

Student Employment Supervisor Handbook 2020-2021



Supervisor Handbook for Student Employment 2020-21

Revised November 2020

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.

Supervisor Handbook for Student Employment 2020-21	0
Introduction	3
Employment Policies	3
Basic Student Employment Eligibility and General Student Employment Information	4
Work-Study Earning Periods.....	5
A Note on Department Work-Study Allocations	5
Posting a Job	5
Position Descriptions	6
Interviewing.....	6
Employment Contract	6
Pay Rate	7
New-Hire Paperwork	7
Criminal Background Check (CBC).....	8
Sexual Harassment Reference Check (SHRC).....	8
I-9, Identification, and Social Security Card	8
Confidentiality Acknowledgement.....	8
Required Trainings	9
Continuing Student Employees	9
Orientation & Training	10
Student Responsibilities	10
Direct Deposit Self-Service.....	12
W-4/WT-4 Self-Service.....	12
Glacier – International Student Employees Only	12
Type of Work Allowed.....	13
Maximum Hours of Work Allowed	13
Earnings and Payroll Process	14
Entering and Approving Time Through the Web Clock	14
W-2's	14
Evaluations	15
Wage Increases.....	15
Discipline/Termination.....	15
Prohibited Conduct	16
Grievance Procedure	17
Worker's Compensation.....	17
Unemployment Insurance	18
Garnishments	18

OpenBook Wisconsin.....	18
Additional Supervisor Responsibilities.....	18
Off-Campus Work Study Employers.....	19
Resource Links.....	20
Departments Mentioned	21

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. Additional Resources and information about Departments mentioned in this handbook can be found at the end of the handbook.

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, troubleshooting, etc. must flow through UW-Shared Services. Primary contact for UW-Shared Service is: Hollie Moore – hollie.moore@uwss.wisconsin.edu – 608-262-9497.

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.

Basic Student Employment Eligibility and General Student Employment Information

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 A student who has terminated enrollment, graduated, transferred, withdrawn, or been academically suspended is no longer eligible for employment; the last day of enrollment must also be the last day of employment.

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

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

Under special circumstances a UW-Superior student who does not meet the enrollment/pre-registration requirements may seek permission to work by completing a Permission to Work form. 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.

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 offered as part of the total financial aid offer. 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 offer. Students receive notification via email when their offers change.

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 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 student employment eligibility requirements may work as a student assist.

Work-Study Earning Periods

A student with an academic work-study offer for 2020-21 may begin earning it on August 30, 2020, and continue earning it through May 13, 2021, if they meet the enrollment requirements for basic student employment eligibility and that the department has enough work study funds available.

A student's work-study offer 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 *if* 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, the Student Employment Coordinator will offer an increase to the student employee. The increase will only be offered if the increase won't affect the overall Financial Aid Offer. The increase may **only** be accepted by the student employee, via written permission.

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 Offer indicates the maximum amount they may earn. Departments choose how to spend their work-study allocations; they are not obligated to ensure that any given student employee earns their maximum award. A student employee may work for more than one department simultaneously.

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 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.

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).

Position Descriptions

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 an electronic version to the Student Employment Coordinator prior to the contract being processed.

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 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.

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, and processed contract. **A student employee may not begin working until a contract has been completed, processed and approved by the Student Employment Coordinator.** When the contract has been processed, the Student Employment Coordinator will email the supervisors and the student employee. This email will contain the official start date, employee ID, as well as important information such as setting up direct deposit, and punching in and out.

Contracts are available on the Student Employment website under Supervisor Resources. Instructions for completing the contract, and an example of a completed contract are also available on the website. There are eight available job titles to use on the student employment contract. The contract must include a work study and student assist cost center 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.

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)

The supervisor will create a contract that will be submitted to the student employment office for review. The contract will be sent out for signatures via DocuSign. The Account Custodian, Supervisors, and student employee will receive an email from: dse_NA3@docusign.net. When the contract has been signed by all parties, it will automatically route back to the Student Employment Office for processing.

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 unable to fulfil these duties.

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

Pay Rate

Minimum wage is \$7.25 per hour effective July 24, 2009; however, the minimum wage for on-campus student employment is \$8.00 per hour. To determine pay-rate, review the Job Title/Wage Rate Information section of the Supervisor Resources page. 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.

