



UNIVERSITY OF WISCONSIN
OSHKOSH

Student Hiring Reference

Revised: 04/19/2023

Thank you for your interest in hiring student employees!

Providing an opportunity for students to work on campus offers benefits for both the student and departments. The student can learn valuable work skills to be successful when they enter the workforce after graduation and the department obtains much needed support.

This reference provides a one-stop-shop for information/processes related to hiring student employees.

Please note that all Student Employment transactions are now completed in BP Logix (SEAF Form), Human Resources will no longer accept paper forms.

Contact Human Resources with Questions

Phone: 920/424-1166; Fax: 920/424-2021
hroffice@uwosh.edu; www.uwosh.edu/hr

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CONTACT INFORMATION AND RESPONSIBILITIES

Contact	Responsibility
Supervisor/Department/ Employing Unit Coordinator (EUC) for Student Employment	<ul style="list-style-type: none"> • Determines job description • Post jobs in <i>Handshake</i> • Interview candidates • Works with Division/College regarding funding source requirements • Determines hire eligibility, checks previous employment with the University of Wisconsin – Oshkosh • Ensures compliance with ACA (Affordable Care Act) mandated work hours limitations • Determines/updates hire date, expected job end date, job title, wage, working title, funding source, primary and backup time approvers • Completes BP Logix processing for hiring and changes • Approves time entry
Human Resources 920.424.1166 studentemploy@uwosh.edu https://uwosh.edu/hr	<ul style="list-style-type: none"> • Reviews hiring paperwork for accuracy • Enters all student biographical and employment information • Conducts criminal background check upon request • Verifies employment
Human Resources Assistant Erin Van Lyssel 920.424.1166 vanlyssele@uwosh.edu https://uwosh.edu/hr/policies-procedures/student-employment/	<ul style="list-style-type: none"> • Assists with timesheet access issues • Processes direct deposit, W4 forms • Reviews payroll entry and processing • Tracks ACA hours compliance • Processes international student tax forms
Career & Professional Development 920.424.2181 career@uwosh.edu https://uwosh.edu/career	<ul style="list-style-type: none"> • Assists with <i>how</i> to post jobs/gives access in <i>Handshake</i> • Holds mock interviews • Hosts career fair • Performs career counseling & assessments
Information Technology 920.424.3020 helpdesk@uwosh.edu https://uwosh.edu/it	<ul style="list-style-type: none"> • Provides student employees access to office computers https://kb.uwosh.edu/page.php?id=83598 • Assists with NetID and email access issues • Sends out staff.NetID login information
Financial Aid 920.424.3377 fao@uwosh.edu https://uwosh.edu/financialaid	<ul style="list-style-type: none"> • Manages work study program https://uwosh.edu/financialaid/work-study/
Dean of Students 920.424.3100 https://www.uwosh.edu/deanofstudents	<ul style="list-style-type: none"> • Assists with concerns related to the well-being of students

HIRING RESPONSIBILITIES

Supervisor / Hiring Manager Office Support Staff / Employing Unit Coordinator (EUC)

- Creates position description/responsibilities
- Determines hourly pay rate and dates of service (including expected job end date for academic year)
- Posts job in *Handshake*
- Determines funding string to pay student wages
- Determines primary and backup approvers of timesheet
- Interviews and hires students
- Confirms credit enrollment eligibility and other departmental employment eligibility
- Discusses work hours and expectations with students
- Discusses with students, and ensures compliance with, ACA mandated work hours limitations
- Confirms with student if ever worked on campus before and submits BP Logix form required for hire
 - Completes BP Logix new hire forms (form will automatically go to student to enter in their information), this must be completed before their first day
 - Completes BP Logix rehire forms if student has worked on campus within the last three years (even if new to the department)
- Ensuring BP Logix forms are submitted when a student:
 - resigns or no longer works for them
 - needs a pay rate changed
 - needs the expected job end date updated
 - needs funding updated
 - needs time approvers updated
- Approves hours worked as entered in HRS by student (if set up as a time approver)
- Works with student regarding employee relations issues

