

# Student Employment Handbook



It is the responsibility of the student to read the entire *Student Employment Handbook* for information and instructions regarding student employment. Important links and documents are located on the Student Employment webpage. <http://www.baraboo.uwc.edu/admissions/paying/student-employment>

## Types of Student Employment

There are two type of student employment at UW-Baraboo/Sauk County.

1. **Federal Workstudy Employment** – This is federal student aid based on need and awarded as part of the total financial aid package. Most student positions on campus require workstudy funding for eligibility. See below for requirements.
2. **Regular Student Employment** – This employment is not part of the financial aid package and available to any student. There are very few regular student employment positions on campus.

## Eligibility for Student Employment

- **The student must** complete a Federal Financial Aid Application (FAFSA), if applying for a workstudy job. After the student receives an award letter showing a financial aid package which includes workstudy funds, the student must return the accepted award to Student Affairs. Contact Student Affairs with questions.
- **A student must** be enrolled for at least 6 credits during the semester that the student is working. If a student's enrollment falls below 6 credits, the student is immediately terminated from their student job(s).
- **A student must** be enrolled in classes in order to work. If a student withdraws from school, the student is terminated from their student job(s) on the last day of enrollment.
- **A student must** make satisfactory academic progress (SAP). In other words, a workstudy student needs to keep moving toward degree completion by earning passing grades and completing at least 2/3 of their classes. If a student has a SAP hold (financial aid suspension) placed on their record, the student may not work until the hold is removed. Contact Student Affairs with questions about reinstatement.

## My UW System Portal

The My UW System (<https://my.wisconsin.edu>) is an online portal where student employees can access payroll forms and information.

- **Students** enter their hours worked, which supervisors will approve. Hours must be entered and approved in order for the student to be paid.
- **Students** can access their earnings statements in the portal a couple of days before the pay date.
- **Students** can access their W2s for filing federal and state income tax forms.

# Hours Worked Per Week and Hourly Wage

Generally students work 5-10 hours per week. Hours will vary according to department and student needs.

First year students = \$7.25 per hour

Students who continue after the first year in the same position = \$7.75 per hour

## Continued Employment

Continued employment for the following academic year requires student to reapply in the fall through the normal process.

## Timesheet Entry and Earnings

Timesheet entry through the My UW System portal is the student's responsibility. Best practices are to enter hours on a daily basis. See link on Student Employment webpage for instructions.

Compensation will be paid bi-weekly on Thursdays by direct deposit into the account that the student designates. See Payroll Calendar on Student Employment webpage for pay dates.

## Worker's Compensation

Student employees must report work-related injuries to their direct supervisor immediately after an incident. The supervisor and student will complete an Employee Injury and Illness Report and submit to the campus Human Resources Office immediately. Form is located at

<http://www.baraboo.uwc.edu/campus/resources/faculty-staff/hr>

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## Hiring Procedures for Student Employment

1. Student reads the Student Employment Handbook for the types of student employment and eligibility requirements to work as a student employee on campus.
2. Student checks the Job Listings webpage for interest in particular jobs and available openings.
3. Student completes Student Application form and submits to supervisor in the department to which they are applying.
4. Department supervisor will contact student if student is selected for an interview.
5. The student that is selected for hire by the supervisor completes new hire forms and submits **in person** to the Human Resources Office.
6. Once all new hire paperwork is processed, Human Resources will notify the supervisor and student by email that work may begin. **Important:** Student may not work until notification by HR.
7. A final student contract will be emailed to supervisor and student.