New-Hire Paperwork

Under no circumstances may a new student employee begin working before receiving authorization from the Student Employment Coordinator via email.

A new hire is considered an individual who has not been paid by UWS within the past 12 months. All student employment paperwork should be submitted to the Student Employment Coordinator at least three business days prior to the preferred 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.

Criminal Background Check (CBC)

All new student employees must complete a criminal background check (CBC). Background checks are facilitated through the Student Employment Coordinator.

Students will receive an email from noreply@hireright.com with the link to complete the CBC. This link will remain active for three business days. The estimated time of a completed CBC is about three business days. This time-frame varies depending on the time of the year, any findings/admissions on the CBC, as well as the time it takes for the student employee to complete the link.

Sexual Harassment Reference Check (SHRC)

All new student employees must complete a sexual harassment reference check (SHRC). SHRC's are submitted through the Student Employment Coordinator.

Students will receive an email from serviceoperations@uwss.wisconsin.edu with a link to complete the SHRC. This link will remain active for five business days. The estimated time of a completed SHRC is about one week. The reference check will ask yes and no questions as well as the email address and phone number of previous employer(s).

I-9, Identification, and Social Security Card

New student employees must also complete an I-9 and provide valid, acceptable identification that correlates with the I-9 (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. A complete list of acceptable ID(s) can be found on page three of the I-9.

International student employees must bring their Passport, I-94, I-20 and U.S. Social Security card to the student employment office. 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.

To complete the I-9:

1. The student employee will complete Section 1 (page 1) and sign and date. Note, all fields must be filled (if a field doesn't apply, write "NA"). For example, if the student employee doesn't have an Apt. Number, the student employee would write NA in this box. Complete instructions for filling out the I-9 can be found on the U.S. Citizenship and Immigration Services website.
2. The student employee will bring the completed document to the student employment office with the valid, acceptable ID(s). A staff member of the student employment/financial aid office will review the ID(s) and complete Section 2 (page 2) of the I-9.

Confidentiality Acknowledgement

Students who are new to a department must review a Confidentiality Acknowledgement with one of their supervisors.

Required Trainings

Currently, all student employees must complete the trainings listed below. Required trainings and deadlines for each training can be found on the Student Employment website. Additional trainings may be assigned by the department the student employee works in, the student employment coordinator, or the Director of Environmental Health and Safety. Trainings must be completed within the specified time-frame or working will need to stop immediately. The first date the student employee reports to work should be a day to onboard and complete any and all necessary trainings.

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.

EVERFI Trainings: FERPA, Data Security, Diversity: Inclusion in the Modern Workplace, Harassment & Discrimination Prevention: 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, the student employee will need to send the completed certificates to the studentemployment@uwsuper.edu account. Student employees can access these trainings at <https://answers.lawroom.com/login.aspx> or through the separate email they'll receive from EVERFI.

CANVAS Training: Returning to Campus: Employee Orientation: All student employees will be assigned this training by the Student Employment Coordinator. This training will go over the policies, procedures, and protocols regarding COVID-19. When the training has been completed, the student employee will need to take a screen-shot of the electronically signed acknowledgement at the end of the training.

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

Safety training is required for some jobs on campus, such as blood borne pathogen training for lifeguards and employees with first aid responsibilities. You will be notified by the Director of Environmental Health and 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 Employees

A student employee is considered a continuing employee if they have a current/active contract, and/or they've been paid by UWS within the past twelve months. Another department hiring a current employee would need to have a contract completed and processed prior to the employee beginning in the new department.

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 from serviceoperations@uwss.wisconsin.edu.

Student employees who have had a 12 month break or longer in employment are considered new hires and will need to complete the new hire paperwork as indicated in this Handbook.

Student employees may need to update their address for payroll purposes. Addresses that are updated in EHIVE do not automatically update in HRS (payroll).

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

Orientation & Training

When a candidate has been selected for hire, inform the student they have been hired.

The following topics should be discussed with all student employees upon hire and their first date of work:

- What the department's policy is 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.
- Ensure the student employee has added their Direct Deposit and W-4/WT-4 via Self-Service (this is done through My UW System, not EHIVE).
- 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.

