THE BASICS

Eligibility
- Federal Work Study (FWS)
  - Student established eligibility by completing FASFA (Free Application for Student Federal Aid) by the deadline—See Financial Aid for details
  - Student received and accepted an award for work study in eSIS
- In addition, student employees must meet the following Enrollment Requirements:

<table>
<thead>
<tr>
<th></th>
<th>For Academic Year employment</th>
<th>For Summer employment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study</td>
<td>Enrolled at least half-time</td>
<td>Enrolled for at least one summer mini session</td>
</tr>
<tr>
<td></td>
<td>o 6 credits undergraduate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>o 4 credits graduate</td>
<td></td>
</tr>
<tr>
<td>Student Assistant</td>
<td>Enrolled during the semester the student is working</td>
<td>Enrolled for upcoming fall semester, even if not attending a summer session</td>
</tr>
</tbody>
</table>

Payment Methods
- Hourly (hourly rate multiplied by hours worked) Example: Office Support - or-
- Lump Sum (pre-determined amount paid, regardless of hours worked). Example: Resident Assistant, Notetaker. NOTE: The lump sum payment option CANNOT be utilized for Federal Work Study.

Timekeeping Methods for Hourly Positions
- Online Timesheet – Employees log in to enter the times of in and out punches (This is the default method for most depts)
- Web Clock – Log into HRS and punch in and out on a ‘real time’ basis (supervisor needs to intervene if employee forgets to do the real time punch)

Limitations on Hours Worked
Supervisors should have reasonable expectations of weekly average hours of employment. “Reasonable expectations,” as defined by Federal Work Study regulations, are generally defined as less than 20 hours per week while classes are in session and less than 40 hours per week during break periods. If a student is employed in more than one position, total weekly hours should be coordinated between the student and supervisors. Overtime (over 40 hours per week) should never happen for a Work Study employee and should be avoided for a Student Assistant employee (the department in which those excess hours were worked, i.e. later in the week, will be charged the full time and a half to pay the student). Federal INS regulations restrict international students from working more than 20 hours per week while classes are in session.

Federal Work Study Conditions of Employment and Limitations
- Federal Work Study (FWS) employers must pay students at least the federal minimum wage in effect at the time of employment. If a state or local law requires a higher minimum wage, the school must pay the FWS student that higher wage. Fringe benefits may not be counted as part of the wage rate, and FWS students cannot be paid commissions or fees.
- FWS employment must not displace employees (including those on strike) or impair existing service contracts. If the school has an employment agreement with an organization in the private sector, the organization’s employees must not be replaced with FWS students.
- FWS positions must not involve constructing, operating, or maintaining any part of a building used for religious worship or sectarian instruction. If the part of the facility in which the student will be performing the work is not being used for religious worship or secular instruction, the school should ensure that any work the student will perform meets general employment conditions and that other limitations are not violated.
- Neither a school nor an outside employer that has an agreement with the school to hire FWS students may solicit, accept, or permit the soliciting of any fee, commission, contribution, or gift as a condition for a FWS student’s employment.
- The Fair Labor Standards Act of 1938, as amended, prohibits employers from accepting voluntary services from any paid employee. Any student employed under FWS must be paid for all hours worked.

Funding
Departments must manage student employee and work study spending to within budgeted amounts, and need to understand their budget allocation in order to know which options are available to them.
For a typical department that has both student assistant and work study budget, the budget and actual expense would reside in two funds across the following line items:

**Fund 102-Department 123456**  
*Student Salaries – Used for 100% of Student Assistant earnings*

**Fund 145-Department 123456**  
*Work Study Student Salaries – Used for 100% of federally funded work study earnings. No department match, effective 6/30/13*

**NOTE:** Budgets vary by department. Some have budget only for Student Salaries, while others have budget only for Work Study Student Salaries.

Student Assistant positions are funded 100% out of departmental budget. This includes:
- Students with no FWS award balance (either never awarded/accepted or has been depleted)
- Students who may have a FWS award balance, but a department decision was made not to pay out of work study funds. In this case, manual intervention in HRS is required by the Department Student Payroll Coordinator.) Example scenarios: Department work study budget has been exhausted, or an agreement was made with the student’s other employing department that they solely will use the award.

As of July 1, 2013, students who have a Federal Work Study (FWS) award balance will be paid Federal Work Study from the department’s allotted Work Study budget (Fund 145) until/unless:
- The Student Help Hiring Form indicated NOT to use Federal Work Study funds therefore the employee was initially set up in HRS to not use their Federal Work Study award.
- The student’s award is depleted, at which time HRS automatically switches to 100% departmental Student Salaries funding
- A Department Student Payroll Coordinator intervenes in HRS to disable work study funding for that job. Example scenario: The student still has an award balance, but the departmental work study budget has been exhausted, so a change must be made.

**Viewing Award data**
- Students can view and accept their awards in eSIS
- Department Student Payroll Coordinators can view accepted student awards and remaining balances in HRS. **NOTE:** It may take up to a week for newly accepted FWS awards to update in the HRS system.
- The Financial Aid Office maintains ownership of award data.

**Student Payroll Support Model**
- UWRF has approximately 40 Department Student Payroll Coordinators, who are supported by one Payroll Coordinator in the Human Resources Department. The Department Coordinators are aligned by college, unit, or major department.
- For a full list of Department Student Payroll coordinators by major department code, see: [http://www.uwrf.edu/HumanResources/HRS/upload/Department-Payroll-Coordinators.pdf](http://www.uwrf.edu/HumanResources/HRS/upload/Department-Payroll-Coordinators.pdf)
- Department Student Payroll Coordinators have access to enter person and job data in HRS.
- In order to maintain proper internal controls, Department Student Payroll coordinators must have signed documentation from the budget manager (or designee) before entering any hire, rehire, person or job change in HRS. The Department Student Payroll Coordinator cannot be that designee. Periodically, Human Resources will contact departments and ask for copies of the signed documentation for a sample of student employees to help ensure that this process is being followed.
- From a separation of duties perspective, Department Student Payroll Coordinators ideally should not also serve as timesheet approvers or back up approvers, however we recognize that in some departments that may not be possible.

