



Student Employment Policies and Procedures Handbook

Affirmative Action Policy

The University of Wisconsin-Parkside adheres to the policy that appropriate qualifications for the performance of specific duties are the basic criteria for the employment and promotion of all University employees. The University reaffirms its established policy as an Equal Opportunity Employer. Equal opportunity and treatment shall be provided in the hiring, retention, training, promotion, and upgrading of all employees without regard to race, age, religion, color, national origin, or sex, by means of an Affirmative Action Program in accordance with the Civil Rights Act of 1964 and related Executive Orders.

Student Employment Types

Students may be employed under either the (1) regular, or the (2) college work study program. Students hired must meet the general eligibility requirements described in this handbook. The Federal College work study program is coordinated by the campus Financial Aid Office.

Eligibility Requirements

Qualifications

To qualify for employment at UW-Parkside during the academic year, a student employee is defined as an unclassified employee, at least sixteen (16) years old, of the University of Wisconsin System who:

1. Has completed registration within the University of Wisconsin System* for credit towards their degree for the current semester as evidenced by presentation of a fee statement, or
2. Be in the process of registration and present a fee card at or before the end of the registration period
3. Has registered/enrolled for academic credit at an educational institution for the current or upcoming semester. An educational institution shall be defined as:
 - a. An accredited institution of higher learning granting bachelor degrees or higher;
 - b. A technical college;
 - c. A vocational or trade school; and
 - d. A high school.

** If registered at a campus other than UW-Parkside, contact the Student Payroll Office to ensure proper procedures are followed to verify enrollment (i.e. authorization forms and timesheets completed correctly).*

Summer employment is defined as the period between the close of the spring semester and the beginning of the following fall semester. To qualify for summer employment, a student must have:

1. completed high school or will be returning at the beginning of the following fall semester, and
2. completed the preceding spring semester at any University of Wisconsin institution or other educational institution defined above, and declare intention of returning at the beginning of the following fall semester, or
3. applied for admission and indicate an intent to enroll the following fall semester

Recommended Credits for Employment

Student employment is primarily designed to provide financial assistance to full-time students who are pursuing educational degrees. Campus employers are therefore, encouraged to hire students taking at least twelve (12) undergraduate, nine (9) graduate or more credits per semester and no less than six (6) undergraduate, four (4) graduate credits. This credit requirement is based on the University of Wisconsin-Parkside enrollment status. Each educational institution has their own enrollment status requirements, but the student must be enrolled at least half-time based on these requirements. If the student does not meet these credit requirements, their employment would be considered their main activity and should be considered as Limited Term Employment.

Student/LTE Policy

A student should only be hired as a Limited Term Employee (LTE) if the person's employment is the main activity on campus and school attendance is incidental; (less than 6 credits) or if the person is temporarily replacing a permanent classified employee. However, the exception is the policy on Non-UW Student employees that are now required to be on the Student Payroll System. Their main activity on campus is in fact employment; however, they are still meeting the credit requirements at their educational institution that they are attending. See Qualifications.

Employees should not be on both the student and LTE payroll at the same time. Exceptions to this policy should be cleared with the Student Payroll Office.

Criminal Background Check

Student Employees (only for positions as required by Law or as required by policy)

Kids, Cash & Keys.

Human Resources must be notified using the New Employee Notification form when a department/employing unit has made a decision to **hire** a student. Human Resources will determine if a CBC is needed. Human Resources will initiate a criminal background check on new student employees for Business Services, Cashiers Office, Human Resources, Residence Life, Sports & Activities, and Student Health & Counseling or for any other position that requires a criminal background check by law, (Caregiver Law, Fiduciary Responsibility Law, Public Health Security & Bioterrorism Preparedness & Response Act or other applicable laws), or meets the Kids, Cash or Keys Criteria.

Human Resources Office will provide the finalist with written notification of the criminal background check requirement and have them complete the appropriate consent form. Human Resources will notify the department/employing unit when the background check has been completed.

Employment is not to begin until the criminal background check has been completed. Exceptions to this requirement must be approved in writing by the Director of Human Resources

Positions that work with “minor” children under age 18 years old meet the “Kids” requirement. Criminal background checks for new employees in University Police or Child Care Center will continue to be conducted through those individual departments.

