



**WISCONSIN**  
UNIVERSITY OF WISCONSIN-MADISON

**Student Hiring Authorization**

Submit completed form to suite 1102, 21 N. Park St. at least **one week prior** to student's start date

**Date Requested:**

**Department:**

**Student Information**

Legal Name of Employee:	Permanent Address: (including city, state, zip)	
Date of Birth:	Current or prior employee: Yes <input type="checkbox"/> No <input type="checkbox"/>	Eligible for Work Study: Yes <input type="checkbox"/> No <input type="checkbox"/>
Employee Email:	Employee Phone:	Social Security Number*

\* Supervisor or student should call ASU at 608-263-3738 to provide the Social Security Number verbally. ASU won't contact students for this information, and it is required to enter the appointment

**Department Information**

Supervisor Name:	Primary Payroll Approver:	Backup Payroll Approver:
Student First Day of Work**:	Student Pay Rate:	Funding***: [ ] - [ ] - [ ]

\*\*Actual first day working in department

\*\*\*For questions about funding, contact Carl DauSchmidt in ASU at 263-3738 or carl.dauschmidt@wisc.edu

**Signatures**

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(If required by department)

Please contact the Administrative Services Unit (ASU) at [asu.payrollbenefits@ohr.wisc.edu](mailto:asu.payrollbenefits@ohr.wisc.edu) or 608-263-3738 with questions related to this form or the student hiring process.

See Page 2 for additional information and frequently asked questions *including* what to do when a student terminates employment.

**ADMINISTRATIVE SERVICES UNIT**

## FAQ's

### What are a supervisor's responsibilities when hiring a student?

- Place advertising on the Student Job Center: <https://jobcenter.wisc.edu/>
- Submit a completed Student Hiring Authorization form to Suite 1102, 21 N. Park St. at least **one week prior** to the student start date
- Communicate with ASU if any information on the form changes (e.g. start date, approvers, supervisor)

### What is ASU responsible for when hiring a student?

- Process Student Hiring Authorization form
- Contact the student via email to invite for a 30 minute new employee orientation
- Provide the student with timesheet entry training and explain general payroll information
- Complete student I-9 verification (federal obligation to complete within first three days of employment)
- Ensure that student completes W-4 and Direct Deposit paperwork

### I've selected the student I want to hire, why can't he/she start tomorrow?

- Students must be hired in UW-Madison's Human Resources System (HRS) before they are eligible to be paid for their work. Gathering necessary information and properly hiring a student in HRS requires a minimum of one week notice.

### How many hours can the student work?

- Student employees should not exceed 1560 hours from October 1 to September 30 in all UW student jobs they hold
- All Student Hourly employees who are working for a time period that is longer than 89 consecutive days must average below 30 hours per week . A Student Hourly employee working for a time period that is under 90 days may work 40 hours per week without any Affordable Care Act infraction.
- Keep in mind that students are non-exempt from FLSA regulations, meaning that they are subject to overtime compensation
- Some international students, depending on their visa status, may be prohibited from working more than 20 hours per week during the academic year

### What do I do when a student is done working in my department?

- Email ASU at [asu.payrollbenefits@ohr.wisc.edu](mailto:asu.payrollbenefits@ohr.wisc.edu) with the following info:
  - Student's full name and employee ID
  - Reason for leaving: Resignation, Discharge, Graduation, End of Demand, etc.
  - Last working date in the department

### Student Hiring Process

