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Student Employee Handbook

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The most current edition of this handbook, including revisions and updates, is available on the Financial Aid website at www.uwsuper.edu/finaid under the "Student Employment" link.

Student Employment Handbook 2018-2019

Revised August 2018

The information in this handbook is designed to help the student employee understand the policies, rules and regulations established for all student employees of the University of Wisconsin-Superior. It provides answers to many questions regarding the student's benefits, rights and responsibilities. Student employees are responsible for reviewing the handbook for updates and revisions at the beginning of every academic year.

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Student Employment General Information

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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 715-394-8220.

Types of Employment

There are two types of student employment: Federal College Work-Study and Student Assist. Students 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.

Students placed on financial aid suspension must cease work-study employment immediately. A Petition for Reinstatement (emailed to the student by the Financial Aid Office) must be completed and returned to the Financial Aid Office. If the petition is approved, the student may resume working; if denied, the student 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 following basic eligibility requirements may work as a student assist.

Because the UW System is statutorily prohibited from offering employer-sponsored health insurance to student help employees, it is necessary to ensure student help employees are not classified as “full-time” under the Affordable Care Act. To this end, the number of hours a student may work has been capped at no more than an average of 30 hours/week for domestic students, and 20 hours/week for International students. Student employees must be paid on an hourly basis with specific hours of work tracked.

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 UWS 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. Permission may be granted, on an exception basis, by the Financial Aid Director. In such cases, students will likely lose their FICA exemption. Students 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 2018-19 may begin earning it on September 2, 2018, and continue earning it through May 25, 2019, 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. Students 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 plan to attend in the spring. Departments will be charged student assist for any portion of the spring award a student has earned in the fall if that student then fails to attend in the spring.

The student employment calendar, found online at www.uwsuper.edu/finaid under “Student Employment,” and “Student Forms/Resources” – details the earning period dates for the academic year and the summer session.

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 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 supervisor(s), and the student indicating the first date the student can begin working.

Contracts must be signed by the student, the supervisor(s), and the account custodian. Students must complete the “Student Information” side of the contract.

New-Hire Paperwork

All new student employees must complete a criminal background check (CBC). An email is sent to the student from “eServices@geninfo.com” with the link to complete the CBC. Background checks are facilitated through the Student Employment Coordinator. Under no circumstances may a new student employee begin working before receiving authorization from Student Employment.

International students 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 students must also complete an I-9, W-4, and Direct Deposit form for student payroll (additional paperwork may be necessary). Male students must complete the [Statement of Selective Service form](#) as part of the new-hire process. All student employees must also complete Executive Order #54, Sexual Harassment Prevention, FERPA, and Data Security training. All forms are available in the Financial Aid Office and [online](#). Students may not begin working until all paperwork is complete.

All student employment paperwork should be submitted to the student employment coordinator at least three 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 their original driver’s license, social security card or birth certificate (or other acceptable documents, per the I-9 form) to the Student Employment Office, Old Main 110, to be photocopied. International students 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. Information on

applying for their Social Security card can be found on the Office of International Programs webpage, under the "[Current International Students](#)" link. They will subsequently be asked to provide information online through GLACIER for tax purposes once their contracts have been entered. A separate email will be sent to the students from "support@online-tax.net" to complete their GLACIER account.

Students who are new to a department must complete a [Confidentiality Agreement Form](#) with their department/area supervisor. This form, once completed, should be housed in the student's home employment area.

Required Trainings

Students must complete Executive Order #54 and Sexual Harassment Prevention Training within one week of the start date indicated on their contract or prior to beginning work. If waiting until after their start date, the student employee and their supervisor must fill out and sign the appropriate agreement form, found online at <https://www.uwsuper.edu/finaid/stemp/newhire.cfm> as part of their New-Hire Paperwork. Training is completed online at the link provided on the form.

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.

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 during employment, whereas Sexual Harassment Prevention Training needs to be completed yearly. 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.

Additionally, all students 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 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

Continuing students 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.

Students 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. The student will be notified by email from “eServices@geninfo.com” with a link to complete the 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 must present a new social security card, or other acceptable documentation.

Hours of Work Allowed

All student employees must limit the number of hours worked per week. Hours have been capped at no more than an average of 30 hours/week for domestic students (to comply with the Affordable Care Act regulations). **This includes summer employment. Federal regulations further limit international students to 20 hours per week (total hours for all contracts) while school is in session.**

If the student works in multiple departments, it is both the student employee and the supervisor’s responsibility to coordinate the student’s hours to stay within the “hours of work” guidelines. If overtime occurs, it will be charged to the department where those overtime hours were worked. Overtime is not an accepted practice for student employment.

