



# Student Employment Manual

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# Student Employment Benefits

UW-Eau Claire places a strong emphasis on quality student work experiences. Over 3,400 student employment opportunities are available on-campus each year. Forty percent of those positions are paraprofessional positions with job categories that include instructional support, research, tutor, peer counselor, technology support, university outreach, and artist.

There are many reasons students should consider working part time on-campus. Studies show that students who work part time in college (20hours/week or less) actually perform better academically and are more likely to stay in school than students who do not work at all.

## **Benefits of Student Work Experience include:**

- Developing marketable job skills
- Applying academic skills in the "real" world
- Establishing a strong connection with the University
- Increasing income to help offset college expenses (and reducing debt)
- Boosting future career opportunities by establishing references and gaining experience

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*The University of Wisconsin Eau-Claire is committed to a policy of providing equal employment opportunity for all persons regardless of race, religion, creed, color, sex, ancestry, national origin, age, marital status, relationship to other employees, sexual orientation, disability, veteran's status, membership in the National Guard, state defense force or any other reserve component of the military forces of the United States or this state, arrest or conviction record, political affiliation, or other protected status. UW-Eau Claire provides reasonable accommodations for qualified, disabled individuals who are employees or applicants for employment. Questions regarding this policy should be directed to the Affirmative Action Office, Schofield Hall 101, uwec.edu/affirm, (715) 836-2387.*

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## Types of On-Campus Student Employment

There are two types of on-campus student employment: **Non-Federal Student Employment and Federal Work Study**. The following description briefly explains these two programs.

### Non-Federal Student Employment

Non-Federal Student Employment opportunities allow students to work on-campus under university-funded student employment and is open to all enrolled students.

This employment option is funded through university funds that are allocated to the academic departments or administrative offices and is not based on financial need. Part-time on-campus student employment is intended to offer resources to help pay for students' educational expenses while providing the opportunity to gain valuable work experience. Over 3,000 positions are available on-campus under Non-Federal Student Employment.

Eligibility and Application Process – Any UW-Eau Claire student is eligible to work under Non-Federal Student Employment. A “student” is defined as anyone enrolled for at least one credit.

Open positions are posted on the on-line University student employment job board, Handshake, and students should follow the application procedures described in the listing. Students are also welcome to inquire directly with departments in which they are interested in working.

Most international students are eligible to work on-campus through Non-Federal Student Employment. International students, however, must obtain a Social Security card prior to beginning work and may not exceed 20 hours per week during the academic year (40 hours a week during break periods).

Maximum Hours – Students may work up to **a maximum of 25 hours per week** during the Academic Year (as defined by [Academic Planning Statement No. 4 \(ACPS-4\) page 15](#)). A student worker's hours will be combined for all appointments at an Institution, and if a student worker holds appointments at more than one Institution, those hours of service will also be combined.

Note: Food Services and the bookstore are contracted services on campus and hire students through a separate application and payroll process. Typically, open positions in these areas are posted on Handshake, the University's student employment job board, but students may inquire about positions directly in these areas.

## Federal Work-Study

Federal Work-Study (FWS) is a federally funded program which gives students with financial need an opportunity for part-time employment. The intent behind the FWS program is to allow students to earn money to help pay for their educational expenses and encourage students to gain valuable career-related experience and promote community-service employment opportunities. Approximately 1,000 students work under this program each year.

A work study award is an option to work, not a requirement to work or a guaranteed job. Students with work study eligibility may apply for any UW-Eau Claire student employment position - whether the position is a work study position or a university-funded position.

Eligibility and Application Process – Students must have financial need to qualify for Federal Work Study and students must complete the FAFSA (Free Application for Federal Student Aid). Students are awarded Work Study eligibility as part of their financial aid award to help meet their educational expenses.

Finding a Work Study Position – Although Work Study eligibility does not guarantee a job placement, most Work Study students who want to work are able to find positions through the university. Handshake, the University's student employment job board, lists currently open positions.

Students may also use Work Study to work in community service positions in the local community. Those positions are also posted on Handshake.

Maximum Earnings – Under FWS, the maximum students may earn under the FWS program is the amount of their FWS award. All FWS positions are assigned a job classification with a corresponding wage range. Job classifications begin at minimum wage and go up from there. A student's FWS allocation and how much they earn per hour will determine how many hours a student can work in a semester or academic year.

When determining hours per week, an employer will consider the student's FWS allocation, class schedule, and the needs of the employer. Students may not earn more in Work Study than their Federal Work Study award for the academic year.

Although FWS is not held to the 25/hour/week maximum, the FWS awards would not typically allow a student to average more than 25/hours/week.

