are available in the Student Employment Office and online. **Student employees may not begin working until all paperwork is complete, and they’ve been emailed by the Student Employment Coordinator with their official start date.**

All student employment paperwork should be submitted to the Student Employment Coordinator at least three business days prior to the start date on the contract. Student Employment will make every effort to process contracts and new-hires in a timely manner, however, the start date on the contract may be adjusted to reflect actual processing time.

New student employees must bring original, valid/unexpired acceptable form(s) of identification to the Student Employment Office, Old Main 110 to be photocopied (copies made in advance and/or pictures of the document(s) cannot be accepted). The most common types of ID for domestic student employees include a Passport, or a combination of Driver’s License and Social Security Card. All acceptable types of ID are listed on the I-9 document, page 3. International student employees must bring their Passport, VISA, I-94, I-20 and U.S. Social Security card. If they do not yet have a Social Security card, they must show proof of having applied for one (a letter from the Social Security Administration is requested to show proof). Information on applying for their Social Security card can be found on the Office of International Programs webpage, under the “Current International Students” link. Additionally, when a contract has been processed, International student employees will need to provide information online through GLACIER for tax purposes. A separate email will be sent to the student employee from “support@online-tax.net” to complete their GLACIER account.

Students who are new to a department must complete a **Confidentiality Agreement Form** with one of their supervisors. Once this form is completed, it must be housed in the department the student employee has been hired; it is **not** required for contract processing.

**Required Trainings**

Student employees must complete Executive Order #54 and Sexual Harassment Prevention Training either before their contract is processed, or within one week after their official start date (due date will be indicated in the email sent by the Student Employment Coordinator). If waiting until after the contract has been processed, the
student employee and one of their supervisors listed on the contract must fill out and sign the “Student Employment: Required Training Agreement”, found online at https://www.uwsuper.edu/finaid/stemp/newhire.cfm (this document must be turned in before a contract can be processed if the student employee is waiting until after their start date to complete the trainings). Both trainings are completed online at the links provided on the agreement.

Sexual Harassment Prevention Training: UW-Superior has developed required training related to Sexual Harassment which all employees (including student and temporary employees) are required to complete on an annual basis. This training will help you identify sexual harassment behaviors and understand the responsibility of each employee and supervisor in maintaining an environment free of harassment.

Sexual Harassment Prevention Training needs to be completed one time upon hire, as well as one time each calendar year. An annual training reminder email will be sent to all student employees by the Student Employment Coordinator the last week of January. If this training is not completed within one week of the email being sent, the student employee will need to stop working immediately.

Executive Order #54 Training: In December, 2011, the Governor issued Executive Order #54 requiring all University of Wisconsin System employees to immediately report child abuse or neglect if the employee, in the course of employment, observes an incident or threat of child abuse or neglect, learns of an incident or threat of child abuse or neglect, or has reasonable cause to believe that child abuse or neglect will occur. Please refer to UW-Superior’s Policy on the Reporting of Suspected Child Abuse and Neglect for specific responsibilities and reporting requirements. UW-Superior has developed required training related to Executive Order #54 which all employees (including student and temporary employees) are required to complete.

Executive Order #54 Training only needs to be completed one time upon hire. If this training is not completed within one week of the email being sent indicating the student employees official start date, the student employee will need to stop working immediately.

Additionally, all student employees will be required by Technology Services, to complete FERPA and Data Security training. All student employees will be assigned these trainings by the Student Employment Coordinator, and are required to complete both trainings within 30 days. When the trainings have been completed, Technology Services will be notified. If the student employee has questions, concerns, etc., communication should be sent to the Helpdesk – helpdesk@uwsuper.edu or 715-394-8300.

Like all other employees, student employees are required to obey all safety and environmental regulations. All safety instructions from your supervisor or the safety director must be followed and the required personal protection must be worn.

Safety training is required for some jobs on campus, such as blood borne pathogen training for lifeguards and employees with first aid responsibilities. You will be notified.
by the Director of Environmental Health & Safety, and will be compensated for any safety training that you are required to attend. If you are required to attend training, you may not perform the associated work until that training has been successfully completed.

**Continuing Student Paperwork**

If it is determined a student employee is a continuing student employee (has, or has had a position on campus within the past twelve months), the left side of the contract must be completed by two different supervisors and the account custodian. The student employee would complete the first three lines of the student employee’s section, and stop in the Student Employment Office, Old Main 110, to complete the remainder of the contract (the contract cannot be signed by the student employee before the contract is received by the Student Employment Coordinator).

