Supervisor Handbook for Student Employment 2019-20

Revised August 2019

The information in this manual is designed to help the supervisor understand the policies, rules and regulations established for student employment at the University of Wisconsin-Superior. Supervisors are responsible for reviewing the manual for updates and revisions at the beginning of every academic year.

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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.
Introduction

This manual, published by the UW-Superior Student Employment Coordinator, is to be used as a resource tool for supervisors, outlining responsibilities and student employment guidelines. The student employment function is housed in the Student Employment Office, Old Main 110, (715) 394-8202.

The Student Employment Coordinator oversees all aspects of student employment, including work-study eligibility determination, monitoring compliance with Federal and University employment policies, maintaining employment records, and processing student employment contracts. Payroll processing will be conducted by UW-Shared Services; questions, trouble-shooting, etc. must flow through UW-Shared Services. Primary contact for UW-Shared Service is: Tara Barbosa – tara.barbosa@uwss.wisconsin.edu – 608-262-9474.

Employment Policies

The following policies govern student employment and align with University and federal guidelines:

1. 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 officer in Human Resources at 715-394-8220.

2. The Fair Labor Standards Act of 1938, as amended, prohibits employers (including schools) from accepting voluntary services from any paid employee. Any student employed under Federal Work-study must be paid for all hours worked.

3. Employers must pay student employees at least the federal minimum wage in effect at the time of employment, which currently is $7.25/hour.

4. A student employee, almost without exception, is exempt from Social Security and Medicare (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 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.

**Student Employment General Information**

The purpose of student employment is to help students meet their cost of attendance, build an employment record, and when possible, complement their field of study. Through student employment, the University can assist students financially, while benefiting from the services they provide. Student employment is incidental to a student’s education, and hours of work should not be excessive.

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. Eligibility for work study does not transfer year to year (i.e. the student employee may be eligible for work study from the previous academic year, and not eligible for the current academic year). Additionally, other financial aid adjustments may also affect a student’s work-study award. Students receive notification via email when their awards change. The Student Employment Coordinator will communicate via email if, and when a student employee is/isn’t eligible to work under work study (the student employee and supervisors will be included in the communication).

Student employees placed on financial aid suspension must cease work-study employment immediately. A Petition for Reinstatement (information is emailed to the student employee) must be completed and returned to the Financial Aid Office. If the petition is approved, the student employee may resume working; if denied, the student employee is no longer eligible for work-study.

*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 upcoming 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, 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 can be found at www.uwsuper.edu/finaid/stemp - under “Student Employment” and “Supervisor Resources”.

A Note on Department Work-Study Allocations

Work-study funding is allocated to departments. Your department must have an allocation before you can hire a work-study student. You can request funding for next year through your cabinet officer. Requests are considered in the spring and allocations determined in the summer.

The student’s Financial Aid Award indicates the maximum amount he/she may earn. Departments choose how to spend their work-study allocations; they are not obligated to ensure that any given student employee earns his/her maximum award. A student employee may work for more than one department simultaneously.

Campus Policies and Procedures

Posting a Job

Student employee job openings are posted on Handshake, UW-Superior’s online recruitment system. To post a position, visit the Career Services webpage: www.uwsuper.edu/career/handshake and create an Employer account (or log into your existing Employer account). Instructions for On-Campus Employers are available on the website, or contact Career Services: career@uwsuper.edu or 715-394-8024.
For each job posting you will be asked to provide:

- Job Title
- Employer (University of Wisconsin-Superior Student Employment)
- Job Type – All on-campus jobs should be posted as “On Campus Student Employment”
- Employment Type
- Expiration Date of Job Posting
- Description: **Include the following information:**
  - a. Job Location (building and department)
  - b. Approximate Hours/Week
  - c. Anticipated Length of Employment
  - d. Primary Supervisor
  - e. Backup Supervisor
  - f. Job Summary
  - g. Job Duties/Responsibilities
  - h. Qualifications
  - i. Eligibility
  - j. Notice to New Employees Statement: Employment will require a criminal background check. A pending criminal charge or conviction will not necessarily disqualify an applicant. In compliance with the Wisconsin Fair Employment Act, the University does not discriminate on the basis of arrest or conviction record.
- Number of students you expect to hire for this position
- Wage – make sure to mark frequency (per hour, etc.)
- Job Location – Superior, WI
- Required Documents for applicant to apply
- Applicant Packages – Specify who should receive the applicant information (this will also be the person(s) who will have access to review applications).