While students 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 or recorded on a period other than the one in which they were worked.**

In addition, with limited exceptions, students are not permitted to work in student employment positions during scheduled class times. Class, extra-curricular, and athletic schedules should be given to 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

Students need to record all paid time by punching in and out of the student web clock. From the 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:

- Logging into My UW Portal:
<http://kb.wisc.edu/hrs/page.php?id=16692>

For help with logging into the webclock, please see the instructions on our website titled [Web Clock Notes for Students](#).

Payroll Process

Student payroll is processed on a biweekly basis. The Payroll Schedule is available in the Student Employment Office, or on our web site at www.uwsuper.edu/finaid under the “Student Employment – Student Forms/Resources” link. The schedule identifies the begin/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 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. Individual earnings statements will be available for at least 18 months. If a student has questions concerning his/her payment, the student should contact the Student Employment Office for assistance.

Direct deposit of earnings into a checking or savings account at a financial institution of their choice is required for all students. The direct deposit authorization form is available in the Student Employment Office, Old Main 110, and on our web site. Any student concerns about this requirement should be directed to the student employment coordinator in the Student Employment Office, Main 110. Direct deposit authorization

changes submitted to the Student Employment Office may not be effective until the following payroll period. Because of 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.

Students 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.

W2's

W-2's are mailed the last week in January to the student's address indicated on the W-4 tax withholding form. The W-2, and/or 1042 for international students, is mailed to the student's local address. 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.

Wage Increases

The following information includes three examples of wage increases that are encouraged to be given to student employees. These three examples include: Longevity, Merit, and Extraordinary Performance Increases.

Job Description

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

Evaluations

At the end of each academic year, 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 references.

Evaluation forms should be discussed with, and signed by, student employees whenever possible. A student 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

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

1. Complete an employment contract with the supervisor.
2. Complete a Criminal Background Check (CBC) if a new-hire or if necessary for the position.
3. Statement of Selective Service form is required for all male student employees.
4. Complete the Confidentiality form in the department/area where he/she is employed.
5. New employees are required to bring their original driver's license, social security card, or birth certificate (or other acceptable documents, per the I-9 form) and have these documents photocopied in the Student Employment Office. International students must bring in their visa, passport, I-20, I-94 and U S social security card. 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.)* Students cannot begin working until they've been notified of their start date by the student employment coordinator.
6. Current students may update their withholding forms and addresses when necessary. All address changes done on the 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.
7. Record and submit time accurately and in a timely manner. If you have issues punching in/out, please contact your supervisor. If you continue to have issues, please send a screen shot of your screen to the student employment coordinator.
8. Report to the job promptly and work the scheduled hours. Contact the supervisor if 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.

9. If ill or unable to work, the student must contact the supervisor at the earliest possible time. In most cases this would be by 8:00 a.m. that day.
10. A 15-minute break, with pay, is allowed only if a student is scheduled to work an uninterrupted 4-hour period. For example, if the student works 8 hours, a 15-minute break with pay is given during each 4-hour period of work. The student is entitled to a half-hour lunch/dinner break without pay. Students working 6 hours receive one 15-minute break with pay and a half-hour lunch/dinner break without pay.
11. An agreement should be reached with the supervisor if the student requires time off for special studying or taking exams. Adequate notice must be given so that the student's duties can be covered.
12. The student is expected to perform the work assigned by the supervisor. If no task is assigned, the student is expected to contact the supervisor for task assignment. The student 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 the same regular, punctual, and efficient performance as expected from other UW-Superior employees.
13. If the student (work-study only) is notified of financial aid suspension, he/she must stop work immediately. 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 may resume working—if denied, the student is no longer eligible to work under work-study.
14. If the student has been academically suspended, he/she must stop work immediately. If the student has successfully petitioned, they will need to contact the student employment coordinator via email.
15. To resign from a position, the student should give a 2-week written notice to the supervisor. 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 is performing his/her duties in an unsatisfactory manner, the supervisor is obligated to have a conference with the student and provide them with a statement regarding the unsatisfactory performance. A copy of the letter 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, with a copy to the Student Employment Office. If the unsatisfactory performance still continues the supervisor may dismiss with a written letter and a copy to the Student Employment Office.

If the student 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. The Student Employment Office should be notified in writing listing the reason and date of dismissal. If a student must be terminated for reasons other than his/her job performance, the student 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 feels unfair treatment, he/she should discuss the situation with their supervisor. If the discussion does not result in a satisfactory resolution, the student 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 no later than 30 days after the unfair treatment occurred. The director will study the problem and present the student 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, students working during the summer break, and are not enrolled at least half time and attending classes during the summer session are NOT EXEMPT from FICA.
- Any time a break in enrollment and attendance in classes is five weeks or more, the student is required to have FICA withheld from their student payroll check. The FICA tax is deducted at the rate of 7.65 percent.
- Students working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.
- Students who are not enrolled in a degree-seeking program are not eligible to receive the FICA exemption.

Students 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 suffers a work-related injury, the student is eligible for medical care.

The student 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 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'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 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 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 Statutes 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.