Human Resources

- Enters the biographical data and all employment data
- Communicates with EUC regarding current student employees' status
- Assists EUC with issues related to job maintenance
- Assist supervisors and students with timesheet access issues

ELIGIBILITY REQUIREMENTS

General Requirements

- Must attend an accredited higher education university/college and provide verification showing proof of course enrollment
 - Examples of documentation include:
 - class schedule OR
 - letter from school confirming enrollment
 - All documents must include school name, student's name, dates of enrollment and total credit hours

Course Enrollment Requirements

- **Fall and Spring Terms:** Must be enrolled at least half-time (6 credits for undergraduate; 4.5 for graduate level)
- **Summer Session:** Must be enrolled 3.0 credits for undergraduate and graduate OR enrolled at least half-time in upcoming Fall term

Note that there are limitations on the total hours a student may work between all jobs. Please refer to the Hours Eligible to Work Guidelines for more details.

GPA Requirements

GPA requirements may be set at the discretion of the department/college/division. Campus does not have an overall GPA requirement to work on campus as a student employee.

HOURS ELIGIBLE TO WORK GUIDELINES

If the student has more than one campus job, he/she and the supervisors must coordinate the total hours working per week between departments. Total hours per week include all jobs together.

Supervisors are responsible for ensuring students are not going over the required hours limitations, including during the 12-week period for the summer months.

- All student employees, excluding international students, are eligible to work a maximum of 25 hours per week between all jobs within the Fall and Spring academic terms. There are periods where students may work more hours; however, it is restricted. Please refer to the work eligibility schedule found on the Student Employees webpage for details: <https://uwosh.edu/hr/current-employees/student-employees/>
- **International Students can work a maximum of 20 hours per week while classes are in session** due to VISA requirements. If they work more, they could be at risk of being sent back to their home country.
- These limitations are directed via the Affordable Care Act (ACA) employer mandate. If we do not follow these guidelines, then UW System/Oshkosh Campus will be responsible for paying federal fines. Information regarding the mandate can be found: [Agreement Verification - Hours of Work.](#)

WORKPLACE EXPECTATIONS

All student hourly positions are at-will positions and may be terminated at any time provided the reason is not prohibited by law. It is the University's position that the Campus [Workplace Expectations Policy](#) applies to student employees in the same manner as staff.

REQUIRED NEW HIRE PAPERWORK

If a student has never worked for UW Oshkosh before then specific hiring paperwork will be required *on or before the first day of employment.*

Student employees should not start working until the criminal background check (if required) and the I-9 Form is completed.

Supervisors should work closely with the EUC/office support staff to ensure required hire paperwork is obtained from the student, and submitted to Human Resources, *prior to* the student start date.

INSTRUCTIONS FOR COMPLETING HIRE PAPERWORK

BP Logix Student Employment forms **MUST** be used for all New Hire and Rehired student employees to ensure that all proper paperwork is completed prior to start or restart date. **THERE ARE NO LONGER ANY PAPER FORMS TO BE SUBMITTED, IT IS ALL COMPLETED IN BP LOGIX.** Paper forms will no longer be accepted.

- Please see the [Student Employment Policies & Procedures page](#) for more information on the new BP Logix process.
- Electronic documents requiring submission separate from BP Logix:
 - I9 - **must be completed on the first day of employment or before; must supply original documentation as listed [HERE](#). Employment will not be processed if this form is not verified and completed within three days of employment.**
 - W4/WT4
 - Direct Deposit can also be updated in MyUW's Payroll tile (it is good practice for students to check this information is correct once they have access to)

[Process for student W4 entry and updating](#) (this is completed by the student through their My UW System Portal once they are hired in the system*).

- Students can update their tax withholdings at any time via the portal.
**If the student's permanent residence is outside of Wisconsin, the student employee should complete the [Supplemental W-4](#) (on paper) and submit this to the Office of Human Resources. This document will exempt them from Wisconsin state income tax.*

[Process for electronic I9 student completion](#) (must be completed on or prior to student's first day employed).