Continuing student employees should stop in the Student Employment Office and update their student employment file with any address changes for payroll purposes. Direct deposit forms and tax withholding forms should also be updated when changes occur. Some tax forms are only valid during the year of filing and must be renewed annually. Those students requiring renewal will be notified.

Student employees who have had a 12 month break in employment must complete a new CBC. The Student Employment Coordinator will contact the student employee if this is the case. Domestic student employees will be notified via email from “eServices@geninfo.com” with a link to complete the CBC. International student employees will need to stop in the Student Employment Office with their Passport to complete the necessary paperwork to process their CBC.

Continuing students who are new to a department must complete the Confidentiality Agreement Form, as noted above in the New Hire Paperwork section. This document will stay in the department where the student employee has been hired – the Student Employment Coordinator does not need this document to process the contract.

To change a name with student payroll, the student employee must present a new social security card and matching, valid photo ID.

**Hours of Work Allowed**

All student employees must limit the number of hours worked per week. Hours have been capped at no more than 25.00 hours/week for domestic students for all student assist contracts (to comply with the Affordable Care Act regulations), during the Academic Calendar. Work Study hours are not calculated towards the 25.00 hours/week. **Federal regulations further limit international students to 20.00 hours per week (total hours for all contracts) while school is in session.** If the student employee works in multiple departments, it is both the student employee and the supervisor’s responsibility to coordinate the student employee’s hours to stay within the maximum 25.00 hours/week guideline. Hours will be monitored on a weekly basis, and
communication will be sent via email to the student employee, their supervisors, and the cabinet member in which the student employee works if hours are worked above the guidelines listed above.

During break(s) and summer term, all student employees must limit the number of hours worked per week to a maximum of 40.00/week. See the Maximum Hours Calendar (available under Student Resources) for specific dates where 40.00 hours/week is allowed – this calendar will be updated and available every July. If overtime occurs, it will be charged to the department where those overtime hours were last worked. **Overtime is not an accepted practice for student employment, and may create limited hours for the remainder of the break/summer period the student employee can work.**

While student employees may have more than one job, they may not be “double paid”, i.e. claim payment from two jobs for the identical hours. **Hours worked cannot be held and paid at a later date and cannot be recorded on a period other than the one in which they were worked.**

In addition, with limited exceptions (i.e. classes have been cancelled), student employees are not permitted to work in student employment positions during scheduled class times. Class, extra-curricular, and athletic schedules should be given to all supervisors prior to beginning work so a work schedule can be made around classes, extra-curricular events, and athletic competitions/practices.

**Accessing the Web Clock to Record Time**

Student employees need to record all paid time by punching in and out of the student web clock.

For help with logging into the web clock, please see the instructions on our website titled: “Web Clock Notes for Students” which can be accessed in the Student Resources section: [https://www.uwsuper.edu/finaid/stemp/students.cfm](https://www.uwsuper.edu/finaid/stemp/students.cfm)

From the My UW-System Portal:
• Locate the “Time and Absence” module
• Click on the “Web Clock” link
• Students with multiple jobs will choose their job before they can record time.
• Select appropriate Punch Type from the drop down menu
  • “In” to clock in, or “Out” to clock out

Please see the Knowledge Base for Student Resources:


Punching In/Out using Webclock: [https://kb.wisc.edu/hrs/page.php?id=16883](https://kb.wisc.edu/hrs/page.php?id=16883)
Payroll Process

Student payroll is processed on a biweekly basis. The Student Payroll Schedule is available in the Student Employment Office, or on our web site at https://www.uwsuper.edu/finaid/stemp/index.cfm under the “Student Employment – Student Forms/Resources” link. The schedule identifies the begin and end dates of the pay periods; deadlines for submitting and approving time through HRS; the number assigned to the pay period; and the date earnings are available to the student employee from their financial institution, i.e., checking/savings account. Earnings statements are available to student employees on the My UW System Portal: https://my.wisconsin.edu at least three days before the pay date. Instructions are available at: https://kb.wisc.edu/hrs/17208 Individual earnings statements will be available for at least 18 months. If a student employee has questions concerning his/her payment, the student should contact UW-Shared Services for assistance; Tara Barbosa – tara.barbosa@uwss.wisconsin.edu.

