Student Employment Tool (SET)

PHOUA KHANG | BRITTNEY MCLEOD | REGGIE BROWN
UW-WHITEWATER
What is the SET?

- The Student Employment Tool is an online application
- Supervisors are able to create hire/rehire requests for students and submit change requests for adjustments
- Multiple features
History

• Up to 5 people worked on fall hires
• Hires and employment changes were submitted using paper forms

• Problems
  • Received multiple forms through email, hand delivery, and inter-office mail
  • No paperwork tracking system (missing paperwork)
  • Paperwork/payments delayed 1-2 months
# Previous Hire Form

**UW Whitewater Student Employment New Hire/Rehire Authorization**

Please fill in all appropriate boxes and return this form to Human Resources & Diversity with the students’ completed forms. Be sure to attach all paperwork. The hire form will be returned if any paperwork is missing which will delay the hiring of the student.

## TYPE OF EMPLOYMENT:
- [ ] Hourly
- [ ] Lump Sum

Today’s Date: __________________________

Job Start Date: ________________________

**Expected Job End Date:** __________________________

## Preferred Time Entry Access (if Hourly):
- [ ] Webclock
- [ ] Timesheet

## Student Information

- **Legal Name** (Last, First, MI):
- **Empl ID #** (if known):

## Employment Information

- **Department Name:**
- **6-Digit Major Dept. (Nxxxxxx):**
- **Funding Org Code:**
  
  (Example: "000-X-000000 PRJ0000"

- **Hourly Rate:**
- **Dept Working Title:**
  
  - [ ] Work Study ***

## Lump Sum Payment Information (if Lump)

- **Pay Period Start Date:**
- **Pay Period End Date:**
- **Amount Paid Per Pay Period:**
- **Total Amount To Be Paid:**

## Approver/Back-up Approver Information

- **Approver Name:** __________________________
- **EMPL ID:** __________________________

## Additional Notes/instructions/Justification

---

## Supervisor Checklist

- [ ] I-9
- [ ] I-90 Documents
- [ ] W-4

- [ ] Direct Deposit
- [ ] Selective Service (males only)
- [ ] **Background Check form (if applicable)

## Additional Paperwork for International Student Hire

- [ ] I-20
- [ ] I-534
- [ ] VISA
- [ ] Passport

## Human Resources Checklist

- Empl ID
- Empl Record
- Enrollment
- CBC
- Selective Service
- Marketplace

## Friendly Reminders

* If leave blank, end of academic year will be entered.
* **Background Check forms will be needed for students in contact with kids, keys and cash.**
* **Notify Financial Aid with questions regarding work study.**
* **Every student in your department will have a job identifier that will aid selection of the appropriate job.**
* If new hire paperwork is needed if there has been a year break of employment, or student has not been employed on campus, or only worked for Chartwells Food Services
* Students must be enrolled at least half-time to be employed.
* Questions/problems, please e-mail stupay@uw.edu

Revised 9/11/2015
## Previous Appointment/Change Form

### UW Whitewater Student Change Appointment Authorization

<table>
<thead>
<tr>
<th>Department Name</th>
<th>6-Digit Major Dept (NXXXXX)</th>
<th>Hourly Rate Options</th>
<th>Contact Person</th>
<th>Phone #</th>
<th>E-Mail Address</th>
<th>Today's Date</th>
<th>Pay Period Start Date</th>
<th>Pay Period End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$A1 General $7.25-$10.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>$A2 Intermediate $9.00-$12.00</td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td>$A3 Specialized $11.00-$13.00</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### TYPE OF CHANGE REQUEST

<table>
<thead>
<tr>
<th>Legal Name (Last, First, M)</th>
<th>Empl ID # (Not UW-W Student ID)</th>
<th>Empl. Res. No.</th>
<th>Working Title</th>
<th>Level (SA)</th>
<th>Wage</th>
<th>Funding Source</th>
<th>Funding Source</th>
<th>Major (6-Digit Dept)</th>
<th>Supervisor</th>
<th>Backup</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

**Other Comments:**
Benefits of the SET

• Real time correspondence
• Requests can be entered anytime and anywhere
• Responsibility to collect missing paperwork was transferred to Supervisors
• Supervisors can cancel a request or make changes prior to completion
SET Application

• Functionality
  • Hires/Rehires
  • Change Requests

• Features
  • Searches
  • Status of requests
  • History (record of all transactions)
  • My Pending Requests, sort by:
    request ID, student, request date, start date, etc.
  • Download spreadsheets
  • Ability to continuously add/adjust features

https://my.uww.edu/HRStudentChangeOfStatus/
SET Training
SET Training with Supervisor

http://uww.edu
Student Hire Process

Hire request submitted, 3 steps to process:

Workflow:
- Stupay
- HR Assistant
- Payroll Specialists
### Step 1: Employment Eligibility

**SET Checklist**

<table>
<thead>
<tr>
<th>Checklist Item</th>
<th>Completed</th>
<th>Date Completed/Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selective Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Deposit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
International Student Employees

- Review paperwork
  - I-9 Status: 1, 2, 3 or 4
  - Documents
  - W-4
- Meet with student
  - Obtain copies of Passport, Visa, I-94, I-20 or DS-2019, Social Security card
- Discuss application for SS card
- Explain GLACIER
GLACIER Online Tax Compliance System

1. Watch for emails from:
   
   support@online-tax.net
   uwhradministration@uwsa.edu

2. Complete your GLACIER record.
   
   ☐ Students on F-1 Visa: The “Immigration Status Expiration” date, is the “Program End Date” on your I-20.
   ☐ Students on J-1 Visa: The “Immigration Status Expiration” date, is the “To” date in box 3 on your DS-2019.

