

# 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 – Percentage/Hourly (Benefits and Tuition Remission Eligible $\geq 33\%$ )	<input type="checkbox"/> _____ % <i>Rate: <u>\$29.78/hr</u> (Academic Appt)</i> <input type="checkbox"/> _____ % <i>Rate: <u>\$27.30/hr</u> (Annual Appt)</i>
Project Assistant - Hourly (Ineligible for Tuition Remission/Benefits)	<input type="checkbox"/> <i>Rate: <u>\$27.30/hr</u></i>
Student Hourly	<input type="checkbox"/> <i>Rate: \$ _____ /hr</i>

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

NEW     CONTINUING     PAST

Employee's **Legal** Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
County \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

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

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

Purpose of Hire:  
(i.e. Research, Filing, Book Editing, Etc.) \_\_\_\_\_

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

Funding/Professorship Account:  
*(\*\*\*Required: attach a copy of your Grad School Award letter if applicable\*\*\*)* \_\_\_\_\_

Dates of Appointment: \_\_\_\_\_ / \_\_\_\_\_

<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/Hourly Appointment, Project Assistant (PA) Hourly, and Student Hourly?

#### Project Assistant (Benefits/Tuition Remission Eligible) Percentage/Hourly 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% 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% 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)
- Must work at least 258 hours within a semester (academic year) or 344 hours (annual appts) over six months.
- Academic appointments will earn sick leave & annual appointments  $\geq$  six months, will earn sick leave and vacation
- 20 hours/week maximum for International Students due to VISA terms and conditions
- Pay Rate is **\$29.78/hour** (academic year/semester employment) or **\$27.30/hour** (annual year employment, six months or greater)

#### Project Assistant 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 **\$27.30/hour**

#### Student Hourly

- Pay range is **\$10/hour** or greater...you set the rate
- Students are limited to a maximum of 29 hours/week, 20 hours/week maximum for International Students

#### Manager Time Approvals

- You **must** go into HRS and approve hours every two weeks for your student
  - \* How PAs Enter Time: <https://kb.uwss.wisconsin.edu/88725>
  - \* How Students Enter Time: <https://kb.uwss.wisconsin.edu/82812>
  - \* How Professors/Supervisors Approve Time: <https://kb.uwss.wisconsin.edu/15628>

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

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