

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:

Student Employment:

Kai Insteffjord	Emily Owen / Erin Parr
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Payroll (please refer to the department assignment spreadsheet to locate who your payroll specialist is):

Reggie Brown	Kelly Frank	Andrea Campbell
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