

Only fill out the following items of the **Authorization to Hire a Student Form**:

- New, Continuing, or Past Employee
- Employee Name
- Home Address
- Date of Birth
- Employee Email

# Authorization to Hire a Student Form

(must be submitted to the Payroll Mailbox at least ONE WEEK PRIOR to Start Date)

DATE SUBMITTED: \_\_\_\_\_

<b>Student Job Category:</b> (see back page for definitions)	
Project Assistant (PA) <input type="checkbox"/>	(Percentage of Appt.) _____ % (100% Academic appt: \$31,297; Annual: \$38,252)
Project Assistant-Hourly <input type="checkbox"/>	Rate: \$18.40/hr
Student Hourly <input type="checkbox"/>	Rate: \$_____/hr      Work Study?    Yes <input type="checkbox"/> No <input type="checkbox"/>

New, Continuing, or Past Employee?      NEW     CONTINUING     PAST   
*(Continuing if extending appointment, Past if previous UW System employee)*

Employee Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Employee Email: \_\_\_\_\_

Faculty/Hiring Supervisor  
PRINT Name:      FJRC

Faculty/Hiring Supervisor Signature: \_\_\_\_\_

Funding/Professorship account:      101-451050-2  
*(\*\*\*Required: attach a copy of your Grad School Award letter if applicable\*\*\*)*

Dates of Appointment  
Start Date / End Date:      05/30/17      /      8/18/17

<b>FOR PAYROLL/HR OFFICE USE ONLY...</b>	
Date Received:	Entered in HRS:
Funding Source(s):	I-9 Initiated:
Approval:	I-9 Completed:
Criminal Background Check Initiated:	W-4 & Direct Deposit:
Criminal Background Check Completed:	Remission Complete:
Appointment Letter:	Benefits Completed:

### **What do I need to complete BEFORE hiring ANY student?**

-A completed Authorization to Hire a Student Form, and a copy of your Grad School award letter if applicable, submitted to the Payroll Mailbox at least one week **BEFORE** the student begins to work.

\*\*The form needs to be filled out completely so that Kelly Hallmark and Justin Boehm in the Law School Payroll/HR Office can complete the information below **BEFORE** the student begins to work...

-W-4, Self-Identification, and Direct Deposit forms need to be completed by the student and turned into the Law School Payroll/HR Office **BEFORE** the student begins to work.

### **What does our Payroll/HR Office need to complete BEFORE ANY student can begin to work?**

-I-9 documentation needs to be completed within the first three days of hiring or employment will be terminated (this includes the student bringing in documentation to the Payroll/HR Office.)

-Employment (for PAs only) is contingent upon a completed and clear Criminal Background Check. This must be completed **BEFORE** the student begins to work.

### **What is the difference between Project Assistant (PA) Percentage Appointment, Project Assistant (PA) Hourly, and Student Hourly?**

#### **PA Percentage Appointment**

-These PAs perform high level research and require special knowledge or expertise

-Can only be filled by law or graduate students

-When you hire a PA at 33.3% time or more, they will receive tuition remission, which you will be charged for. *\*\*\*Be aware that if your PA has any concurrent PA appointments, and the total of their appointments is 33.3% or greater, you will be responsible for the prorated amount of tuition remission. Therefore you should ask your PA before hiring. Please alert the Law School Payroll/HR Office and we will confirm any concurrent appointments.*

-Are eligible for health care benefits if hired for a semester or more. This cost is also funded by the entity hiring the PA (i.e. Grant, Professorship, Law School or Grad School funds)

#### **PA Hourly**

-These PAs perform research and require special knowledge or expertise

-Can only be filled by law or graduate students

-Can only work a maximum of 13 hours/week (which includes any concurrent PA positions)

-Pay Rate is \$18.40/hour

-You **must** go into HRS and approve hours every two weeks for your student

\*How PAs Enter Time: <https://kb.wisc.edu/hrs/page.php?id=17914>

\*How Professors/Supervisors Approve Time: <https://kb.wisc.edu/hrs/page.php?id=18194>

#### **Student Hourly**

-Pay range is \$9/hour or greater...you set the rate

-Students are limited to a maximum of 20 hours/week

-You **must** go into HRS and approve hours every two weeks for your student

\*How Students Enter Time: <https://kb.wisc.edu/hrs/page.php?id=16896>

\*How Professors/Supervisors Approve Time: <https://kb.wisc.edu/hrs/page.php?id=18194>

### **What if I need help or have questions in hiring a PA or Student Hourly?**

Please contact the Law School's Payroll/HR Office...

Kelly Hallmark, Payroll and Benefits Specialist, Room 5106, (608) 262-3138, [kelly.hallmark@wisc.edu](mailto:kelly.hallmark@wisc.edu) or

Justin Boehm, Human Resources Manager, Room 5109, (608) 890-4466, [justin.boehm@wisc.edu](mailto:justin.boehm@wisc.edu)

-We can post a job opening for you if need assistance in finding a qualified student