Criminal Background Check Policy link:

http://www.uwp.edu/departments/human.resources/Policies/Criminal_Background_Check_Policy.doc

Criminal Background Check Procedure link:

http://www.uwp.edu/departments/human.resources/Criminal_Background_Check/CBC_Procedure.res.doc

New Hire Notification form link:

http://www.uwp.edu/departments/human.resources/Criminal_Background_Check/NewHireNotification.cfm

Selective Service Registration Compliance

Effective February 1, 2003, the State will be requiring that newly hired males between the ages of 18 and 26 must be registered with the Selective Service before being hired by the State. Chapter 230 of the Wisconsin Statutes defines the employment categories that will be impacted by this requirement that includes student hourly employees. The law essentially requires the campus to confirm that male students seeking employment who are 18 and not yet 26 have registered for selective service prior to being hired.

The Statement of Selective Service Compliance form (available on the web at:

<http://www.uwp.edu/departments/human.resources/forms/SELECTIVE-SERVICE/compliance.doc> must be attached with the Student Authorization packet for male student hourly employees who are 18 and not yet 26. This information must be noted in the area regarding Selective Service on the Student Authorization. Go to <http://www.sss.gov> for more information about Selective Service and on-line registration.

Work Permits for Employees Under 18 Years of Age

Employees under eighteen years of age must secure a work permit and a "Guide for the Employment of Minors" pamphlet from the sources noted below. The work permit must be turned in to the Payroll Office before beginning work. The student should read and give the pamphlet to the immediate supervisor. Each permit issued will cover only the position listed on it.

The requirements for obtaining a work permit are:

1. Proof of age - birth record or baptismal record
2. Letterhead stationery from the employing department indicating the duties the minor will be performing
3. Letter from the parents stating that they desire the minor to have a work permit (the letter must be signed)
4. a social security card
5. A fee of \$5.00 which will be reimbursed by the Cashier's Office upon request

Work permits and the "Guide for Employment of Minors" pamphlet may be obtained by the minor at the following locations:

- **Kenosha area residents** may obtain work permits at the Urban League, 1418 68th Street, Kenosha. Phone 652-2111.
- **Racine area residents** may obtain work permits at the Urban League, 718 North Memorial Drive, Racine. Phone 637-8532.
- If you are not a resident of Kenosha or Racine, **other options** may be available for you. For example: if you are a resident of the Milwaukee area, your local high school issues work permits.

Please call the appropriate phone number for the hours during which a work permit may be secured.

Foreign Student Visas and Employment

Foreign students with an F-1 or J-1 visa must adhere to the rules on the F-1 or J-1 visa in order to work on campus. This should be coordinated with the International Student Advisor.

Note - Foreign student holding a B-2, F-2, or J-2 visa may be eligible to work under certain conditions but must contact the Immigration Department directly for permission to work. The student is limited to working 20 hours per week during the academic school year. No exceptions. Students can work unlimited hours during breaks.

International visitors must complete all information on the W-4 form for tax purposes. International employees cannot claim exempt for either Federal or State tax. All international students/visitors must complete the International Tax Packet to ensure that all necessary information is submitted to ensure that taxes are taken correctly. The UW1123 form must be completed by all non-USA citizens who receive compensation to determine residency status for tax purposes. The required forms should be submitted to the Student Payroll Office.

Please review the Center for International Studies website at:
<http://www.uwp.edu/departments/international.studies/>

Non-Hourly Student Appointments

When a job that can be performed by a student is established to include an employment relationship as defined in FAP 31, every attempt should be made to establish an hourly wage rate as a compensation basis. This would include recording their time worked on the Kronos My Time timekeeping system. Under special conditions, student employees may be paid on a non-hourly basis.

On occasion, jobs may be of such a nature that determination of an hourly wage rate is not practical. Compensation for these types of positions can be on a non-hourly or salaried basis. When the duties of the position mandate irregular working hours such that timecard/sheet recordkeeping is impractical or there is no direct relationship between efforts and hours worked, the position may be established as non-hourly or salaried. Such positions are frequently managerial/supervisory or otherwise semi- or Para-professional in nature, requiring the employee to “work upon demand”, apply special skills, or both. Student managers/supervisors of University Centers or Unions, theaters, and other cultural events; summer orientation leaders; and residence hall counselors are typical examples of non-hourly student employees.

Student employees in this category are paid through the regular bi-weekly student payroll system using the Non-Hourly Student Timesheet. Their payments are on a lump-sum basis. However, hours worked should still be maintained in the employing department for auditing purposes.

