University Staff Temporary Employment (USTE) Hiring Process

UW-Whitewater

Revised: 06/2017

I. General Information

Please refer to the UPS Operation Policy: HR 7 for initial guidelines on USTE Hiring.

- Full-time students are not eligible for University Staff Temporary Employment.
- If an USTE enrolls as a full-time student, the USTE assignment will be terminated.
- USTE’s shall not exceed 1,040 hours during a twelve-month period, within a single job.
- USTE hourly rate is set at the minimum of the FTE hourly rate for that title classification. Departments are advised to contact Human Resources & Diversity if they need assistance in determining the USTE Classification title or hourly rate of pay.

II. Initial USTE Process

1. Immediate Supervisor will submit the completed USTE Recruitment Approval Form, with all appropriate signatures, and attach a complete Position Description, and Justification for Hire to HR&D.

2. HR&D will review the USTE Recruitment Approval Form for appropriate organization codes, signatures, etc.

3. Departments are not required to hold interviews for USTE applicants. If the department has no applicants, HR&D can send applicant resumes.

4. Prior to the first day of work, the USTE should report to HR&D to complete the hiring paperwork (Criminal Background Check Form, W-4, Direct Deposit, New Employee Information Sheet, and Compliance Form).

IMPORTANT: No USTE will start employment until all required documents have been completed.
III. **USTE Terminations**
Immediate supervisor will submit the completed USTE Evaluation/Termination form to HR&D upon termination:
https://www.uww.edu/apps/icit/USTEform/

IV. **USTE Tracking**
HR&D will monitor USTE employment. HR&D will contact the department to advise them when an assignment is approaching completion (nearing 1040 hours or anniversary/end date, whichever comes first).