

Non-Hourly Student Employment Agreement

Job Title _____

Department _____

The following agreement is intended to be a blanket agreement to delegate the use of the above-named position as a Non-Hourly Student Employment job title for the above-named department subject to the understanding:

The Department agrees to:

1. Assign this job title only to students who are employed and functioning according to the Student Employment Non-Hourly Position Request that is attached and will be kept on file with the Campus Payroll Office. Accepts the responsibility for any inappropriate use of this non-hourly job title. Also, that this position meets the criteria of a Non-Hourly Student Appointment as per the UW-Parkside Student Employment Handbook.
2. Update the job title if material changes occur with respect to duties and responsibilities and will advise the Campus Student Payroll Coordinator and Human Resources Director in writing of the changes to review and confirm the integrity of the application of the non-hourly title.
3. Discontinue the use of the non-hourly agreement if this position no longer meets the non-hourly criteria and hours worked can be tracked, and paid an hourly rate of pay.
4. Discontinue the use of the non-hourly agreement any time that the Human Resources Director decides that the non-hourly student employment title no longer serves the needs of the program.

Sign, date and return this non-hourly student title agreement to the Campus Student Payroll Office for final approval. Once this agreement is approved, a copy will be sent to you. The original will be kept in the Campus Payroll Office. Thereafter, the agreement will be final and student employment authorization forms can be submitted as described in the paragraph following the signatures.

Department Director/Date

Human Resources Director/Date

- With this approved agreement, Student Employment Authorizations, along with the required forms, can be sent to the Campus Student Payroll Office for each student employee BEFORE the employee starts working.
- This Non-Hourly job title must be on all authorizations and Student Non-Hourly Timesheets.
- Payments will be processed according to the Student Timesheet Schedule. Refer to the Non-Hourly Student Timesheet Instructions.