UNIVERSITY OF WISCONSIN SYSTEM UW HRS Human Resource System

UNIVERSITY of WISCONSIN UWMILWAUKEE

HRS FORM – Student Help Additional Information

General Description:

This procedure will outline the process for hiring a student employee into the HRS system.

Why and when should I use this form?

This form should be used for all student employment hires. An "Additional Student Help" form must be submitted to the HR Office with a "Student Help Template-Based Hire" form.

How do I prepare to use this form?

The following fields must be completed:
Employee Name
Empl ID (if known)
Empl Rcd # (if known)
Business Unit-UWMIL
Department
At least one Payroll Coordinator and UW/Non-UW Approver
Visa Information
FICA
Work Study Job Type (if applicable)
Time Entry Mode
Effective Date (Hire date - OR - the first day of the pay period for pay group -OR- first day you need NEW funding to become valid)
Fiscal Year
Budget Level (always Appointment)
Funding Data (at least one row)

What is the end result when this form is processed?

This form assists with:

-setting up those that should have approval access to the employee's timecard

-notify HR and Payroll of the student's visa and FICA status

-setting up the appropriate funding for this job

Are there any helpful hints regarding this form?

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Are all the requested data fields self-explanatory, or are any clarifications needed:

Many of the fields found on this form are self-explanatory; however the following data items may need clarification:

1. Empl Id	*Leave blank if the student has never worked for the UW System before.*
2. Empl Rcd#	*If this is the student's only job, the # will be 0. Otherwise, leave blank.*
3. Business Unit	*You would enter UWMIL in this field.*
4. Work Study Job Type	*Our campus only uses the following work study types: On Campus; Off Campus; America Reads; and Community Service*
4. Time Entry Mode	*You would select Webclock (Punch In and Out) or Timesheet (Student completes timesheet with hours because not at a computer to punch)*

What do I need to do after I complete the form?

This form needs to be signed by a Division Head or designee prior to being sent to HR.

Route this form along with all supplemental forms to the Central HR office for processing.

How long will it take before the action I'm requesting is completed?

Turnaround time is dependent on staff availability and work load but should be completed within 72 hours of receipt in HR

Retention of Form:
Signed original--Retain 2 years and destroy. (Reference Unclassified Personnel Records GRS UWPERS 010)
Copies: Destroy upon completion of administrative need, not to exceed 1 year.

Who do I contact if I need help?

Divisional or Departmental staff should first contact their Divisional PREP for assistance. Divisional PREPs should contact the central HR office based on their existing client group contacts.

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