Special attention should be given to International Student hours as they must adhere to the 20 hour per week limitation.

Employees-in-Training and Student Assistants appointed to positions in the unclassified service as defined in the Wisconsin Statutes and clarified in Unclassified Personnel Guideline #1 are not included in this category. Such unclassified employees are paid through the regular monthly unclassified employee payroll system.

Non-hourly student employees do not comply with the Federal Work Study Program requirements. Work-study funds cannot be allocated to a non-hourly student position. All payments will be charged 100% to the department.

To request a non-hourly position, a Student Employment Non-Hourly Position Request and a Non-hourly Student Employment Agreement will need to be completed and sent to the Campus Student Payroll Office. All requests and approvals should be sought before any student is working in this non-hourly position. This is not a method of “quickly” paying a student employee for prior hours worked or to circumvent the Fair Labor Standards Act. Requests for information on establishing such positions should be made to the Student Payroll Coordinator, extension 2253.

Job Supervisor Responsibilities and Employment Recommendations

Job Supervisor Responsibility

It is the responsibility of the person who hires and/or supervises a student employee to:

1. Ensure that the “Eligibility Requirements” are met, and follow rules outlined in "Procedures".
2. Establish job responsibilities and highlight any that may meet the “kids, cash, and keys” criteria and will require a Criminal Background Check before hire. Communicate these responsibilities, along with performance expectations to the student employee
3. Ensure the accurate and complete performance of the duties assigned to the student(s)
4. Keep a daily student work record (begin and end times) in the employing department for six (6) years. This can be kept electronically in the My Time Timekeeping system, or a printout of the Time Detail or Student Work Record can be kept. This record will need to be available for audit purposes for both hourly and non-hourly student employees.
5. Check the accuracy of timecard entries on individual timecards. This may include editing of the student's timecard for missed hours or corrections.
6. Certify that the timecard is accurate, complete, and duties were performed for the department by approving all student timecards according to the Student Timesheet/My Time Schedule.

7. Attend timekeeping meetings provided by Student Payroll for any updates in the My Time Timekeeping system.
8. Comply with the guidelines for employment of minors, if applicable. The guideline booklet may be obtained as noted above.
9. Verify and monitor student employees continued enrollment as a University of Wisconsin student or enrollment in an educational institution defined in “Qualifications”.

Maximum Hours of Work

During the school year, it is recommended that student employees work no more than twenty (20) hours per week to adequately meet their classroom requirements and to avoid unemployment compensation and social security implications.

If a student wishes to work more than twenty (20) hours per week, the student and supervisor should have the approval of the Divisional Chair or Department Director before additional hours are worked. Such additional work should be for a limited time and should not exceed forty (40) hours per week. Students working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.

Students should not work more than forty (40) hours per week. Work in excess of 40 hours in any one week may be subject to an overtime rate (i.e., time and one-half of the hourly rate) depending on existing wage and hour laws.

Overtime may also apply if a student is working in more than one department and total hours worked exceed 40 hours per week. Be alert to other departments where your student employee may be working. The 41st hour is charged automatically to the job posted on the next timecard entry.

Fair Labor Standards Act (FLSA)

An employer who requires or permits a student employee to work overtime is generally required to pay the employee premium pay for such overtime work. Student employees covered by FLSA must receive overtime pay for hours worked in excess of 40 in a workweek at a rate not less than time and one-half their regular rates of pay. Overtime requirement may not be waived by agreement between the employer and employees. An agreement that only 8 hours a day or only 40 hours a week will be counted as working time also fails the test of FLSA compliance. An announcement by the employer that no overtime work will be permitted, or that overtime work will not be paid for unless authorized in advance, also will not impair the employee’s right to compensation for compensable overtime hours that are worked. Copies of Wage and Hour publications may be obtained by contacting the Wage and Hour Division of the U.S. Government, Department of Labor, by calling their toll free number 1-866-4USWAGE or on the web at <http://www.dol.gov/esa/regs/compliance/whd/whdfs23.htm>.

