

Wisconsin School of Business Student Hourly Appointment Policy

Many departments at the School of Business employ student hourly employees. These appointments are often essential to departmental functioning and, at the same time, provide an important means of support for student. This document will serve as a policy and a resource for any Student Hourly issues, questions, and concerns. The specifics of this policy are reflective of the UW-Madison campus Unclassified Personnel Policies and Procedures which can be found here - <http://www.ohr.wisc.edu/pol/proced/uppp/0106.html>. All questions should be sent to Nancy Andrews at naderws@bus.wisc.edu in the Wisconsin School of Business Human Resources Office.

Hiring Process

When a supervisor selects a student they would like to hire, it is the responsibility of the supervisor to let the student know they are required to visit Human Resources for document collection and payroll orientation **on or before their first day**. This is in accordance to Federal Labor Law rules and regulations.

In addition, the supervisor should obtain the following 5 forms from Human Resources or print them from the following links:

1. **Student Hourly Hire Form:**

<http://bus.wisc.edu/lightbox/global/~media/8d9324f435404aeaa3ea328b08b649c6.ashx>

*** This document contains all the information that is needed to hire a student. This is the only document the supervisor will need to help the student complete. ***

2. **I-9 Acceptable Documentation List:**

http://www.bussvc.wisc.edu/ecbs/benefits/Essential_Forms_for_New_Employees/I-9_acceptable_documents.pdf

*** Every student will need to bring to Human Resources: one document from List A or both one document from List B and List C. According to Federal regulations, this must happen within three days from initial start date or the student will be asked not to come to work until the documents are obtained.***

3. **Direct Deposit Form:** <https://uwservice.wisc.edu/docs/forms/pay-direct-deposit.pdf>

4. **W-4 Form & Employee Self-Identification Form::** <https://uwservice.wisc.edu/docs/forms/pay-employee-withholding.pdf>

W-4 is used for tax purposes

Students that currently have a job elsewhere on campus may not be required to fill out all forms. Contact Human Resources for more details

Common Student Recruitment Methods

There are several ways to find student workers. Below are some common tools and suggestions on where you may want to consider posting an available job.

1. Post a job on the Office of Student Financial Aid UW Jobcenter - <http://jobcenter.wisc.edu/>
2. Post a an ad in your department/center or around Grainger
3. Contact Human Resources
4. Ask a professor to announce a vacancy before class
5. Contact another supervisor
6. Contact a student that already is working at the School

Employment Eligibility

To be eligible for employment as a student hourly employee at the University of Wisconsin-Madison and at the Wisconsin School of Business an individual must meet the following requirements.

1. **The position is incidental to the individual's purpose or presence at the institution as a student.**
2. **The individual must be enrolled for academic credit at an educational institution.** An educational institution is defined as:
 - an accredited institution of higher learning granting associate degrees or higher;
 - a technical college;
 - a vocational or trade school; or
 - a high school.
3. **The individual must be at least 16 years of age.**
4. **Eligibility during the year:**
 - **Semester Eligibility**—A student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate, or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student hourly only through the last payroll calendar day of the completed semester. Students who withdraw from school during a semester are no longer eligible for student employment as of the date of withdrawal.
 - **Summer Eligibility**—Any student who has been accepted for fall enrollment, or is continuing in the fall semester after completion of the spring semester or is enrolled during the summer is eligible for summer employment.

The employing department is responsible for verifying the student hourly employee's eligibility and that they are maintaining their status as a student. Any changes in student status should be communicated to Human Resources. The following website provides more information on Student Hourly Eligibility, Conditions of Employment and Compensation: <http://www.ohr.wisc.edu/polproced/UPPP/0106.html> .

For information on campus privileges for student hourlies that are not enrolled at UW-Madison, go to the following website: <http://www.ohr.wisc.edu/benefits/portal-access.aspx> .

Note: Students attending the University on a F1 visa may be employed as a student hourly worker. These appointments must not exceed 20 hours a week while school is in session according to Federal regulations.