Student Responsibilities

As the employing department, you may have additional rules and responsibilities that should be communicated clearly to the student employee. Student employees have the following responsibilities and obligations to their supervisor and job:

1. Review, initial, and sign a student employment contract.

2. Complete a Criminal Background Check (CBC) if a new-hire or if necessary, based on time not employed with UW-Superior (twelve months or more).
3. Complete a Sexual Harassment Reference Check if a new-hire or if necessary, based on time not employed with UW-Superior (twelve months or more).
4. Review the Confidentiality Acknowledgment for each active position.
5. New student employees must bring original, valid/unexpired acceptable form(s) of identification to the Student Employment Office, Old Main 110 to be reviewed (copies and/or pictures of the document(s) cannot be accepted).
 - a. The most common types of ID include a Passport, **or** a combination of Driver's License and Social Security Card (for domestic student employees).
 - b. All acceptable types of ID are listed on the I-9 document, page 3.
 - c. International student employees must bring in their Passport, I-20, and U.S. social security card for contract processing purposes.
6. 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.
7. 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
8. Report to the job promptly and work the scheduled hours. Contact your supervisors if you're unable to report on time – discuss the best contact method with your supervisor(s) on your first day reporting to the job.
 - a. 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.
9. A 15-minute break, with pay, is allowed only if a student employee is scheduled to work an uninterrupted 4-hour period. For example, if the student employee works 8 hours, a 15-minute break with pay is given during each 4-hour period of work. The student employee is entitled to a half-hour lunch/dinner break without pay. Student employees working 6 hours receive one 15-minute break with pay and a half-hour lunch/dinner break without pay.
10. An agreement should be reached with the supervisor if the student employee requires time off for special circumstances, such as: studying, taking exams, extra-curricular, and/or athletics events. Adequate notice must be given to the supervisor(s) so that the student employee's duties can be covered.
11. The student employee is expected to perform the work assigned by their supervisors. If no task is assigned, the student employee is expected to contact their supervisors for task assignment. The student employee is expected to conduct him/herself as a mature adult and deliver a full measure of work for the time employed. Supervisors will expect from the student employee the same regular, punctual, and efficient performance as expected from other UW-Superior employees.
12. If the student employee drops below half-time status enrollment, they must stop working immediately. Active contracts will be terminated unless an extenuating circumstance and/or intent to enroll at half-time status is communicated to the Student Employment Coordinator.

13. If the student employee (work-study only) is notified of financial aid suspension, they must stop work immediately (notification will also be sent to all supervisors indicating the student employee cannot work under work study until further notice). A Petition for Reinstatement, available in the Financial Aid Office, must be completed and returned to the Financial Aid Office. If the petition is approved, the student employee may resume working under work study (the Student Employment Coordinator will again communicate with the student employee and all supervisors indicating when work study should be utilized)—if denied, the student employee is no longer eligible to work under work-study.
14. If the student employee has been academically suspended, they must stop work immediately. If the student employee has successfully petitioned, they will need to contact the Student Employment Coordinator via email.
15. 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.

Direct Deposit Self-Service

Once the student employee has been officially hired and receives the “start date” email from the student employment office, they will need to complete their direct deposit to ensure they are paid correctly and on time. Student employees will be able to enter direct deposit information via self-service in My UW System on the date indicated in the “start date” email, not in EHIVE. Current student employees should be able to update their direct deposit if needed at any time.

Note, if direct deposit information is not entered in a timely manner, the student employee may be automatically enrolled in the focus card.

W-4/WT-4 Self-Service

Once the student employee has been officially hired and received the “start date” email from the student employment office, they will need to complete the W4/WT4 for tax purposes. Members of our office are not tax consultants and cannot give recommendations on how to complete the W4/WT4. You will need to consult with your tax accountant with and questions.

Domestic student employees: you will be able to complete your W4 and WT4 via self-service on the date you can officially begin working.

International student employees: you will need to complete GLACIER in order to be taxed correctly. A separate email will be sent to the student employee from support@online-tax.net to complete their GLACIER account.

Glacier – International Student Employees Only

As indicated in the W-4 and WT-4 section of this Handbook, International student employees will need to complete a GLACIER account in order to be taxed correctly. A tip sheet for completing the account is available on the website, or an appointment for assistance in completing the account can be made with the Student Employment Coordinator. Once the account is completed, the documents will need to be printed, signed, and submitted to the

Student Employment Office. Additional documents may also be required for the submission of the paperwork such as a VISA, I-94, and/or I-20.