International Students must come to Human Resources, Dempsey 328, to complete the required forms. Documents to bring along include I-20, I-94, Passport, VISA, and Social Security Card.

POSTING JOBS IN HANDSHAKE

Jobs can be posted on *Handshake* via [Career & Professional Development](#), 920-424-2181.

Handshake is the primary way students find jobs on campus. It provides a one-stop-shop area for all student employees to search for available jobs. If you do not post your job in *Handshake*, you may have difficulty recruiting student workers.

If you are requesting to utilize specific research funds, there may be a requirement to post a job for a minimum of two weeks. Please refer to the manager of the funding source for details on posting requirements.

If you have questions on *how* to post jobs in *Handshake* contact Career & Professional Development. If you have other questions regarding posting requirements work directly with our department/college/division or the manager of the funding source. Career & Professional Development is unable to provide specific information regarding posting requirements.

OFFICE COMPUTER ACCESS

If the student employee needs access to the office computer to complete work, contact IT to gain access. The student must have an active job in HRS/PS related to your department before computer access will be granted: <https://kb.uwosh.edu/page.php?id=83598>

Special student employee computer access is not required if the student employee does not need access to the office computer and will only be entering time in the timesheet. The student can use computer labs or his/her own computer to enter time on the timesheet.

Questions regarding computer access? – contact IT directly at 920-424-3020 or helpdesk@uwosh.edu

FUNDING SOURCE INFORMATION

Funding Option	Details
Work Study	<ul style="list-style-type: none"> • Federally funded program • 75% from federal funds; 25% from department funds • Awarded to the <i>student</i> not the job. All jobs will draw off work study until exhausted • Once work study award is depleted wages will automatically be charged 100% from department funds (student assistants) • Student and EUC can review work study balances in PeopleSoft Titan Admin; balance is the <i>total</i> award, including both 75% federal and 25% department portions, not split • EUC can also view current balances in HRS • Students can request more work study via Financial Aid • When enter funding string in HRS only indicate the department funding string; system automatically portions out appropriately
Division Assisted Funds (STEP Funds)	<ul style="list-style-type: none"> • Each year the Chancellor’s Office distributes funds to each division that can be distributed to departments that will offset the cost of wages for student employees • Each division sets their own criteria and timeline for fund distribution • If using these funds, the job must be posted in <i>Handshake</i> for a minimum of two weeks • All questions regarding these funds should be directed to the appropriate Vice Chancellor’s or Dean’s office
Department Funds	<ul style="list-style-type: none"> • 100% of student wages are charged to the department • Once the work study award has been depleted 100% of the wages will be charged here. This automatically occurs; there is no notification

INFORMATION REQUIRED TO COMPLETE HIRE OR REHIRE

To hire a student employee, the person entering the information into the New Hire/Rehire form should collect/determine the following information. Connect with the departmental EUC or office support staff if you have questions.

- Student Legal Name
- Status of Student’s Employment
 - Rehire in Same Department - previous job ended, rehiring even if different working title, **use Rehire form**
 - First Time Hire in Job Role within Same Department - has current active job with department but this is different role/pay/title, **use Rehire form**
 - First Time Hire with Department - never worked in department before, **use Rehire form**
 - First Time Hire - Never Worked on campus before, **use New Hire form**

- Effective Date of Hire
- Expected Job End Date
- Department Working For
- Job Location (include building code if known)
- Job Title and Working Title
- Compensation Rate (hourly pay rate)
- Funding String to charge wages (xxx-xxxxxx-x)
- Primary and back up approvers (include HRS 8-digit Empl ID if known)

JOB TITLES, PAY RATES, AND WORKING TITLES

Job Titles

Job titles are formal titles assigned to designate types of duties performed by an employee and assign specific wage range.

Specific job *codes* are assigned in order to enter the title in the HRS payroll system.

