

## Contract Process

There are 2 types of contracts: Work Study and Student Assist. Before submitting a contract, please make sure the following information has been filled in:

- Job Title
- Rate per Hour
- Desired start date
- Check one box; how the contract should be processed – Work Study or Student Assist
  - If student assist, please explain why – student ran out of work study funds, department ran out of work study allocation/doesn't have a work study allocation, etc.
- Cost Center – funding number and name
- Supervisor – name, signature, and date
- Back-Up Supervisor – name, signature, and date
- Account Custodian – name, signature, and date
- Student Name
- Student ID Number
- Student campus email
- Student initialed each paragraph stating understanding of the contract terms
- Student signature and date

If a contract is turned into the student employment office, and it isn't completely filled out, it will be returned to the primary supervisor listed to be completed.

If the student is a new student employee for the UW-Superior campus, all new hire paperwork will need to be completed and submitted to the student employment office before the contract(s) will be processed. **The student cannot begin working until the supervisor(s) and student receive an email from the student employment coordinator indicating the first eligible date that work can begin.**

Additionally, to be student employee eligible, the student must be enrolled in at least half-time status for the current semester. If the student will be working over a break (Winter/Summer) the student employee must either be enrolled at least half-time for the break (J-Term/Summer) or pre-registered for at least half-time status for the upcoming term. Example: if the student will be working over the J-Term, they must either be enrolled at least at half-time status for J-Term, or pre-registered for at least half-time status for the upcoming Spring term.

If you're looking to hire a work study student, you can contact the student employment office at any time, and the student employment coordinator can inform you if the student has been awarded work study. If Work Study is selected on the contract, and the student employee doesn't have a work study award, the student employment coordinator will contact the primary supervisor to ask if they would like to proceed with a student assist contract. If it will be processed as student assist contract, with a different cost center account/account custodian, a new contract will need to be submitted to the student employment office.

## STUDENT EMPLOYMENT

Old Main Room 110, Belknap & Catlin, PO Box 2000, Superior WI 54880-4500 Phone: 715-394-8202 FAX: 715-394-8027