Glacier accounts should be updated on a yearly basis. If a tax treaty has been offered and accepted, the Tax Treaty will need to be renewed each December; communication will be sent to the student employee from support@online-tax.net early-to-mid December.

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.

Maximum Hours of Work Allowed

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. UW System Administrative Policy 1237 dictates Student Employment.

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. Dates and maximum hours a student employee can work per week will be updated and posted online each summer for the upcoming year.

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, if hours are worked above the guidelines as stated above, communication will be sent via email to the student employee, their supervisors, and the cabinet member in which the student employee works.

During breaks (i.e. summer term), all student employees must limit the number of hours worked per week to a maximum of 40.00/week. Refer to the Maximum Hours per Week Calendar link for specific dates where 40.00 hours/week is allowed. **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.** If overtime occurs, it will be charged to the department where those overtime hours were last worked.

Earnings and Payroll Process

Student employees must be paid on an hourly basis with specific hours of work tracked. **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.**

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. Student employees *cannot* volunteer to provide the same type of services to the University that they are employed to provide.

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.

Student payroll is processed on a biweekly basis; the Student Payroll Schedule 2020-2021 details the earning period dates and the anticipated pay-dates.

Earnings statements are available to student employees on the My UW System Portal 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 their payment, the student should contact UW-Shared Services for assistance; Hollie Moore – hollie.moore@uwss.wisconsin.edu.

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. If a mis-punch occurs, the student employee will need to connect with their supervisor immediately so the supervisor can correct the punch.

Supervisors will need to approve time for all student employees. Supervisors may refer to the HRS Knowledge Base for assistance with approving time and exceptions. Issues with accessing, reviewing, approving time, etc., supervisors will need to contact Hollie Moore with UW-Shared Services: hollie.moore@uwss.wisconsin.edu.

W-2's

W-2's are mailed the last week in January to the student employee's address indicated on the I-9 form. The 1042-S for international student employees is available mid-March. 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.

Evaluations

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

Evaluation forms should be discussed with and signed by both the supervisor(s) and student employees whenever possible. A student employee may request to see their 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 as possible.

Wage Increases

An evaluation from the previous Spring must be on file to give a student employee a wage increase; the wage increase is based on performance. Student employees are eligible for 2, \$.25/hour raises each year. To initiate a pay-rate increase, complete the "Contract Update Request" (which can be found under Supervisor Resources) and submit the completed document to the Student Employment Office.

Discipline/Termination

If a student employee is performing their 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 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 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 their job performance, the student employee must be given a 2-week notice in writing and a copy sent to the Student Employment Office.

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.

Review the Student Responsibilities section for work rules that 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 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.

Grievance Procedure

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

Worker's Compensation

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

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

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 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.

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 Student Health and 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 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 agrees 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 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 Position Description. Both 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.

