

## **Student Employment Summer Contracts – Completing the Contract (During Telecommuting Phase)**

Summer contracts will be processed as student assist only. Any previous contract and/or paperwork submitted will not be accepted. Before submitting a contract to the Student Employment Office, you will need to have the following information filled out:

### Page 1:

- Job Title
- Wage Rate per Hour
- Preferred Start Date
- Student Assist Cost Center – Cost Center’s Title, and Account Custodian’s name and signature
- Student Employees Name, Student ID Number, and campus email

### Page 2:

- Selection of one Job Title
- Selection of pay-rate within that Job Title’s Level
- Primary Supervisor – Supervisors Name, Signature, and date
- Back-Up Supervisor – Supervisors Name, Signature, and date

During the telecommuting phase, due to COVID-19, once the contract has been submitted to the Student Employment Office, it will be reviewed. Once reviewed it will be sent via DocuSign to the Account Custodian and/or the Backup Supervisor (if needed) for signature(s). Once it has been signed, it will automatically route to the student employee for initialing and signature. Once the student employee has initialed and signed their contract, the contract will automatically be re-routed to the Student Employment Office for processing. Please note, as indicated on page eight of the Supervisor Handbook, contracts must be submitted to the Student Employment Office at least five business days prior to the preferred start date. The preferred date listed is not a guarantee the contract will be processed by this start date; however, every attempt will be made to have it processed.

### **Primary Supervisor – Best Practice:**

1. Complete the contract as soon as possible (both sides).
  - a. If you are not the Account Custodian: please type the Student Assist Cost Center, Cost Center Title, and name of the Account Custodian on the contract prior to sending it to Student Employment. Also type the name of the backup supervisor found on page two.
2. Send the completed contract as an attachment to the Student Employment Office – [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu).
3. Send a confirmation email to your newly hired student employee – **sample email** found below.
4. Refer to the Summer Contract - Example (under Supervisor Resources) for an example of a completed contract or email [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu) with questions.

**Sample Email to send your New Student Employee:**

From: [primarysupervisor@uwsuper.edu](mailto:primarysupervisor@uwsuper.edu)

To: [Student@uwsuper.edu](mailto:Student@uwsuper.edu)

CC: [backupsupervisor@uwsuper.edu](mailto:backupsupervisor@uwsuper.edu)

Subject: Student Employment – Contract Process

Body:

Greetings –

We are excited you will be joining our team with DEPARTMENT! We have created your contract and submitted it to the Student Employment Office where it will be reviewed. Once it has been reviewed, you will receive an email from “DocuSign” to finish the contract process. Please review each paragraph and initial the indicated lines; you will also need to sign and date the contract. Information in regards to each paragraph can be found on the contract in the section titled “Student Employment Resources”, or under “Student Forms/Resources” on the student employment website:

<https://www.uwsuper.edu/finaid/stemp/index.cfm>.

Once your contract has been processed, we will receive an email from Student Employment indicating your official start date. Once that notification has been received, we will reach out to you and discuss your specific schedule. **Until we’ve received this email notification, you cannot begin working.**

If there are any questions, please reach out to Student Employment:

[studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu).

Thank you,

Supervisor

**Notes:**

- If a contract is not completed as specified above, it will be returned to the primary supervisor to be corrected.
- If a contract is submitted to the Student Employment Office with the student employee’s initials and/or signature prior to the Student Employment Coordinator forwarding the contract via DocuSign, it will be returned to the primary supervisor. A new contract will need to be submitted by the primary supervisor.
- The contract needs to be sent to [studentemployment@uwsuper.edu](mailto:studentemployment@uwsuper.edu) and must be from the primary or back-up supervisor’s UWS email in order to be accepted.
- When the contract has been processed, the student employee and their supervisors will be emailed the official start date. **Student employees cannot begin working until they’ve received this communication.**