## Summer Employment

UW-Eau Claire Students –who are admitted and enrolled for the next fall semester may work on-campus during the summer under Non-Federal Student Employment. Students are not eligible to work beyond their last day of enrollment or graduation, whichever comes first.

Students who are enrolled for at least six credits for the summer (1/2 time for undergraduate students) may be considered for a Federal Work Study award during the summer if they have completed a FAFSA for the previous academic year and have financial need. Students enrolled in summer classes who are interested in earning under FWS should complete the summer financial aid application form.

A student admitted as a "special student" during the Summer Session may only be paid from a Non-Federal funding source and may only be employed during their actual period of enrollment (e.g. interim, four week or eight-week session).

Non-UW-Eau Claire Students – who are from the following institutions may be hired on-campus through Non-Federal Student Employment:

- An accredited institution of higher learning
- Technical college
- Vocational or trade school
- High School

Non-UW-Eau Claire students must be prepared to show a school ID along with proof of enrollment within that institution. A transcript or what is known as a DARF will be enough proof that they are enrolled for classes in the current or upcoming semester. The supervisor must complete the on-line student employment Hiring Request Form, attach proof of enrollment and submit it to Student Payroll. Anyone under the age of 18 must obtain a child labor permit prior to the beginning of their employment.

## Posting Available Positions

According to University policy, all open student employment positions (both work study and non-federal) should be posted on the University's student employment job board, Handshake. This on-line job board is free to both employers and students. Posting on the job board does not, in any way, restrict the employer from also advertising a student employment position using other means. The expectation is simply that the open position be posted on the job board as a basic step.

## Student Job Categories

The following are the twenty-six student job categories from which employers choose when hiring students. Employers are also asked to review the agreed-upon definition of a paraprofessional position and designate whether the student position meets the criteria for a paraprofessional.

### Student Employee Job Titles

Artist	Skilled Performer or artist
Office Worker	Performs clerical necessary for office operation
Coaching Instructor	Instructs and directs another in an area of expertise
Consultant	Gives expert recommendations and advice
Customer Service	Provides support, guidance and instruction to satisfy needs of clients
Event Coordinator	Assists in the setup of equipment, etc. needed for various events on campus
Financial Assistant	Handles cash management responsibilities
General Labor	Performs physical or manual work
Instructional Support	Performs assorted tasks for university faculty (ex. Grading exams and papers)
Intern	Student with advanced training who is gaining a supervised hands-on work experience that includes a reflection component
Lab Worker	Employed in a setting designed for experimentation and testing
Lead Worker/Supervisor	Oversees work-related activities of fellow students
Library Worker	Employed in a library or resource center having various duties as assigned by a supervisor
Manager/Director	Oversees and directs the activities of another
Media Support	Employed in the field of mass communication (writer, TV 10 staff, editor, etc)
Peer Counselor	Acts as a peer advisor for other students
Recreation	Employed in the facilitation, maintenance, and support of sporting activities
Research Assistant	Works direct with a faculty or staff member in conducting and analyzing research
Technology Support	Maintains and/or advises on the university information technology system
Tutor	Provides individual instruction to another
University Outreach	Promotes the university to the general community
Life Model	Poses as a figure model for various classes
Research Participant	Serves as a paid participant in a survey or other research project
Child Care Provider	Provides childcare in the Nature Academy
Child Care Lead	Prepares lesson plans and/or serves as lead for other providers
Student Government	Engages in activities supporting student government activities, including elected officers, committee chairs, and other paid student government students

**Paraprofessional Question:** Do you consider the above position selection performing duties at a paraprofessional level? Yes \_\_\_\_\_ No \_\_\_\_\_

Paraprofessional positions require a higher level of expertise, professionalism and independent judgment. Examples of paraprofessional positions include, but are not limited to, positions that:

- Are responsible for leading or organizing activities
- Serve as a lead for other students
- Require specialized knowledge/credentials/or skills
- Serve as a peer advisor, peer counselor, or coach to other students
- Actively outreach to the larger community
- Work directly with faculty or staff members in conducting and analyzing research

## Pay Categories and Determining Rates of Pay

Supervisors set the rate of pay the students will receive for the work performed. The hourly rate of pay must be at least the Federal and/or State minimum wage, which is currently \$7.25 per hour. Compensation should be commensurate with the skills required and/or tasks performed in the position.

Students can work up to 25 hours per week during the academic year (international students can work up to 20 hours per week) and up to 40 hours per week during break periods (Spring, Winterim, or Summer break). Students, however, should not exceed 40 hours per week and should not be subject to overtime pay.

