

Student Employment Contracts – Completing the Contract

Do not print off multiple copies of the blank contract for future use. The links and/or contract may be updated at any time.

Student employment contracts will be processed as work study first if the student employee is work study eligible, and the department/campus has available funding. If the contract is processed as a work study contract, hours worked in excess of the student's work study offer will be charged as student assist. A student assist contract will automatically be created by Student Employment.

Any previous contract(s) 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
- Work Study Cost Center – Cost Center's Title, and Account Custodian's name and signature
- Student Assist Cost Center – Cost Center's Title, and Account Custodian's name and signature
 - If the Student Assist Cost Center is the same as the Work Study Cost Center, write "SAME" on the Organization line.
- Student Employees Name, Student ID Number, and campus email

Page 2:

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

Completing/Submitting the Contract – Best Practice:

1. The primary supervisor (or point person of your department) will download and save the fillable contract from the website onto their drive. The fillable contract can be found under Supervisor Resources & Forms: https://www.uwsuper.edu/finaid/stemp/supervisors.cfm#tab3970080_1
2. The primary supervisor (or point person) will open the saved contract and will complete all fields of the contract as listed above.
 - a. Signatures do not have to be obtained prior to submitting the contract to the Student Employment Office; however, a name must be typed in each required field so the Student Employment Coordinator can obtain signatures via DocuSign.
3. The primary supervisor (or point person) will save the completed contract on their drive with the student employee's name. (Example: BHansen.StudentEmployment.fall2020)
4. The primary supervisor (or point person) will send the completed contract, as an attachment to: studentemployment@uwsuper.edu.
5. The primary supervisor (or point person) will send an email to the newly hired student employee indicating the contract has been submitted, and to watch their UWS email for a signature request from "DocuSign". See the email template below for an example.

Sample Email to send your New Student Employee:

From: primarysupervisor@uwsuper.edu

To: Student@uwsuper.edu

CC: backupsupervisor@uwsuper.edu

Subject: Student Employment – Contract Process

Body:

Greetings –

We are excited you will be joining our team with DEPARTMENT! We have created and submitted your contract 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 of the student employment section of the contract and initial on the indicated lines; you will also need to sign and date the contract. If there are any questions regarding the contract and/or each paragraph, please reach out to studentemployment@uwsuper.edu **before** you initial and sign the contract. Information and links regarding 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.**

Thank you,

Supervisor

DocuSign Process:

- 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 parties that still need to sign (Account Custodian, Primary/Backup Supervisor, and student employee).
- Once it has been signed, it will automatically route to the next party for signature.
- Once it has been signed by all parties, the contract will automatically be re-routed to the Student Employment Office for processing.
 - o Please note, 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.

Notes:

- When the contract has been processed, the student employee and their supervisors will be emailed the official start date.
 - o **Student employees cannot begin working until they’ve received this communication.**

- 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 and must be from the primary or back-up supervisor's UWS email in order to be accepted.