Summer Employment

For those student employees working during the summer months, a Summer School Enrollment Verification form must be sent to the Payroll Office before the summer break. This verification form must be completed for both registered and non-registered students. This form is available at <http://www.uwp.edu/admin/human.resources/ssverification.doc>. A copy of this form should be kept in the employing department. By law, Social Security & Medicare Tax deductions must be taken from Student Hourly employees' paychecks during the summer if the students are not

enrolled in Summer School. If there is a change, a new Summer School Enrollment Verification form must be sent to the Payroll Office. If this form is not available, social security will be taken, and there will be no refunds. Refer to the policy on Student FICA Exemptions as it relates to summer breaks.

Procedures

How to Hire a Student

All on-campus employers must first receive budgetary approval from their Divisional Chair or Department Director to ensure that funds are available for student employment.

Campus offices are responsible for their own student employment recruitment needs. Assistance in the recruitment of students may be obtained through the Career Center.

The person who intends to hire a student employee is responsible for determining eligibility in accordance with the requirements listed under "Eligibility Requirements" and "Criminal Background Check".

When a student is hired, a Student Employment Authorization must be completed, with all required forms, and forwarded to the campus Student Payroll Office, Tallent Hall, Room 202.

Student Enrollment Verification should be completed at the beginning of each semester and before the beginning of summer to confirm enrollment, attendance, and/or that work is incidental to their schooling. This can be a copy of the student's course schedule or tuition payment voucher with the amount of credits enrolled.

An orientation letter, titled "Orientation Information for New Student Employees" and current timesheet, is to be distributed to all student employees upon employment by the hiring department. The supervisor or employing department may obtain additional copies for distribution through the Human Resources Website.

<http://www.uwp.edu/departments/human.resources/forms/STUDENT/STUDENT-DOCS/PAYROLL%20ORIENTATION%20INFORMATION.doc>

How to Pay a Student

A student timecard is required as the daily record of time worked. The timecard automatically calculates the hours on a daily and weekly basis. The department should retain for a minimum of six (6) years, the time schedule worked on the My Time Timekeeping system or a printout of the Time Detail. This record will need to be available for audit purposes.

It is the responsibility of each student employee and supervisor to accurately report only actual work hours. The student employee should approve their timecard once work is completed. The supervisor should check each timecard for accuracy, and do any necessary edits. After the biweekly payperiod is completed, all student timecards must be approved by the student's supervisor or the supervisor back-up staff. This should be completed to meet the deadlines of the Student Timesheet/My Time Schedule.

Timecards that are not approved by the supervisor or department representative will not be processed for payment.

Multiple Managers: All managers of student employees **must** approve the timecard. Managers **do not** lock out the other managers from the student timecard. When approving the timecard, the manager locks out the student employee only. A timecard will be approved for payment by the Student Payroll Coordinator with at least one manager approving the timecard. If time permits, a reminder email will be sent to managers with missing approvals. However, a multiple appointment timecard will be processed if there is no response to this reminder.

Prior Hours Missed

If hours are missed on a previous timecard, these hours need to be posted on a paper Student Hourly Timesheet and submitted to the Campus Student Payroll Office. Missed hours do not get entered on a current timecard. This can cause overtime implications, and is a falsification of a time record.

My Time Training

Each department should have both the My Time Training for Employees and My Time Training for Supervisors manual. This gives detailed information on using the My Time Timekeeping system. This Training Manual is available online under My Links-My time Training within the Kronos My Time timekeeping system. This training material is updated periodically by the Madison Service Center. Any questions regarding this timekeeping system should be directed to the Student Payroll Coordinator, extension 2253.

Timecard Errors: If there are any errors in previously processed timecards, contact the Student Payroll Coordinator. It is the responsibility of the offending department to correct any errors that may have been caused by their student employee. This may require salary cash transfers to correct any payments made to other department's funding. Also, pay adjustments may need to be done by the Student Payroll Coordinator due to employee's receiving the incorrect hourly rate.

Overpayments

If there are any overpayments processed due to timecard errors, contact the Student Payroll Coordinator. This overpayment will need to be repaid by the student employee.

If the student employee is continuing working at UW-Parkside, an amended paper Student Hourly Timesheet can be sent to make a salary correction. Enter the total hours of what the student employee should have been paid. Attach a copy of the Time Detail of the pay period affected. An adjustment will be made to the next pay period worked.

If the student employee is no longer working for UW-Parkside, or if there is a break in service, the student employee will need to submit a check payable to the University of Wisconsin. This check will need to be submitted to the Cashier's Office. If a student employee fails to repay any payroll overpayments, official transcripts, and registration can be put on hold by the Cashier's Office.

