

2025-2026 Authorization to Hire a Student

Submit to Kelly Hallmark at least ONE WEEK PRIOR to start date

Student Job Category

(Check one and complete applicable fields)

☐ **Project Assistant** – Benefits & Tuition Remission Eligible >33% FTE

- % Time: ____% at \$37.38/hr (Academic Appt)

- % Time: ____% at \$34.27/hr (Annual Appt)

☐ **Student Hourly – Legal Researcher**

- Rate: \$25.00/hr

☐ **Student Hourly – Ambassador**

- Rate: \$20.00/hr

☐ **Student Hourly – General**

- Rate: \$____/hr (min \$10/hr, max \$25/hr)

Employee Information

Legal Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: ____ / ____ / ____

Employee Email: _____

Position Details

Purpose of Hire (e.g., Research, Filing, Editing): _____

Hiring Supervisor's Name: _____

Funding Source: _____

Dates of Appointment: From ____ / ____ / ____ to ____ / ____ / ____

FOR PAYROLL/HR USE ONLY

☐ Entered into Workday

☐ I-9 Initiated / ☐ Completed

☐ Criminal Background Check Initiated / ☐ Completed

☐ Remission Completed *(If applicable)*

☐ Benefits Completed *(If applicable)*

What must Payroll/HR complete before any student can begin work?

- I-9 documentation must be completed within the first three days of hiring. (This includes the student bringing the required identification documents to the Payroll/HR Office. Failure to complete within 3 days will result in termination of employment.)
- Criminal Background Check must be completed and clear for Project Assistants (PAs) before they begin work.

Project Assistant (Benefits/Tuition Remission Eligible) – Percentage/Hourly Appointment

- Performs high-level research requiring special knowledge or expertise.
- Eligibility: Law or graduate students only.
- Tuition Remission: If hired at 33% time or more, tuition remission applies, and your funding source is charged. If the PA has concurrent appointments that total 33% or more, you are responsible for a prorated share of tuition remission. Ask the PA before hiring and confirm with the Law School Payroll/HR Office.
- Health Care Benefits: Eligible if hired for a semester or more (cost funded by the hiring entity).
- Work Requirements: Minimum of 260 hours per semester (academic year) or 345 hours over six months (annual appointments). Academic appointments earn sick leave; annual appointments over six months earn sick leave and vacation. International students are limited to 20 hours/week due to visa requirements.
- Pay Rates: \$37.38/hour (academic year/semester appointment) or \$34.27/hour (annual appointment, six months or more)

Student Hourly – Legal Researcher

- Performs research requiring special knowledge or expertise.
- Law or graduate students only.
- Maximum 29 hours/week (international students: 20 hours/week).
- Pay Rate: \$25.00/hour.

Student Hourly – Ambassador

- Requires special knowledge or expertise.
- Law students only.
- Maximum 29 hours/week (international students: 20 hours/week).
- Pay Rate: \$20.00/hour.

Student Hourly – General

- Pay range is \$10–\$25/hour (you set the rate).
- Maximum 29 hours/week (international students: 20 hours/week).

Manager Time Approvals

- Supervisors must approve student hours in Workday every week.
 - How Students Enter Time: <https://kb.wisconsin.edu/workday/internal/144948>
 - How Professors/Supervisors Approve Time: <https://kb.wisconsin.edu/workday/internal/152463>

Questions?

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