

University Staff Temporary Employment (USTE)

- You must attach a Position Description and brief justification to this request.
- Immediate supervisor should submit this completed form and attachments to Human Resources, Hyer Hall 330

Contact Person:

Contact Phone:

New Employee Name:

Department Name:

Requested Title (See Title list):

Hourly

Start Date:

End Date:

Supervisor Name:

Backup Supervisor Name:

Funding and Percentage:

Approval Signatures:

Supervisor: Print Name: Date:

Dean/Director: Print Name: Date:

Division Head: Print Name: Date:

Budget Office: Print Name: Date:

Human Resources: Print Name: Date:

To Be Completed by HR:

WRS Prior to 7/1/11: Yes No State: Local:

Rehired Annuitant: Yes No If Yes:

University Staff Temporary Employment (USTE) Hiring Process

I. General Information

Please refer to the [UW System Admin Policy 1256](#) for guidelines on USTE Hiring

- **Full-time students are not eligible for University Staff Temporary Employment**
- **If an USTE enrolls as a full-time undergraduate student, the USTE assignment will be terminated**
- USTE's shall not exceed 1,040 hours during a twelve-month period
- USTE hourly rate is set at the campus minimum of \$15.00 per hour. Contact Human Resources & Diversity for assistance in determining the USTE Classification title or hourly rate of pay.

II. Initial USTE Process

1. Immediate Supervisor will submit the completed USTE Hire Form, with all appropriate signatures and also complete the information requested on the New Hire Link: https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dg9a4pWdb0a5w9L
2. HR&D will review the USTE Hire Form for appropriate organization codes, signatures, etc.
3. Prior to the first day of work, hiring paperwork (Criminal Background Check Form, W-4, Direct Deposit, New Employee Information Sheet, and Compliance Form) must be completed but the new USTE.

IMPORTANT: No USTE will start employment until all required documents have been complete

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).