**Resources**
- UWRF Student payroll forms, processes, calendars, and reference materials can be found on: [http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm](http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm)
- If you are hiring an international student who needs assistance in getting a Social Security Card, please contact Christine Webster or Shelby Rubbelke in Student Affairs, for assistance.

**THE HIRING PROCESS**
- Prior to beginning any recruitment process:
  - Outline the details of the position
    - Federal regulations require a job description be on file for every Work Study position on-campus (and it is a preferred practice for other positions). The following elements are required for Work Study position descriptions:
      - Position Title and classification
      - Location where duties will be performed
      - Purpose of the Position
      - Duties and Responsibilities
      - Qualifications Needed
      - Wage Rate - Refer to: [http://www.uwrf.edu/HumanResources/upload/Student-Wage-Scale.pdf](http://www.uwrf.edu/HumanResources/upload/Student-Wage-Scale.pdf)
- Beginning and Ending dates
- Supervisor name and address of employer
  - Ensure that the budget authority that will ultimately fund the position authorizes your recruitment. His/her signature will be required before the final hire is entered into HRS.

- Advertising and Recruitment
  - Positions can be posted online on UW- River Falls Career Services ‘Hire A Falcon’ system and/or your department web page. Some departments may choose to use signs, bulletin boards or word of mouth to advertise open positions.
  - Interview tips
    - Develop a question addressing each of the qualifications listed on the position description.
    - The same pre-determined questions should be asked of all applicants to ensure equal treatment.
    - Inquire whether the student is eligible for Work Study (if applicable for your department)
    - Supply interviewee with a job description
    - Allow time for the interviewee to ask questions

- After a hiring decision is made, ensure required forms are completed and submitted
  - See table below for required forms, based on your hiring scenario (rehire, new hire, etc.)
  - Student employee will complete some forms. Department staff will be responsible for others.
  - Department budget manager’s signature is required on some forms.
  - Submit them to your Department Student Payroll Coordinator who will then coordinate entry into HRS.

- Orient all new employees
  - Orientation materials found on ‘Student’ tab on UWRF’s Student Payroll webpage [http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm](http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm)
    - Timesheet or Web Clock procedures and timing for your department
      - Lump sum should do nothing with their timesheet; payment will be made based on Lump Sum Payment Request form
    - Pay periods and payment timing
      - Students are paid every other Thursday on about a two week lag. They are on the same payroll schedule as Classified employees.
    - My UW System ([https://my.wisconsin.edu](https://my.wisconsin.edu))
      - Students can use the portal to enter time, and view earnings statements and other important payroll information
  - Work Rules
    - It is the University’s position that the University of Wisconsin System [Classified Employee Work Rules](https://www.wisc.edu/hr/classified-work-rules/) apply to student employees in the same manner as they apply to permanent staff.
  - Other department or position-specific information that will help the employee have a positive and successful employment experience.

**HIRING FORMS** – All forms found on ‘Hiring Manager’ tab of Student Payroll webpage [http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm](http://www.uwrf.edu/HumanResources/HRS/StudentPayroll.cfm)

<table>
<thead>
<tr>
<th>FORM NAME</th>
<th>FORM DESCRIPTION</th>
<th>Form completed by</th>
<th>Form signed by</th>
<th>REHIRE previously worked in your department</th>
<th>NEW to your department, and currently employed elsewhere on campus</th>
<th>NEW to working at UWRF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Rehire and Change</td>
<td>Used to request rehire, wage rate change and/or funding change on a current or previous employee</td>
<td>Any Department Staff</td>
<td>Budget Authority</td>
<td>✔</td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Student Hiring Form</td>
<td>Gathers initial person and job information for entry into HRS</td>
<td>Student completes person section Dept staff completes remainder</td>
<td>Budget Authority</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>I-9 employment Eligibility</td>
<td>Verifies authorization to work in the U.S. Complete Section 2 within 1st three days of work</td>
<td>Student Employee AND Dept staff member</td>
<td>Student Employee AND Department staff</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>W-4 Withholding Certificate &amp; Self-Identification</td>
<td>For IRS purposes</td>
<td>Student Employee</td>
<td>Student Employee</td>
<td>✔ Only if changes are required</td>
<td>✔ Only if changes are required</td>
<td>✔</td>
</tr>
<tr>
<td>Direct Deposit</td>
<td>Provide banking information No cancelled check is required</td>
<td>Student Employee</td>
<td>Student Employee</td>
<td>✔ Only if changes are required</td>
<td>✔ Only if changes are required</td>
<td>✔</td>
</tr>
<tr>
<td>Selective Service Certification</td>
<td>Required only for males.</td>
<td>Student Employee</td>
<td>Student Employee</td>
<td>✔ Only if changes are required</td>
<td>✔ Only if changes are required</td>
<td>✔</td>
</tr>
<tr>
<td>Lump Sum Payment Request</td>
<td>For students paid via lump sum, need to indicate when to pay, in how many payments, and how much.</td>
<td>Any Department Staff</td>
<td>Budget Authority</td>
<td>✔ ONLY for Lump Sum positions. HR must receive by the first Monday of the pay period in which payment is to be made. Not required with new hire paperwork.</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>