Direct deposit of earnings into a checking or savings account at a financial institution of their choice is required for all student employees. The direct deposit authorization form is available in the Student Employment Office, Old Main 110, and on our web site. Any student employee concerns about this requirement should be directed to the Student Employment Coordinator in the Student Employment Office, Old Main 110. Direct deposit authorization changes submitted to the Student Employment Office may not be effective until the following payroll period. If a change of direct deposit is requested, the direct deposit form must be completed, and turned in person to the Student Employment Office. Additionally, a valid photo ID must be presented. Due to the processing timeframe, bank account changes must be initiated in the Student Employment Office two weeks prior to the student receiving his/her payroll earnings. If an account is unable to be located on pay-date, UW-System may automatically enroll the student employee into the Focus Card, which is a re-loadable card, and can be used as any other check/debit card would be utilized. If a paycheck is loaded onto the Focus Card, the funds cannot be reversed.

Student employees are not allowed to begin working prior to the time that the employment contract is processed by the Student Employment Office – you will receive an email from the Student Employment Coordinator with the date you can begin working; an attachment of the completed contract will also be included with that email.

W2’s

W-2’s are mailed the last week in January to the student employee’s address indicated on the W-4 tax withholding form. The W-2, and/or 1042-S for international student employees, is mailed to the student employee’s address listed in HRS. This form contains the previous year’s total earnings and is necessary to file federal and state income tax forms. Online access to the prior year’s tax statements will be available at https://my.wisconsin.edu the last week of January.
**Garnishments**

Federal College Work-study wages cannot be garnished by third parties. No such exemption applies to student assist earnings.

**Job Description**

A position description must be developed for each student employment position. Copies of position descriptions are submitted and kept on file in the Student Employment Office as well as with department supervisors. A copy should be made available to you during the interviewing process. Questions regarding the position description should be directed to the supervisor.

**Evaluations**

At the end of each Spring Semester (or the end of your employment; i.e. graduation, transferring, etc.), you and your supervisor(s) are required to complete a job performance evaluation. This evaluation is beneficial to both you and your supervisor. It allows a written assessment of your work performance, which serves as an educational tool. It also establishes a work record and enables the Student Employment Office to utilize this information when contacted for employment verifications.

Evaluation forms should be discussed with, and signed by both the supervisor(s) and student employees whenever possible. A student employee may request to see his/her evaluation at any time. Because this is a permanent record of the student’s employment at the University, it is important that the form be neatly and carefully completed; completed evaluations are to be returned to the Student Employment Office as soon after completion as possible.

**Student Responsibilities**

Student employees have the following responsibilities and obligations to his/her supervisor and job:

1. Complete lines one through three of your employment contract with one of your supervisors, then stop in the Student Employment Office, Old Main 110, to sign your contract.

2. Complete a Criminal Background Check (CBC) if a new-hire or if necessary based on time not employed with UW-Superior (twelve months or more).

3. Complete the Confidentiality form, which is kept in the department/area where he/she is employed.

4. New student employees must bring original, valid/unexpired acceptable form(s) of identification to the Student Employment Office, Old Main 110 to be photocopied (copies and/or pictures of the document(s) cannot be accepted).
The most common types of ID include a Passport, or a combination of Driver's License and Social Security Card (for domestic student employees). All acceptable types of ID are listed on the I-9 document, page 3. Tax forms (W-4) and Direct Deposit information must also be completed at this time. Additionally, either the agreements to complete the Online Trainings (EO#54 and SHPT), or the Certificate of Completed trainings need to be submitted. (Students will be assigned the FERPA and Data Security trainings when their contracts have been processed. Again, these trainings will be assigned by the Student Employment Coordinator, and followed-up with by the Technology Services Department.) Along with everything listed above, International student employees must also bring in their VISA, Passport, I-20, I-94 and U.S. social security card. **Student employees cannot begin working until they've been notified of their start date by the Student Employment Coordinator.**

5. Current student employees may update their withholding forms and addresses when necessary. All address changes done via eHive must also be completed in the Student Employment Office so that a W-2 Wage and Tax Statement can be mailed to the correct address in January. The Address Change Form can be found in the Student Resources section: [https://www.uwsuper.edu/finaid/stemp/students.cfm](https://www.uwsuper.edu/finaid/stemp/students.cfm)

6. Record and submit time accurately and in a timely manner. If you have issues punching in/out, please contact one of your supervisors. If you continue to have issues, please send a screen shot showing the issue, along with an explanation of the issue to the Student Employment Coordinator: [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu)

7. Report to the job promptly and work the scheduled hours. Contact your supervisors if you're unable to report on time – discuss best contact method with your supervisor(s) in the event you are unable to make it to work on time, or unable to work.

8. If ill or unable to work, the student employee must contact the supervisor at the earliest possible time. In most cases this would be by 8:00 a.m. that day, again, discuss with your supervisors the best contact method in the event you are unable to work.

