Welcome!

Supervisor

Student
Orientation

August 2021

Objectives

- Your role as a Supervisor

- Student Success

- Hiring a Student – Handshake

- Work Requirements

- Payroll – Manager Self-Service

- Payroll – Student Self-Service

Objectives

- UWP email account to access all UW-Parkside communication

- Provide Feedback

- Mandatory Training

Supervisor Role

- Mentor

- Accountability

- High Impact Practice (HIP)

Student Success

- Feedback and open communication

- Address good and bad behaviors
  - Attendance
  - Performance
  - Professionalism

Hiring a Student - Handshake

- Post <u>ALL</u> job openings on Handshake
  - o All students should be directed to apply on Handshake
  - o A copy of the job posting is required for New Hire forms
- CBC & I9 must be completed and cleared to start employment with UW - Parkside. It's the law!

Handshake

Handshake: the #1 career platform nationwide to recruit early talent for internships & jobs:

- Over 9m students, 1,200 colleges, 550,000 employers

- Handshake is where we direct our students and all employers who want to post jobs, internships, and full-time careers. Students also register for career fairs & events

- On campus employment is an important way to drive student engagement in Handshake. By posting your on-campus jobs on Handshake you are helping our students use this platform early-on

Posting Jobs on Handshake

1. Click **Post a Job** on your home dashboard, or click on Jobs in the left hand navigation bar and click **Create Job** in the top right hand corner.
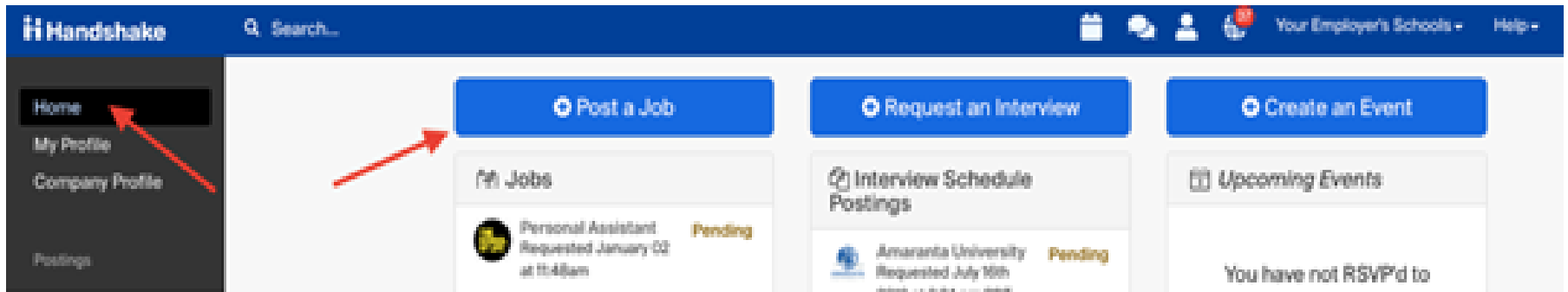
2. You will now be asked to complete four steps:
- **Job Basics**
- **Job Details**
- **Job Preferences**
- **Schools** *(you want to select University of Wisconsin-Parkside only)*

3. You don't have to fill out every field to create your job - required inputs will have an asterisk (*).

Note: the more fields you complete, the more well defined your job posting will be (and the more likely you'll be to attract well-qualified candidates).

Finish the Posting

You're all set! Choose **Create** on the bottom navigation to create and review your job.

Cancel | ‹ Previous | Basics | Details | Preferences | Schools | Next › | Create

Do's and Don'ts

Do's

- CBC and I-9 must be cleared before starting work.
  - Wait for "cleared to work" email from BP Logix
  - Allow 5-7 business days for processing.
- Student to enter time **<u>daily</u>**.
- Set a schedule with your supervisor to plan weekly hours worked.

Don't

- Work more than 25 hours combined, if working for multiple departments.
- Slack on ensuring **<u>students</u>** enter their hours daily to ensure student gets paid on time!

Work Requirements

Student Help

- Work Hour Limits

  - 25 hours/week maximum during Spring/Fall semesters when classes are in session.
    - Multiple appointments – work hours combined
  - Summer Session/Winterim – limits may be lifted.

Enrollment Requirements

- Maintain enrollment to be eligible for student appointments.
- Upon graduation your student appointment(s) must end with a Departure Form. Plan to meet with supervisor.

Payroll - Manager Self-Service

- Access to information if you are the [approver](#)

- How to enter your [time and absences](#)
  - [MyUW Portal Login](#)
    - **Must select correct appointment**

Payroll Calendar and Deadlines

Student Help paid biweekly – paid for every hour recorded

- Pay period begins Sunday and ends Saturday 14 days later
- Pay date is the second Thursday following the end of pay period

Student Lump Sum – paid biweekly a fixed sum

- Same pay period and pay date

[Bi-Weekly Pay Schedule](#)

Payroll Best Practices

- ✓ Record daily hours worked on time

- ✓ Record time accurately

- ✓ Select the correct appointment

- ✓ Request permission for overtime before working more than 40 weekly hours

Payroll Questions?

Please Note

- ✓ If any payroll questions, please forward to Shared Services at payroll@uwss.wisconsin.edu for assistance.

- ✓ If they need to be addressed at the campus level then Shared Services will reach out to us.

Provide Feedback

CAREER AND SELF-DEVELOPMENT

LEADERSHIP

COMMUNICATION

CAREER READINESS COMPETENCIES

PROFESSIONALISM

CRITICAL THINKING

TEAMWORK

EQUITY AND INCLUSION

TECHNOLOGY

Email Accounts

Parkside student employees receive a staff email account. example@uwp.edu

- Activate the staff email account – Campus Technology Services (CTS) 262-595-2444
- Use this email for all work correspondence (training, timesheet, etc.)

Note: Continue to use your Ranger student email for student correspondence example01@rangers.uwp.edu

Mandatory Training

Shared Services will administer all trainings such as:
- Mandated Reporting (EO54)
- Data Security & Privacy
- Harassment & Discrimination Prevention

Additional Departmental Trainings – Supervisor's Discretion:
- [Business Services Training](#)
  - Payment Card Industry Data Security Standards (PCI DSS)
    - ❖ Required only if working with payment cards

- Registrar's Office registrars.office@uwp.edu
  - Family Education Rights & Privacy Act (FERPA)
    - ❖ Required if you need access to SOLAR

Resources and Links

- [BP Logix](#)

- [Handshake](#)

- [Community and Business Engagement](#)

- [Supervisor/Student Guide](#)

Thank you!

Questions, contact:
Human Resources
hr@uwp.edu
(262) 595-2204