Graduate Students: and Hourly Appointments

As defined by the UW-Madison campus Unclassified Personnel Policies and Procedures, graduate student assistant appointments relate to students who: hold a fellowship, scholarship or traineeship; hold an appointment which is intended primarily to further the education and training of the student; are employed to assist with research training or other academic programs or projects; and/or have been assigned teaching responsibilities in an instructional department under the supervision of a faculty member. These are not considered Student Hourly appointments and should have a student assistantship created for them.

A graduate student may be employed as a student hourly employee as long as the expertise of a graduate student is not needed to carry out the assigned duties. If the expertise of a graduate student is required, then the student should be employed as a project assistant rather than student hourly. If a position was once filled as a project assistantship, it should not subsequently be filled by a graduate student as a student hourly unless the original designation was incorrect or the work is substantially different.

It is important that every department have a process set up to ensure that graduate students are not inappropriately paid as student hourlies. Please consult with Human Resources if there are questions about the appropriate employment designations.

Capstone Students

Students enrolled in a School of Business Capstone Program may be appointed as a student hourly employee if the work is specifically targeted for Capstone students. Please consult with Human Resources if there are questions about the appropriate employment designations.

Undergraduate Readers/Graders

Undergraduate students may be appointed to do the work an hourly graduate student grader/reader would do if there are no qualified graduate students available to perform the work. They will be assigned the title "Undergraduate Assistant" and paid \$14.40 per hour per campus policy. Questions about these appointments may be directed to Human Resources.

Compensation

The student hourly rate minimum as dictated by campus policy is \$7.25 per hour. The hourly rate maximum at the Wisconsin School of Business is \$12.00 per hour without prior approval. If the work is at a level that requires graduate student expertise, then a student hourly appointment is not appropriate. To set student hourly rate that exceed \$12.00 per hour please contact Human Resources.

Student hourly employees are subject to the overtime provisions of the Fair Labor Standards Act (FLSA). Therefore, student hourly employees who are employed for more than 40 hours in a week within the University System will receive premium pay for the hours worked beyond 40 at the rate of one and one-half times the regular hourly rate. Hours are calculated across all student appointments.

Student Hourly Wage Increases – Raises in student wage may be given to students at any time. In order to increase a student's wage, you must contact Human Resources **before** the wage increase should go into effect. Please send an email with student name, effective date (typically the beginning of a pay period), increase amount, and justification to Human Resources.

Student Hourly Time approval

Supervisors assigned to approve student hours will receive training by Human Resources on how to approve and correct student hours. Every two weeks, the responsibility of approving these hours, or finding a back-up to approve those hours, is on each individual supervisor. Any hours that are late to be approved will be processed on the next pay period.

Termination

All student hourly positions are at-will positions and may be terminated at any time provided the reason is not prohibited by law. Whenever a student ends their employment, be sure to collect any keys and terminate access that the student may have to any School of Business resources. Please contact Human Resources regarding their end date whenever an appointment ends. The three ways of ending a student hourly appointment are:

1. **Graduation** - A student hourly appointment must end when the student graduates. Students who graduate, or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student hourly only through the last payroll calendar day of the completed semester.

If the employing department wishes to continue employing the student for the following summer or immediately after graduation, an LTE position must be created for them. This LTE appointment should be

brought to the attention of Human Resources and must be approved by the Dean's office and should be provided with appropriate justification why a LTE appointment is needed. The majority of LTE positions for graduating students end with the beginning of the new school year.

In order to avoid these LTE appointments, it is recommended that the department hire a new student early enough to have their position overlap with the student who is leaving. If an LTE position is desired for the summer, it is recommended that a new student be hired in the summer to overlap with the LTE position.

2. **Resignation** – A student work may resign at any time during his/her employment.
3. **Termination** – A student hourly appointment may be terminated at any time for any reason not prohibited by law. Some common reasons to end a student appointment in this manner are attendance, misconduct, or performance not meeting expectations. Please contact Human Resources if you have any questions regarding this process.

Human Resources Contact Information

For question regarding Student Hourly employees, please contact Human Resources/ Payroll listed below.

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