9. A 15-minute break, with pay, is allowed only if a student employee is scheduled to work an uninterrupted 4-hour period. For example, if the student employee works 8 hours, a 15-minute break with pay is given during each 4-hour period of work. The student employee is entitled to a half-hour lunch/dinner break without pay. Student employees working 6 hours receive one 15-minute break with pay and a half-hour lunch/dinner break without pay.

10. An agreement should be reached with the supervisor if the student employee requires time off for special circumstances, such as: studying, taking exams,
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The student employee’s duties can be covered.

11. The student employee is expected to perform the work assigned by their supervisors. If no task is assigned, the student employee is expected to contact their supervisors for task assignment. The student employee is expected to conduct him/herself as a mature adult and deliver a full measure of work for the time employed. Supervisors will expect from the student employee the same regular, punctual, and efficient performance as expected from other UW-Superior employees.

12. If the student employee (work-study only) is notified of financial aid suspension, he/she must stop work immediately (notification will also be sent to all supervisors indicating the student employee cannot work under work study until further notice). A Petition for Reinstatement, available in the Financial Aid Office, must be completed and returned to the Financial Aid Office. If the petition is approved, the student employee may resume working under work study (the Student Employment Coordinator will again communicate with the student employee and all supervisors indicating when work study should be utilized)—if denied, the student employee is no longer eligible to work under work-study.

13. If the student employee has been academically suspended, he/she must stop work immediately. If the student employee has successfully petitioned, they will need to contact the Student Employment Coordinator via email: studentemployment@uwsuper.edu.

14. To resign from a position, the student employee should give a 2-week written notice to their supervisors. An evaluation should also be conducted, reviewed with the departing student employee, and turned into the Student Employment Office on the student employee’s last date of employment.

**Prohibited Conduct**

The work rules in this handbook are intended to advise the student employee of prohibited conduct during the hours of employment. The employing department may have additional rules.

The following work rules have been developed to inform the student employee of personal conduct considered unacceptable as a UW-Superior employee. Engaging in one or more of the following forms of prohibited conduct may result in a reprimand or termination, depending on the severity of the offense.

**Work Performance**

- Insubordination, including disobedience, failure, or refusal to carry out an assignment or instructions.
- Loafing, loitering, sleeping, or engaging in unauthorized personal business.
- Unauthorized disclosure of confidential information or records.
- Falsifying records or giving false information to other agencies or to employees responsible for recordkeeping.
- Failure to provide accurate and complete information whenever such information is required by an authorized person.
- Negligence in performance of assigned duties.

**Attendance and Punctuality**

- Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without the specific approval of the supervisor.
- Unexcused or excessive absenteeism.
- Failure to observe the time limits and scheduling of lunch or break periods.
- Failure to notify the supervisor promptly of unanticipated absence or tardiness.

**Use of Property**

- Unauthorized or improper use of University property or equipment including vehicles, telephone, or mail service.
- Unauthorized possession or removal of University or another person’s private property.
- Unauthorized use, lending, borrowing, or duplicating University keys.
- Unauthorized entry to University property, including unauthorized entry to restricted areas.

**Personal Actions and Appearance**

- Threatening, attempting, or doing bodily harm to another person.
- Threatening, intimidating, interfering with, or using abusive language toward others.
- Unauthorized possession of weapons.
- Making false or malicious statements concerning other employees, supervisors, students, or the University.
- Use of alcoholic beverages or illegal drugs during work hours.
- Reporting to work under the influence of alcohol or drugs.
- Unauthorized solicitation for any purpose.
- Inappropriate dress or lack of personal hygiene adversely affecting proper performance of duties or constituting a health or safety hazard.
- Unauthorized or improper use or possession of uniforms, identification cards, badges, or permits.
- Failure to exercise good judgment or being discourteous in dealing with fellow employees, students, or the public.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Additional work rules may be established by management to meet special requirements of the department/area or as circumstances require.

**Termination Policy**

If a student employee is performing his/her duties in an unsatisfactory manner, the supervisor is obligated to have a conference with the student employee and provide them with a statement regarding the unsatisfactory performance. A copy of the statement should be sent to the Student Employment Office to be included in the student’s employment file. If the unsatisfactory performance continues, the supervisor should send a written letter of warning to the student employee, and should send a copy to the Student Employment Office. If the unsatisfactory performance still continues the supervisor may dismiss the student employee with a written letter and a copy of the letter should be sent to the Student Employment Office.