To satisfy federal regulations, position descriptions must be current and submitted to the Student Employment Coordinator prior to a student employee beginning in that position. All student employment position descriptions are kept on file in the Student Employment Office. If a student employee’s position is changing, or if you have hired a student employee for a position that doesn’t already have a PD on file, you will need to send a copy, preferably an electronic version, to the Student Employment Coordinator prior to the contract being processed. The PD Template can be found on the Supervisors Resources page: [https://www.uwsuper.edu/finaid/stemp/supervisors.cfm](https://www.uwsuper.edu/finaid/stemp/supervisors.cfm).

**Interviewing**

When considering a student for employment in your department/area, you may want to use an application for employment to screen the applicants prior to requesting interviews. When interviewing a student, you must follow the interview guidelines (available on the Human Resources page, under Forms) and ask appropriate questions, to ensure compliance with UW-Superior’s AA/EO policy.
It is the supervisor's responsibility to determine student eligibility for employment, which can be verified by the Student Employment Coordinator prior to creating the contract. Work-study eligible students have a work-study authorization card available in their Student Center to show that they were awarded work-study. Supervisors can also verify if the student employee is work study eligible by contacting the Student Employment Coordinator at studentemployment@uwsuper.edu. Additionally, if the student employee is work study eligible, and has accepted their work study award, their contract will automatically be processed as work study.

Orientation & Training

When a candidate has been selected for hire, inform the student they have been hired. Have the student employee stop in your office to complete lines one through three of student employee section of the Student Employment Contract, and review the Position Description/Duties.

All new student employees should be sent to the Student Employment Office, Old Main 110, immediately to complete new hire paperwork. If the student employee has been employed within the past twelve months at UW-Superior, they will also need to stop in the Student Employment Office to complete the remaining section of the contract.

In addition, the following topics should be discussed with all student employees upon hire:

- What the department’s policy is if and when the student employee runs out of work study before the term ends; advise the student employee if their job will cease, or if they will be able to continue working under a student assist contract.

- The student employee should be given a position description and a proper explanation of all job duties. Discuss goals and expectations of the student employee.

- Review the Student Employment Handbook with the student employee. As a supervisor, you should be aware of all policies and student benefits listed in the handbook and clearly communicate them to your student employee.

- Clearly communicate any additional policies, procedures, reporting an absence, or work rules you may have in your department/area, along with your performance expectations.

- Explain the method of recording time through the HRS Web Clock.

- Explain the Student Payroll Schedule.
• Develop a work schedule with your student employee that fits in their academic, extra-curricular, and/or athletics schedule, as well as meeting the department needs. Communicate clearly your expectations for deviation from that schedule. Additionally, communicate the best method of contact if the student employee is unable to work.

Employment Contract

The contract is the official record of the student employee’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 supervisor(s), and the student employee the completed contract as an attachment, and will also indicate the first date the student can begin working within the email. Contracts are available on the Financial Aid website at www.uwsuper.edu/finaid under the “Student Employment” link – Supervisor Resources - or from the Student Employment Office.

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.

Since no end dates are required on the contracts, new contracts need only be submitted in the following circumstance when there is not already an active contract on file:

• Change in job title and responsibilities (a new position description must also be submitted/already on file)

Effective for the 2019-20 Academic Year, the Student Employment Coordinator is requiring the contract to include a work study and student assist cost center be recorded on the contract. If the student employee is work study eligible, the Student Employment Coordinator will process the contract as work study. If/when the student employee runs out of work study, the Student Employment Coordinator will use the original contract and re-process it as a student assist contract utilizing the cost center that was listed under the student assist cost center. It is important to verify the correct cost center will be charged when the “start date” email comes from the Student Employment Coordinator.

Do not use a hand-stamped signature on the student employment contract. The Supervisor is defined as the person directly responsible for supervising the student employee. S/he assigns tasks, checks the results, gives guidance and monitors the
student employee’s hours. The back-up supervisor is expected to take on the same duties as the primary supervisor in the event the primary is out of the office.

Contracts must be submitted to the Student Employment Office at least five business days prior to the intended start date listed on the contract; however, this is not a guarantee the contract will be processed by the intended start date. 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.

Position descriptions must be sent to the Student Employment Coordinator upon hiring of the student employee – electronically is preferred – studentemployment@uwsuper.edu.

**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 may a new student employee begin working before receiving authorization from Student Employment.**

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.**

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](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 link 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 in identifying sexual harassment behaviors and understanding 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 must be followed and the required personal protection must be worn. Additional safety training is required for some student employment jobs on campus; examples: student employees working with chemicals or lifeguards/student employees with first aid responsibilities. Student employees must be compensated for any safety training that they are required to attend. If they are required to attend safety training, they may not perform the associated work until that training has been successfully completed. To initiate training for your student employee, contact the Director of Environmental Health & Safety.