Currently, UW-Eau Claire has three general pay categories:

- 1) Entry Level - \$7.25 to \$7.99
- 2) Intermediate Level - \$8.00 to \$9.99
- 3) Advance Level - \$10.00 and up

### General Guidelines to Determine Student Employee Pay Rates

The rate of pay for a student position should be determined by reviewing the following factors:

- Prior related work experience
- History of work experience in the unit/department
- Range and complexity of duties
- Knowledge and skill requirements
- Equity, including the salary relationship with other student employees in the unit/department

Salary increases for students should not be based solely on the length of time in the position. Increases should be based on merit, measuring performance along with internal equity.

### Pay Categories

#### *Entry Level*

General Description: Work done under close supervision, procedures are well established, employees are not usually required to make decisions, no experience or special training required.

**Examples of Work:** Routine clerical work, general labor and custodial

#### *Intermediate Level*

General Description: Requires some experience, skill or training; work that requires some independent judgment and initiative; and/or requires special knowledge, skills or abilities; and/or involves lead responsibilities for an activity or project of limited size.

**Examples of Work:** Typing that requires research or decision-making beyond basic formatting, tour guides, laboratory assistants, research assistants

#### *Advanced Level*

General Description: Requires advanced, specialized knowledge, skills or abilities or involves on-going supervisory responsibilities.

**Examples of Work:** programmer, supervisor, graphic designer

## Hiring and Payroll Procedures

For detailed instructions, see the on-line tutorial at:

<https://universityofwieuclaire.sharepoint.com/sites/HR/Documents/StudentEmploymentInstructions.pdf>

For specific instructions and tips for supervisors, see:

<https://universityofwieuclaire.sharepoint.com/sites/HR/Pages/Student-Manager-Information.aspx>

### Required Steps for New Student Employees

New student employees must complete these forms before they can begin working:

- Employment Eligibility Verification Form (I-9 Form)  
*Proof of citizenship required; see I-9 for more details*
- Federal and State Tax Withholding Forms (W4)
- Direct Deposit Form

The ASK Center office, Schofield 230, can aid in completing the I-9 and tax withholding forms.

Background Checks – All students employees require a basic background check, which is arranged through the employer at no cost to the student and must be completed and passed **before** the student can begin work.

### Hiring Procedures

As a first step in the hiring process, supervisors should go the Student Hire Eligibility page located on MyBlugold CampS. This page will show supervisors what forms the student needs and the student's Federal Work Study allocation (if applicable).

Supervisors can then complete an on-line "Hiring Request Form" as the next step in hiring a student employee. Once the eligibility information is completed on-line, it will generate an email to the student employee containing:

- The supervisor's name
- Hourly rate of pay
- Account from which the student will be paid
- Funding source (Federal Work Study or Non-Federal Student Employment)

The student will use the information in this email to complete the timesheet. Also, the email will inform the student if any of the required forms still need to be completed.

Note: It is not necessary for students to complete new forms for each job they have on campus.

Once completed, the I-9, W-4, and Direct Deposit forms are kept on file with Human Resources and will show as not required on the Student Hire Eligibility page.

## Making Changes to Existing Student Jobs

Any changes to hourly rate of pay (Federal WS vs Non-Federal Student Employment) are done through the Student Hire Eligibility page.

To change to the designated supervisor or an existing account to a different account, supervisors must email Student Payroll Coordinator with that information.

## Payroll Procedures and Paychecks

Students receive payment for hours worked every two weeks. All paychecks are directly deposited into a checking or savings account – **no checks are issued**. Direct deposit forms can be completed by accessing <https://uwservice.wisconsin.edu/docs/forms/pay-direct-dep-c.pdf>

The Student Pay Calendar and detailed instructions for students on campus for the on-line timesheets are available in Human Resources Blugold Insider <https://universityofwieuclaire.sharepoint.com/sites/HR/Pages/Employee-Self-Serve.aspx>

Detailed instructions for supervisors of student employees including the required forms and how to manage the on-line time approval process are available at: <https://universityofwieuclaire.sharepoint.com/sites/HR/Pages/Student-Manager-Information.aspx>

For questions, guidance and advice concerning the Student Payroll process, contact the Ask Center in Human Resources at [humanresources@uwec.edu](mailto:humanresources@uwec.edu) or call 715-836-3131.

## **International Students**

Most international students are eligible to work on-campus under Non-Federal Student Employment, but they must limit their hours to 20 hours/week during the academic year (vs. 25 hours/week for other students). Certain exchange programs, however, do not allow for employment, and employers should verify an individual international student's employment eligibility with the Center for International Education a [cie@uwec.edu](mailto:cie@uwec.edu) .

