Supervisor: Student Hiring Instructions

1. Visit the Student Employment Website at http://www.uww.edu/studentemployment/on-campus-employers/hirea-student for all forms and year-to-date policies.

2. Enter a hire request in the Student Employment Tool five at least days prior to a student’s start date. A hire request is required for every new, rehire, and/or additional position.
   • If the student is a
     i. **New Hire**:
        1. Check the Student Employment Spreadsheet in the T-drive to see if the student has submitted hire paperwork at SOAR.
        2. If the student is not a SOAR student, all new hire paperwork must be submitted to HR within 5 days of submitting a hire request. Please send the forms and document(s) in the order below with a request number written on the top corner of the I-9 form:
           a. I-9
           b. W-4
           c. Direct Deposit form
           d. Self-Identification (optional)
           e. Compliance (see notes)
           f. Criminal Background Check (see notes)
           g. ACA Acknowledgement Letter (required)
           h. Work Permit (see notes)
     ii. **Re-hire**:
        1. An HRS Employee ID will be generated in the SET hire request form if a student is a rehire.
        2. New hire paperwork is **not** needed if the student has worked on campus within the previous year.

Reminders:
• A change form is required for changes such as hourly rate, lump sum, org. code, working title, main supervisor back-up supervisor, additional supervisor, expected job end date, and termination requests.
• Please do not send a hire packet to HR without a **request ID** written on the top right corner of the hire packet.

Notes:
• Compliance forms must be submitted for those who will have access to any data on campus.
• Criminal Background Checks must be submitted for those who work with cash, keys, and/or children.
• Students are required to take the “Intersection: Preventing Harassment and Sexual Violence” training within 30 days of employment. They will get a unique ID to take this training via email from admin@lawroom.com.
**Human Resources & Diversity Contacts:**

<table>
<thead>
<tr>
<th>Student Employment:</th>
<th>Kai Instefjord</th>
<th>Emily Owen / Erin Parr</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>262/472-1024</td>
<td>262/472-1024</td>
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<tr>
<td></td>
<td><a href="mailto:instefjoke08@uww.edu">instefjoke08@uww.edu</a></td>
<td><a href="mailto:stupay@uww.edu">stupay@uww.edu</a></td>
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**Payroll (please refer to the department assignment spreadsheet to locate who your payroll specialist is):**

<table>
<thead>
<tr>
<th>Reggie Brown</th>
<th>Kelly Frank</th>
<th>Andrea Campbell</th>
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<tbody>
<tr>
<td>262/472-1024</td>
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<tr>
<td><a href="mailto:BrownR@uww.edu">BrownR@uww.edu</a></td>
<td><a href="mailto:frankk@uww.edu">frankk@uww.edu</a></td>
<td><a href="mailto:campbela@uww.edu">campbela@uww.edu</a></td>
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