

# 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 \(SET\)](#) at least five 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:**

The student has not had an on campus employment in the past, all new hire paperwork must be submitted to HR within 5 days of submitting a hire request. Please send the form(s) 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. Self-Identification (optional)
      - c. Compliance (see notes)
      - d. Criminal Background Check (see notes)
      - e. W-4 (must be completed on **MyUW** portal)
      - f. Direct Deposit form (must be completed on **MyUW** portal)
    - 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 12 months, unless there has been changes.**

## Reminders:

- An appointment change/request is required for changes such as hourly rate, lump sum payments, 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](mailto:admin@lawroom.com).

## Human Resources & Diversity Contacts

### Student Employment:

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Student Payroll

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