There are three (3) main titles used for student employment:

- Student Help (SH001)
- Student Help Intermediate (SH002)
- Student Help Advanced (SH003)

The pay rate (hourly wage) is determined by the degree to which the expected duties of the position fall within the scope of each title.

The job titles listed below require prior approval from Human Resources:

- Student Help Residence Hall (SH004)
 - – only used by Residence Life for Community Advisors paid via lump sum
- Student Help Special (SH005)
 - – only used for unique positions similar to Community Advisors; paid via lump sum

Titles and Ranges:

- **Student Help**
Pay range: \$10.00 to \$12.00 per hour
Description: Work is performed under close supervision. Procedures and tasks are well established. Decision making is limited. The consequence of error is minimal to correctable. Accountability and scope of operation are low to moderate. Work is frequently reviewed. No leadership role assigned to worker. No previous skill or technical knowledge is required. Training takes place on the job.
- **Student Help Intermediate**
Pay range: \$11.00 to \$15.00 per hour
Description: Work that requires, for a portion of the time, some independent judgment and initiative, and/or previous skill or technical knowledge. Increased accountability. Scope of work reaches across the department.

- **Student Help Advanced**

Pay range: \$11.00 to \$17.00 per hour

Description: Work that requires, for a major portion of the time, some advanced or specialized knowledge, skill or ability. Work that may involve some supervisory responsibilities; Includes graduate students and duties in teaching or administration requiring advanced discipline, skill or knowledge.

- **Student Help Special**

Pay: Lump Sum

Description: Lump sum payments generally only relate to Community Advisors within Residence Life and a very few unique situations where an hourly rate is unable to be determined. If your department is interested in exploring this option further, a request can be submitted via BP Logix (Lump Sum Justification). Student workers in this classification are still required to record their hours worked on their timesheet for ACA purposes.

- It is at the discretion of the department/supervisor to set the hourly rate of pay as long as it meets the federal minimum wage requirement. All students are paid hourly except for community advisors for Residence Life and those working with summer camps via specific departments across campus. These positions are unique – requiring continual on call hours within a 24-hour period.
- *If you feel the position warrants a lump sum payment, please reach out to Human Resources and complete the Lump Sum Justification form in BP Logix. You will be required to submit a justification form and have it approved by Human Resources **prior to the student beginning work.***

Working Titles

- Working Titles are the only way a student employee can tell the difference between multiple jobs for time entry. If all the working titles are the same as the job title, then the student will not know what hours are to be entered on which timesheet for any specific department.
- Include the department name as the working title and/or a specific title that describes the work they are doing. Title should be short but descriptive.

Examples of Working Titles:

- Music Oboe Teacher
- Marketing Assistant
- Parking Attendant

EMPLOYMENT STATUS CHANGES

To make changes to a student’s current job, complete the appropriate form in BP Logix. Please ensure that you are using the student’s legal name and include their HRS ID# if known.

Below is a list of possible changes:

PAY RATE CHANGES

- It is at the discretion of the department/supervisor to set the scale for pay rate increases for student employees. It is recommended to use a consistent process for all students you employ.

- If you need to update the pay rate for a student employee complete the Pay Rate Change Request form in BP Logix.

EXPECTED JOB END DATE

If the expected job end date needs to be extended because the student will continuously work

- This needs to be completed *prior* to the current expected job end date or the student will not have access to enter hours or view payments.

TERMINATION / RESIGNATION

Student is No Longer Working for Supervisor

- Complete the BP Logix Separation form with the last day physically working so the job can be termed in HRS.
- All hours worked must be entered in the timesheet by the end of the student's last day of work to ensure the hours can be processed for payment.

Job Termed in Error

- If the expected job end date is not updated prior to the process the job will automatically term once the date passes.
- Complete a BP Logix form immediately to have the job rehired due to a term in error, providing the new expected job end date.

NEW FUNDING SOURCE

- When a new funding source is available the Funding Change form should be completed in BP Logix.
- Supervisors should include the entire funding string (xxx-xxxxxx-x) and the effective date of the change. This should be done prior to the desired effective date.