As part of the hiring process, new international students will receive two important emails. The first will be sent from the UW Service Center ([UWHRAdministration@ohr.wisc.edu](mailto:UWHRAdministration@ohr.wisc.edu)). The second will be sent by "Glacier" ([support@online.tax.net](mailto:support@online.tax.net)). Each email will contain important instructions and information needed for the student employee to comply with the information submission requirements. The information can be submitted on-line and then the employee will be asked to deliver all the Glacier-generated reports and forms – along with photocopies of requested immigration documents to Human Resources, Schofield 230.

In addition, international students will need to complete an I-9 and Direct Deposit form. A criminal background check is also required prior to the student beginning work.

## Frequently Asked Questions

**Q. Can a student reduce his/her educational loans in order to receive an increase in his/her Federal Work-Study?**

A. **Yes**, if the loan is based on financial need.

**Q. Is Non-Federal Student Employment different from Federal Work-Study?**

A. **Yes**, they are two separate programs with separate legislated eligibility criteria. Federal Work Study is a federally funded grant and is limited to students who demonstrate financial need. Non-Federal Student Employment is funded through the university and is open to all enrolled students.

**Q. Can a student work on Non-Federal Student Employment after his/her Federal Work-Study has been earned?**

A. **Yes**.

**Q. May a student get paid using a temporary Social Security number (e.g. "100-12-3456")?**

A. **No**.

**Q. Does a supervisor need to complete an on-line Hiring Request Form for each job or change in rate of pay?**

A. **Yes**. If a student will be working for different employers with different account numbers, each account must appear on the student's payroll record for the student to be paid. Also, if a student's rate of pay changes, they must submit a new on-line eligibility form.

**Q. How can an employer determine the remaining allocation balance (dollars) of a student under his/her Federal Work Study allocation?**

A. Employers can check on a student's starting allocation, spent allocation as of the last paycheck, and remaining Work Study allocation balance on the Student Hire Eligibility page.

**Q. How does an employer know if a student is working more than one job?**

A. Employers should require employees to inform them if they have more than one job.

**Q. What if the immediate/backup supervisor is not available to approve hours?**

A. A supervisor can contact HR to give their permission for HR to approve the hours for them.

**Q. Does a student have to be enrolled for courses during Summer Session in order to work?**

A.

- To be eligible for Federal Work- Study, a student must be enrolled at least half time during the Summer Session.
- If seeking Non-Federal Student Employment, students would need to be enrolled for the upcoming fall semester.

**Q. Do students need a new on-line Hiring Request form for each semester?**

A. No, once a job has been activated, it remains active until the supervisor advises HR to terminate or the job has been inactive for six months, whichever comes first.

**Q. Can a student begin work before they have completed all the necessary forms, including the Criminal Background Check?**

A. **No.**

**Q. Can a student begin working before the Hire Request form has been completed?**

A. **No.**

**Q. What if a student needs help completing their tax withholdings forms?**

A. The ASK Center staff will be available to assist students with questions on tax withholding. If the student is an international student, please refer them to the ASK Center for the appropriate form and assistance.

**Q. If a student has more than one job on campus, do they get a separate paycheck for each job?**

A. **No.** All campus and off campus federal work-study positions are included on one deposit.

**Q. Do students need to complete new tax withholding forms for each job?**

A. Only if the student wants to change their exemption status. Be sure to check the Blugold system to see if the student has completed the W-4. If a student is claiming exempt, they must complete a new W-4 each year. Out-of-state residents and international employees please refer to latest W-4 form located under **Student Payroll**. Any questions regarding this may be referred to the ASK Center.

**Q. How does a student obtain their W-2 statement?**

A. W-2 statements are mailed in late January to their permanent address. Foreign student's W-2 statements are mailed to their local address. W-2 statements are also available with the student's portal by going to: UWEC site/Human Resources/My UW" System and signing into their portal. The statements are found under "tax statements" tab.

**Q. Do I need to do anything differently when I hire an international student?**

A. **Yes.** Make sure they have a Social Security card prior to working. Send them to the ASK Center for an eligibility form, Non-Resident Alien tax forms, etc.

**Q. How many hours per week may an international student work?**

A. An international student may work up to 20 hours per week while school is in session and 40 hours per week in the summer.

**Q. Does the University have a mandatory break time policy for student employees?**

A. There are no laws requiring that breaks be given. It is up to each department to develop and implement such a policy. Please refer to the following web site for additional information:

[https://dwd.wisconsin.gov/er/labor\\_standards/breaks\\_and\\_meals.htm](https://dwd.wisconsin.gov/er/labor_standards/breaks_and_meals.htm)

If you have additional questions regarding student employment programs, please contact:

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