**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, as well as 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 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.

Continuing student employees should stop in the Student Employment Office and update their student employment file with any address changes for payroll purposes. 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). 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 student employees 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.

**Type of Work Allowed**

A student may earn academic credit as well as compensation for FCWS jobs. Such jobs include but are not limited to internships, practica, or assistantships (e.g., research or teaching assistantships). However, a student employed in an FCWS job and receiving academic credit for that job may not be:

- paid less than he or she would be if no academic credit were given
- paid for receiving instruction in a classroom, laboratory, or other academic setting
- paid unless the employer would normally pay the person for the same job

FCWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction.

**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 **Supervisor 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.**
Additionally, 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. \textbf{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.}

Supervisors are responsible for monitoring a student employee’s work-study balance so that they do not exceed their award. However, the Student Employment Coordinator will also send out periodic reminders to the student employee and their supervisor(s) with their 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 \textbf{only} be accepted by the student employee, via written permission/request. If the student employee does exceed their work-study allotment, the department where the hours were worked will be charged for the wages of those hours out of student assist funds. A student employee may be employed as FCWS and Student Assist simultaneously. Student employees cannot be employed as a student employee (FCWS or Student Assist) and LTE simultaneously.

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 supervisors prior to beginning work so a work schedule can be made around classes, extra-curricular events, and athletic competitions/practices.

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.

\textbf{Pay Rate}

Minimum wage is $7.25 per hour effective July 24, 2009. Occasionally a student employee may be employed to perform work that merits a wage significantly higher than the minimum wage. In these cases, a justification may be required which will be requested by the Student Employment Coordinator.

\textbf{Wage Increases}

To initiate a pay-rate increase, please complete the “Contract Update Request” (which can be found under Supervisor Resources: \url{https://www.uwsuper.edu/finaid/stemp/supervisors.cfm}) and submit the completed document to the Student Employment Office (via email, in person, or campus mail).
**Entering and Approving Time Through The Web Clock**

The UW System utilizes the HRS Web Clock, where student employees will record time and supervisors will approve time on the Internet. Campus log in ID and password for My UW System Portal are required for each student employee. Every time a student employee begins their shift, they will “punch in” on the Web Clock, and they will “punch out” at the end of their shift, as well as punching in and out for unpaid meal breaks.

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:

Logging into My UW Portal:
[http://kb.wisc.edu/hrs/page.php?id=16692](http://kb.wisc.edu/hrs/page.php?id=16692)

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

Supervisors will need to approve time for all student employees. If you are a new supervisor and require HRS training, contact the Student Employment Coordinator – studentemployment@uwsuper.edu – 715-394-8202.

Supervisors may refer to the HRS Knowledge Base for assistance with approving time and exceptions.

Approve Payable Time:
[https://kb.wisc.edu/hrs/page.php?id=15628](https://kb.wisc.edu/hrs/page.php?id=15628)

Review and Approve Exceptions:
[https://kb.wisc.edu/hrs/page.php?id=15567](https://kb.wisc.edu/hrs/page.php?id=15567)

**Payroll Process**

Student payroll is processed on a biweekly basis. Effective Spring 2019, bi-weekly payroll functions have been conducted by UW-Shared Services. Email reminders, requests, etc. will come from Tara Barbosa. Additionally, any payroll related questions
should be sent directly to Tara. Email: tara.barbosa@uwss.wisconsin.edu Phone: 608-262-9474.

The Payroll Schedule is available in the Student Employment Office, or on our web site at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under the “Student Employment – Supervisor 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: the link is located on the bottom of the UW-Superior home-page, at least three days before the pay date. 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 via email only.

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 – the supervisors and student employee will receive an email from the Student Employment Coordinator with the official start date; an attachment of the completed contract will also be included with that email.

**W-2’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](https://my.wisconsin.edu) the last week of January.


**Evaluations**

At the end of each Spring Semester, you are required to complete a [Student Performance Evaluation](#) with each of your student employees. They should also be completed at the time of termination – graduation, transferring, etc. (if the student employee was employed for longer than 3 months). This evaluation is beneficial to both you and your student employee. It allows a written assessment of their work performance, which serves as an educational tool. It also establishes an employment record for them and enables the Student Employment Office to utilize this information when contacted for employment verifications.

All student employees should periodically have an informal performance evaluation to discuss strengths and weaknesses and possibly new goals or duties. A supervisor should also provide student employees the opportunity to share questions or concerns they may have about the job.

