

Eligibility

To be eligible for student employment, students must:

- Be a U.S. citizen, national, or eligible non-citizen.
- Be enrolled in an educational institution at least half-time (6 undergraduate credits; 4.5 graduate credits) during the academic year. Any exceptions must be approved by the Director of Human Resources & Diversity.
- International students are eligible for on-campus Regular Pay positions only and are limited by law to a maximum of 20 hours per week during the academic semesters.
- Students 17 years of age or younger must submit a work permit to Human Resources & Diversity each time they are hired.
- Males between the ages of 18-25 are required to register with Selective Service at <http://www.sss.gov>.

Maximum Hours of Work

During the Fall and Spring semesters, a student may not exceed 25 hours per week in total hours. This means students who are working in more than one department must monitor their hours to ensure they do not exceed the 25 hour per-week limit.

International students are limited by law to 20 hours per week during the Fall and Spring semesters. All students may work up to 40 hours per week during the summer and the weeks when there is not a full schedule of classes. Please refer to the ACA Calendar at: <http://www.uww.edu/Documents/adminaffairs/HR%20Diversity/201617%20Student%20Payroll%20ACA%20Calendar.xlsx>

Hiring During the Summer

Eligibility for summer employment extends to (a) students enrolled for the summer term, (b) students enrolled during the prior spring term who are returning for the fall semester or (c) new students accepted for the next fall term. *Please refer to the UW System website for more details, <https://www.wisconsin.edu/financial-administration/financialadministrative-policies-procedures/gapp-numeric-index/g18-employment-of-studenthelp/>.

* An acceptance letter is only valid if the student is going to be a new freshman or transfer student in the fall term and has not yet attended orientation (Plan-It Purple session in the summer).

Notes:

- Depending upon the dates of employment, all non UW-Whitewater students are required to provide a summer and/or fall class schedule to HR&D as proof of enrollment.
- By law, Social Security and Medicare tax deductions will be taken from the student's paychecks during the summer if they are not enrolled in classes. If there is a change in enrollment status, students must notify Human Resources & Diversity immediately.

Any student who graduates at the end of the Spring semester is terminated, unless they are returning as a graduate student in the summer and/or fall term. If they are not returning as a student, they may be rehired as a USTE (University Staff Temporary Employee). The hiring manager must contact Human Resources & Diversity to initiate this process.