TIME ENTRY, APPROVALS, & PAYMENT METHOD

Pay Period

A pay period is two weeks in duration. The [biweekly payroll schedule](#) is available online. If supervisors do not approve the time entered the student will not be paid.

Time Entry Instructions

All hours must be entered by the end of the last day of the pay period, if it is not the time approver can enter the missed hours. Please note, this might result in a delay in payment.

All hours should be entered on the day the student *actually worked*; falsification of timesheet hours is a federal crime and is grounds for dismissal of the student and the supervisor where appropriate.

If the job does not start on the first day of the pay period, students may need to view the timesheet by day to enter hours.

- [Time Entry Instructions](#) (Hourly Students Only)

- [Shift Ending at Midnight](#)
- [Shifts Crossing at Midnight](#)
- [Lump Sum \(ACAHW\) Entry Instructions](#) (Lump Sum Payments Only)
- [Login to My UW System](#): timesheet entry and earnings statement retrieval

Approval Schedule

It is the supervisor’s responsibility to ensure the student is entering the appropriate hours and to approve time by the approval deadline.

The approval schedule and reference materials can be found at the Human Resources [Supervisor’s Toolkit](#) webpage.

HRS Rounding of Hours

HRS rounds hours based on the total hours and minutes reported per punch (time entry), not per shift: <https://kb.wisc.edu/hrs/page.php?id=48921>

Rounding of Hours	Minutes	0.0-7.5	7.5-22.5	22.5-37.5	37.5-52.5	52.5-60
	Hundredths	0.0	0.25	0.50	0.75	1.0

Payment Method

All wages will be directly deposited to the bank account a student has submitted. If the prenote (test check) for the bank account is rejected by the bank the student will be notified directly from Payroll at Shared Services (the email will come from the HR-ServiceDesk@wisconsin.edu or payroll@uwss.wisconsin.edu).

If the student does not provide an accurate direct deposit, then the funds will process to a US Bank Focus Card. The card is mailed directly to the home address in the HRS system. Students will need to work directly with US Bank if the card is lost or destroyed. Each pay period the card will be re-loaded so if the student does not provide a direct deposit, they should keep the US Bank Focus Card to receive future payments. These funds ARE NOT transferable to another account.

PERFORMANCE REVIEWS

All student employees should periodically have a performance review to discuss strengths and weaknesses and new goals or duties. A supervisor should also provide students with the opportunity to share questions or concerns they may have about the job. This can be an informal process or supervisors may reference the performance review form used for staff. The staff performance evaluation forms can be found under the [Supervisor’s Toolkit](#) on the Human Resources website.

EMPLOYMENT ISSUES

There could be multiple reasons behind a student employee that is struggling at work. Types of issues may include being perpetually late, struggling to complete basic work tasks, or having difficulty communicating.

It is important for supervisors to keep an open line of communication with the student. If the supervisor has concerns about the well-being of a student employee it is recommended, they connect directly with the [Dean of Students Office](#), 920-424-3100.

MANDATORY TRAINING

UW System requires that all employees, including students, to complete at hire and then with retraining requirements listed below:

- Title IX / Sexual Harassment (retraining required every 3 years)
- Information Security (retraining required annually)
- Mandated Reporter (required once after 10/1/2019)

Retraining is completed in the month of March for Information Security Awareness and Sexual Harassment (Title IX) refresher courses.

A notification email will be sent from serviceoperations@uwss.wisconsin.edu to the **student's staff email** indicating that a course is due. If the course is not completed within 14 days a reminder email will be sent, a second reminder email is sent if not completed after 21 days. If you have questions or need technical support for these mandatory trainings, you can contact serviceoperations@uwss.wisconsin.edu.

Once notified, employees need to enroll in the courses through their [My UW Portal](#) using the mandatory training tile. When you click on the tile, you will be taken to your training dashboard, which will show your status for all three required courses. The direct links to the course will also be there if you need to take it!