

# STUDENT EMPLOYEE WORK RULES

- **Eligibility for Student Employment**

Students must be enrolled at least half-time (6 credits undergrad; 4.5 credits grad) or have been accepted for such enrollment to be employed on campus. If a student drops below half-time status, the student will be removed from the payroll system immediately.

- **Work Hours**

During enrollment periods, student employees may not exceed 30 hours per week worked at all campus jobs and international students may not exceed 20 hours per week. If the student has more than one campus job, it is the student's responsibility to track all hours worked to ensure that combined hours worked are not more than 30 per week (20 hours for International students).

- **Timeclock/Paychecks**

The student is responsible for clocking in and out using the Web Clock available at My UW System (link below). Direct Deposit is the required form of payment for student workers. Printed pay stubs will not be distributed. Student workers may access and print their earnings statements (and duplicate W-2s) at the My UW System Portal: <http://my.wisconsin.edu/>

- **Overtime**

Overtime hours should not occur. The possibility of overtime could arise during the summer or other break periods and must be approved by HR&D and the supervisor before hours are worked.

- **Confidentiality**

Confidential information is any type of information that may be deemed sensitive. This includes salary and wage information, medical reports, disciplinary actions, addresses, phone numbers, and any type of personal information. The unauthorized use and/or distribution of any information deemed to be confidential will not be tolerated and could result in discipline and/or termination.

- **Work Rules & Discipline**

Certain conduct is prohibited and may result in disciplinary action ranging from verbal or written reprimand to immediate discharge, depending on the conduct and/or the number and degree of infractions. Contact your supervisor to determine the department's policy for discipline.

- **Work Expectations**

It is expected that employees perform their specified duties in a timely manner and with respect for others and the property of the University.

- **I-9 Verification**

Verification of identity and employment eligibility is required within 3 days of employment.

- **Scheduling**

Hours will be scheduled based on availability and operational needs of the office/work unit. It is the expectation that the schedule will be followed and any necessary changes requested from the supervisor in advance.

- **Appropriate Dress**

Appropriate clothing should be worn during all working hours with special dress consideration given to those areas dealing with customers and/or the public.

- **Education Priorities**

The primary reason students are on campus is to obtain an education; therefore, academics should be placed at a higher priority than campus employment.

- **Financial Aid/Work Study**

Contact the Financial Aid office for questions concerning work-study funds and availability.

I understand the above information and acknowledge that I will be held accountable for this information.

Student Employee's Name (Print): \_\_\_\_\_ Dept: \_\_\_\_\_

Student Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read/distributed the above information to the student employee.

Department Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original=Department; Copy=Student