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
  o Attendance
  o Performance
  o Professionalism
Hiring a Student - Handshake

• Post **ALL** 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.
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 daily.
• 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 students 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.
    o 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
  o MyUW Portal Login
    o Must select correct appointment
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

PROFESSIONALISM

CRITICAL THINKING

TEAMWORK

CAREER READINESS COMPETENCIES

EQUITY AND INCLUSION

TECHNOLOGY

Office of Human Resources
Office of Equity, Diversity, and Inclusion
Title IX
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