

Student Hourly Supervisors Instructions

This is an overview of the Student hourly program for the Chemistry Department for the supervisors/approvers of the Student hourly employees.

New hires require the Student hourly request form filled out and signed prior to interviewing/hiring begins. Inform the interviewees that available hours may vary depending on work load.

Please keep your student at 20 hours or under per week.

Starting Wages

\$10.00-\$10.50 per hour:

Typing/ Date entry
Clerical
Word Processing
Lab work such as dishwashing, prep of solutions/medi

\$10.50-\$11.25 per hour:

Data entry that requires decision making.
Inventory Control
Coordinator Assistant
Lab work with simple interpretations of tests or involving complex procedures.
Set up crew work
Supervisor of activities of limited scope or size.

\$11.25 + per hour:

Advanced word processing
Technical typing
Foreign language typing
Editorial work
Computer support
Lab-Advanced analysis and/or independent design

Increases

An increase of .25 per hour is available to our student hourly's, however, they are NOT automatically given. Increases are available at the beginning of the fall semester and at the beginning of the spring semester to students that are returning to the same position as the prior semester. An increase is also possible for the summer session if they are again in the same position AND they are increasing their available work hours. You will receive an email from Marc Willadsen (mwilladsen@wisc.edu) at the beginning of each semester giving you the opportunity to request a raise for your student hourly's.

The starting salary maximum for a Student hourly is \$13.00 per hour.

Approving time sheets

Every other Monday after the payroll week ends we need all the student hourly's time sheets approved by NOON. A reminder email will be sent out. The following path should assist you in approving your students. Start out at my UW log on/ Approve time for time reporters/type in A481500 in the department leave the rest blank/ get employees/ the students for you to approve is in blue at the bottom of the screen, you can click on adjusted time to see details/ click in the check box when you are ready and then click approve. Late or non-approved time may result in the student not receiving a paycheck.

Documents needed

All employees must do the I-9 employment verification. This is a federal regulation that must be done within 3 days of an employee's start date where the employer ensures that the employee is able to legally work in the U.S. A list of acceptable documents is attached. **ALL THESE DOCUMENTS MUST BE ORIGINALS. NO COPIES OR DIGITAL COPIES CAN BE ACCEPTED.** These documents must be presented to Marc within 3 days of their start date.