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 possible, after they’ve been completed.

**Discipline/Termination**

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.

The following work rules are published in the Student Employment Handbook (updated annually), which is available online to all student employees, at [www.uwsuper.edu/finaid](http://www.uwsuper.edu/finaid) under the “Student Employment” link. These work rules are designed to inform the student employee of their responsibilities and prohibited conduct during the hours of employment. As the employing department, you may have additional rules that should

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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](http://www.uwsuper.edu/finaid) under the “Student Employment” link.*
be communicated clearly to the student employee. As noted in the Student Employment Handbook:

**Student Responsibilities**

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

1. Complete lines one through three of the employment contract with one of the supervisors, as well sign the contract in the Student Employment Office, Old Main 110.

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 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 contract has 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 students must also bring in their VISA, Passport, I-20, I-94 and U S social security card. **Students 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. An agreement should be reached with the supervisor if the student employee requires time off for special circumstances, such as: studying, taking exams, extra-curricular, and/or athletics events. Adequate notice must be given so that the student employee’s duties can be covered.

10. 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.

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 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, intimadating, 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.
Grievance Procedure

If there is a situation where the student employee feels unfair treatment, he/she should discuss the situation with the 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.

Worker’s Compensation

All student employees are instructed to report work-related injuries to you, the 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.

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.
**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.

**Garnishments**

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

**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.
Additional Supervisor Responsibilities

As a supervisor in a higher education setting, it is your responsibility to see that the student employees’ work experience contributes to their education as much as possible. A supervisor should be alert to the general wellbeing of the student employee, both mental and physical. If unusual behavior occurs, or a personal or educational concern arises for the student employee, you may wish to direct them to the appropriate resource on campus, such as the Educational Success Center or Counseling Services.

The following outlines and reviews some of the responsibilities governing the actions of those individuals acknowledged as supervisors for students employed under FCWS or Student Assist (supervisors are defined as any faculty member or classified/unclassified person working for the University, or, in an off-campus situation, a comparable person who is responsible for the student employee and the work accomplished by that student):

- A supervisor must develop a complete position description for the position, discuss the description and present a copy of it to the student employee.
- A supervisor must discuss all rules and regulations relating to employees of the department or agency with the student employees.
- A supervisor must inform student employees at the time they are hired if there are hairstyle, facial hair or clothing requirements for the particular position they will fill for the department or agency.
- Student employees are allowed rest breaks the same as University staff if they are scheduled to work for any straight four-hour period.
- Supervisors cannot expect the student employee to work beyond their scheduled time.
- Supervisors are encouraged to maintain duplicate timesheets and record of hours worked by each student employee. Work hours must not be accepted for work-study student employees on financial aid suspension until the student employee has successfully petitioned for reinstatement.
- Supervisors are responsible for developing their own system in handling the recording of hours for student employees. They are ultimately responsible for seeing that hours in HRS are accurate, and that the student employee is in agreement with those hours and both have signed to that effect.

- Only the supervisors who have signed the student’s contract are permitted to approve the student employee’s hours in HRS.
Off-Campus Work Study Employers

Pay Rates: Student employees working for an off-campus agency must be paid at the same hourly rate as others doing the same or similar work for the agency. If there are no other employees doing similar work, the student employee must be paid at a rate equal to what other agencies would pay for the particular type of position. A minimum rate, however, is established for all off-campus work-study employees. Each student employee must be paid at least the federal minimum hourly rate plus $.25 per hour while an employee of an off-campus agency. Exceptions to this are the FCWS community service agencies. The additional $.25 can be included at their discretion.

Submitting Timesheets: After the supervisor(s) has signed the completed timesheet(s), it should remain in the possession of a supervisor until it is delivered to the Student Employment Office. The supervisor is responsible to see that timesheets are delivered to the Student Employment Office prior to the deadline. **Only the supervisors who have signed the student’s contract are permitted to sign the student’s timesheet.**

Additional Paperwork: Before hiring any student employees, the organization must complete two forms: (1) a Contractual Agreement and (2) a Job Description. Both of these forms must be renewed on an annual basis. All other paperwork, as noted in this handbook, is required of off-campus employees as well.

Agency Billing Procedure: Each agency will be billed for their 25% matching payment on a regular basis. Payment is due upon receipt. Agencies are required to contact the Student Employment Office (715-394-8202) if there is a question concerning the billing or if there is a problem with making payment. Non-payment of an agency’s share will result in the termination of the Contractual Agreement between the University and the off-campus agency.