If the student employee commits an act that is considered to be too severe for employment to continue, the supervisor has the right for immediate dismissal of that student employee. The Student Employment Office should be notified in writing listing the reason and date of dismissal. If a student employee must be terminated for reasons other than his/her job performance, the student employee must be given a 2-week notice in writing and a copy sent to the Student Employment Office.

**Grievance Procedure**

If there is a situation where the student employee feels unfair treatment, he/she should discuss the situation with their supervisor. If the discussion does not result in a satisfactory resolution, the student employee may make a formal grievance verbally and in writing to the Director of Financial Aid. The formal grievance must be received in the
Financial Aid Office, Old Main 110, no later than 30 days after the unfair treatment occurred. The Director will study the problem and present the student employee with a written report of his/her findings within a two-week period.

**Unemployment Insurance**

In accordance with Wisconsin Statute 108.02(15)(I) or (J) student employment is not covered under the Wisconsin unemployment insurance law. Student employees are not eligible to receive unemployment benefits because they must be enrolled and regularly attending classes at an educational institution in order to be employed there.

**Employee Benefits**

**Social Security & Medicare**

A student employee, almost without exception, is exempt from social security (FICA) withholding. The exceptions being:

- Beginning July 1, 2000, student employees working during the summer break, and are not enrolled at least half time in summer courses are NOT EXEMPT from FICA.

- Any time a break in enrollment and attendance in classes is five weeks or more, the student employee is required to have FICA withheld from their student payroll check. The FICA tax is deducted at the rate of 7.65 percent.

- Student employees working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.

- Student employees who are not enrolled in a degree-seeking program are not eligible to receive the FICA exemption.

Student employees who are eligible for the FICA exemption may not elect to have FICA deductions taken from their wages.

**Worker's Compensation**

All student employees are instructed to report work-related injuries to their supervisor. They must in turn be reported to the UW-Superior Human Resources office immediately. An injury report, available on the web at http://www.uwsuper.edu/hr/forms/other.cfm, must be completed, properly signed, and submitted to Human Resources, Old Main 201. If medical attention is required, report it as a work-related injury to the doctor’s office or hospital and have the charges billed to UW-Superior.

All student employees of the University are covered in the provisions of the Wisconsin Worker’s Compensation Act, while in pay status. If the student employee suffers a work-related injury, the student employee is eligible for medical care.

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The student employee will have the choice of physician, chiropractor, psychologist or podiatrist licensed in the State of Wisconsin to provide reasonable and necessary treatment to cure and relieve the effects of injury. The student employee will have the choice of a second physician. Simultaneous treatment by two doctors is not accepted, nor is a third choice of physician unless referred by the student employee’s primary doctor. Doctors within a clinic are not considered a change of doctor.

The Worker’s Compensation Act provides payment for medical treatment to cure and relieve the effects of injury. Compensability is determined following evaluation of medical support that treatment relates to the work injury. Seeking treatment does not guarantee that the medical expense will be approved under Worker’s Compensation.

In seeking medical treatment, the student employee must advise the provider of the worker’s compensation claim. Medical bills should be submitted to the campus worker’s compensation coordinator, located in the Human Resources Office. Should the student employee receive medical bills, including prescriptions, they should be submitted to the worker’s compensation coordinator on campus.

Additional information (Medical Information Fact Sheet) may be found at the following web site: http://www.uwsuper.edu/hr/forms/other.cfm.

OpenBook Wisconsin

OpenBook Wisconsin was enacted as part of 2011 Wisconsin Act 32, s.16.413 of the Wisconsin Statues requires that the Department of Administration (DOA) create a searchable website with information about all state agency expenditures in excess of $100. This new database will eventually include all state and UW salaries and fringe benefits, grants paid by state agencies, and all contract payments made by any agency or UW institutions. For ease of administration, all expenditures, regardless of amount, will be included.

It will give citizens easy access to State of Wisconsin expenditures, or the amount of money we spend to do business. It includes the payments we have made for purchasing goods or services, and we currently include data about the expenditures made by state government from fiscal year 2008 through the most current month. You will be able to search the website database by state agency, expense (expenditure) category and vendor by fiscal year.

Precautions are being taken to protect sensitive employee information. The OpenBook Wisconsin website will not post the social security number, home address or home telephone number of any employee. Transactions will show the employee’s agency.

Safety is the priority while meeting legal obligations to provide public information under state law. While there are very limited reasons which justify the redaction of an employee name under the law, efforts are being taken to redact names that would
potentially jeopardize an employee's safety (for example: an undercover agent or domestic abuse victim).

If you have concerns that your safety may be jeopardized by including your name on the website, please contact our Human Resources Director. Human Resources will work with legal counsel to determine if your name should be redacted.