How to Give a Student a Raise

Complete a Student Employment Authorization. Please note that the effective date of a wage increase must coincide with the beginning date of a payroll period. If the authorization is received too late for the payroll period requested, the increase will be effective on the following payroll. Retroactive adjustments will not be made. If there are any questions regarding the

processing of a Student Employment Authorization Report, please contact Diane Tourangeau of the Payroll Office, extension 2253.

Wages

Minimum and Maximum Wages

The campus minimum and maximum wage rates for students have been established according to the campus guidelines listed on the chart provided by the Payroll Office and available on the Human Resources Website.

<http://www.uwp.edu/departments/human.resources/forms/STUDENT/STUDENT-DOCS/Student%20Job%20Classification%20Levels.doc>

Wage Rate Scale for all On-Campus Student Employment Positions

Student employee salaries should be determined on the basis of the job a student is hired to perform and the knowledge or responsibilities involved with that position. In order to facilitate a supervisor's determination of wage rates, jobs are organized into levels depending upon the duties and competencies required. Job classification wage rate levels are established on campus at three levels as described in a chart available from the Student Payroll Office or Human Resources Website.

Job Classification and Wage Rate Structure for all On-Going Student Employment Positions

The following wage rate plan and structure establishes three levels of job classifications into which all student positions can be placed or categorized. The three levels of classification are: Basic, Intermediate, and Advanced. There is a range within each level to compensate for unusual responsibilities or merit. The wage rate is limited by the maximum rate for each level.

Economic wage increases should be limited to the beginning of each academic semester. Explanations and descriptions of the general types of work included in the three levels of job classifications are available from the Student Payroll Office. The category assignment criteria and examples are fairly broad and are designed to provide a framework for classifying all student oriented jobs, not just those enumerated.

A table showing the Student Job Classification Levels is available

<http://www.uwp.edu/departments/human.resources/forms/STUDENT/STUDENT-DOCS/Student%20Job%20Classification%20Levels.docre>.

Student FICA Exemptions

Financial and Administrative Policy - During 1999, the State of Wisconsin was successful in modifying its 218 Agreement to provide a more liberal student FICA exemption. In the past, services provided by students were exempt from FICA only if their services were expected to not exceed 600 hours in a calendar year. The new policy, effective July 1, 2000, provides significant changes and improvements over the past policy. Some of these improvements are:

1. Students must be attending classes on at least a half-time basis as measured by UW-Parkside policies. . If a student no longer meets the half-time requirement due to dropping classes, FICA tax must be withheld.

2. Students may work greater than 600 hours in a calendar year. However, students working a normal work schedule of 40 hours per week or more are not eligible for the FICA exemption.
3. Breaks in class attendance of five weeks or less will not impact the FICA exemption.
4. Students in their final semester attending classes solely to meet their degree, certificate or other educational credentials shall be deemed half-time regardless of the number of credits they carry.
5. Summer Breaks: Students who work during the summer break and who are not enrolled and attending classes during the summer session are not exempt from FICA. See "Attachment 2" for examples from the Financial & Administrative Policies website.
6. Students working immediately before or after an academic term: It is common for student employees to work shortly before the academic term begins or after the academic term ends. The services performed during the payroll period that fall either wholly or partially within the academic term is eligible for the student FICA exemption.

Audits of school enrollment are done by the Madison Service Center to determine FICA exemption eligibility. If it is determined that a student employee was not enrolled at least half-time, dropped classes, and FICA was not taken, prior FICA deductions will be taken from a future payroll check.

The individuals signing the Student Employment Authorization Form are responsible for ensuring that this employment conforms to the campus rules and the Financial & Administrative Policy as it relates to the FICA exemptions. This policy can be accessed on the web at <http://www.uwsa.edu/fadmin/gapp/gapp18a.htm>

Employment Disputes

General inquiries relating to student payroll should be directed to Diane Tourangeau, Student Payroll Coordinator, by either the supervisor or the student. Student employee grievances or employment disputes should be directed to the Dean of Students, 262-595-2598.

All questions concerning student employment policies and procedures should be referred to Diane Tourangeau, Student Payroll Coordinator, Student Payroll Office, Tallent Hall, extension 2253.

*University of Wisconsin-Parkside
Human Resources
Tallent Hall, Room 202
900 Wood Road
Kenosha, WI 53141-2000
262-595-2204
262-595-2253 (Student Payroll)*

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