Resource Links

- **Student Employment Website:** <https://www.uwsuper.edu/finaid/stemp/index.cfm>
- **Enrollment Status:** <https://www.uwsuper.edu/finaid/policies/enrollment-status-definitions-for-financial-aid.cfm>
- **Permission to Work:** <https://www.uwsuper.edu/finaid/stemp/forms/upload/Permission-to-Work.pdf>
- **Handshake:** <https://www.uwsuper.edu/career/handshake/index.cfm>
- **Position Description Instructions:** <https://www.uwsuper.edu/finaid/stemp/forms/upload/PD-Instructions.pdf>
- **Interviewing Guidelines:** <https://www.uwsuper.edu/finaid/stemp/upload/Interview-Guidelines.pdf>
- **Contract Instructions:** <https://www.uwsuper.edu/finaid/stemp/forms/upload/Student-Employment-Contract-Instructions.pdf>
- **Job Title/Wage Rate Information:** <https://www.uwsuper.edu/finaid/stemp/upload/Job-Title-and-Wage-Rate-Table.pdf>
- **New Hire Paperwork:** <https://www.uwsuper.edu/finaid/stemp/newhire.cfm>
- **Applying for a Social Security Card:** https://www.uwsuper.edu/oip/intl_curr/apply-for-ssn.cfm
- **I-9:** <https://www.uwsuper.edu/finaid/stemp/upload/Blank-I-9.pdf>
- **Instructions for Form I-9 (PDF):** <https://www.uwsuper.edu/finaid/stemp/upload/i-9-instructions.pdf>
- **Confidentiality Acknowledgement:** <https://www.uwsuper.edu/finaid/stemp/upload/Confidentiality-Acknowledgement.pdf>
- **Required Training Acknowledgement:** <https://www.uwsuper.edu/finaid/stemp/upload/Required-Training-Acknowledgement.pdf>
- **Executive Order #54:** <https://www.uwsuper.edu/hr/forms/eo54.cfm>
- **EVERFI:** <https://answers.lawroom.com/login.aspx>
- **Direct Deposit Self-Service Instructions:** https://www.uwsuper.edu/finaid/stemp/upload/Self-Service-Direct-Deposit-Instructions_20200106111803_279091.pdf
- **Focus Card Information:** https://www.uwsuper.edu/finaid/stemp/upload/Focus-Card-FAQ_20200107101446_624577.pdf
- **W4/WT4 Self-Service Instructions:** <https://www.uwsuper.edu/finaid/stemp/upload/W-4-Self-Service-Tip-Sheet.pdf>
- **Address Change:** <https://www.uwsuper.edu/finaid/stemp/forms/upload/Change-of-Address-Form-Fillable.pdf>

- **Web Clock: Punching In and Out:**
https://www.uwsuper.edu/finaid/stemp/forms/upload/Web-Clock_20200106154832_857018.pdf
- **Student Payroll Schedule:** <https://edit.uwsuper.edu/finaid/stemp/upload/Payroll-Schedule-20-21-Supervisor-Resource.pdf>
- **GLACIER Tip Sheet:** <https://www.uwsuper.edu/finaid/stemp/upload/GLACIER-Entry.pdf>
- **UW System Administrative Policy 1237:** <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/student-employment/>
- **Max Hours per Week Calendar:** https://www.uwsuper.edu/finaid/stemp/upload/Max-Hours-Calendar-2020-2021_20200609104332_887718.pdf
- **Access Earning Statement Instructions:** <https://kb.wisc.edu/hrs/17208>
- **Logging into My UW-System:** <http://kb.wisc.edu/hrs/page.php?id=16692>
- **Timesheet Approval Instructions:**
<https://www.uwsuper.edu/finaid/stemp/upload/Manager-Self-Service-Dashboard-Approvals-Guide.pdf>
- **Evaluation Instructions:** <https://www.uwsuper.edu/finaid/stemp/forms/upload/Student-Employment-Evaluations-Supervisor-Instructions.pdf>
- **Contract Update Request Instructions:**
<https://www.uwsuper.edu/finaid/stemp/forms/upload/Contract-Update-Request-Supervisor-Instructions.pdf>

Departments Mentioned

Student Employment – Student employment questions, resources, and new hire paperwork.

Old Main 110

715-394-8202

studentemployment@uwsuper.edu

Financial Aid – Financial aid offer questions, verification documents, and FAFSA assistance.

Old Main 110

715-394-8200

finaid@uwsuper.edu

Career Services – Resume and cover letter review, mock interviews, and Handshake assistance.

Swenson Hall 1061

715-394-8024

career@uwsuper.edu

Affirmative Action

Old Main 201

715-394-8366

ckempfl@uwsuper.edu

Office of International Programs – Applying for social security number and filing taxes.
Old Main 337
715-394-8138
iss@uwsuper.edu

Department of Environmental Health and Safety – Training, health and safety resource.
Public Safety Building
715-394-8073
ehs@uwsuper.edu

Human Resources Office – Worker’s Compensation and OpenBook Wisconsin
Old Main 201
715-394-8220
hr@uwsuper.edu

Student Health and Counseling Services – Resource for student employees seeking health services (medical, mental, etc.)
Marcovich Wellness Center 1729
715-394-8236
shcs@uwsuper.edu

Educational Success Center – Resource for student’s seeking support to achieve their educational goals
Swenson Hall 1024
715-394-8185
esc@uwsuper.edu

UW-Shared Services – Payroll/Timesheet Approval Resources
Hollie Moore
608-262-9497
hollie.moore@uwss.wisconsin.edu