3. Please PRINT the following forms, and return to: Reggie Brown, Payroll & Benefits Specialist, Human Resources, Hyer Hall, room 330.
   
   “TAX SUMMARY REPORT”
   “W-4” form

If you do not have a Social Security Card/Number

1. Information will be forwarded to the Center for Global Education of your impending hire. When they have their paperwork complete, you will receive an email from them.

2. Make an appointment with CGE for instructions on applying for your SS card.

3. Take the info from CGE, and all of your documents, to a Social Security Administration office (the nearest one is in Janesville, about 20 miles from Whitewater, 222 N. Academy St.). You will receive your card in 2-3 weeks.

4. Once you receive your SS card, log back into GLACIER and enter the number in your record.

5. Please PRINT the following forms, and return them, along with your SS card, to: Reggie Brown, Payroll & Benefits Specialist, Human Resources, Hyer Hall, room 330.
   
   “TAX SUMMARY REPORT”
   “W-4” form

Please contact me with any questions: Reggie Brown @ 262-472-1005, or by email: brownr@uw.edu. Thank you.
### Step 1: Employment Eligibility

**SET Checklist**

<table>
<thead>
<tr>
<th>Checklist Item</th>
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<th>Date Completed/Credits</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>Selective Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enrollment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I-9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Direct Deposit</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Employment Eligibility
Request Denied

Request #11552 for Brittney Mcleod has been denied. Please click on the "History" button to see why the request was denied. Edit and resubmit your request or cancel it to remove it from your "My Pending Requests" list. If a request is denied, the student cannot work until the issue is resolved. The request must be forwarded back to payroll to move forward with the hiring process.

Please click the link below to access the request in the Student Employment system to review the details.
http://my.uww.edu/HRStudentChangeOfStatus/Request/Details/11552

--
This message was automatically generated. Do not reply to this message.
Please e-mail stupay@uww.edu or contact us at (262) 472-1024 with any comments or questions.
## Step 1: Employment Eligibility Request History

### History for Request 11381

<table>
<thead>
<tr>
<th>Action</th>
<th>Sent</th>
<th>From</th>
<th>To</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>6/23/2017 11:36:18 AM</td>
<td>MARY EASTLICK</td>
<td>payroll</td>
<td>This is an additional position in Art &amp; Design with a different ORG Code.</td>
</tr>
<tr>
<td>Denied</td>
<td>6/23/2017 12:54:58 PM</td>
<td>Phoua Khang</td>
<td>MARY EASTLICK</td>
<td>Please add the full funding org code instead of the department id. Forward the request to me to complete. Let me know if you have any questions. Thank you, Phoua x5745</td>
</tr>
<tr>
<td>Admin Updated</td>
<td>6/26/2017 1:54:15 PM</td>
<td>Phoua Khang</td>
<td>MARY EASTLICK</td>
<td>Transfer funding string from request 11384 to this (the other request is duplicate of this request). Phoua</td>
</tr>
<tr>
<td>Completed</td>
<td>6/26/2017 2:00:01 PM</td>
<td>Phoua Khang</td>
<td></td>
<td>REHIRE;EMPID 00811039, ER2</td>
</tr>
</tbody>
</table>
### Step 2: HRS Entry

#### Pending Requests

<table>
<thead>
<tr>
<th>ID</th>
<th>Requested For</th>
<th>Request Date</th>
<th>Start Date</th>
<th>Requested By</th>
<th>Assigned To</th>
<th>Request Type</th>
<th>Employment Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10128</td>
<td>WALKER, NICHOLAS</td>
<td>04/24/2017</td>
<td>07/19/2017</td>
<td>huppertrj18</td>
<td>Phoua Khang</td>
<td>Student Hire</td>
<td>Hourly</td>
<td>Pending</td>
</tr>
<tr>
<td>10324</td>
<td>Bushnell, Brooke</td>
<td>05/02/2017</td>
<td>08/25/2017</td>
<td>thornsed</td>
<td>Phoua Khang</td>
<td>Student Hire</td>
<td>Hourly</td>
<td>Pending</td>
</tr>
<tr>
<td>10337</td>
<td>Beisbier, Sarah</td>
<td>05/03/2017</td>
<td>08/06/2017</td>
<td>geibels</td>
<td>Phoua Khang</td>
<td>Student Hire</td>
<td>Hourly</td>
<td>Pending</td>
</tr>
<tr>
<td>10338</td>
<td>Brenner, Kristin</td>
<td>05/03/2017</td>
<td>08/06/2017</td>
<td>geibels</td>
<td>Phoua Khang</td>
<td>Student Hire</td>
<td>Hourly</td>
<td>Pending</td>
</tr>
</tbody>
</table>
Step 2: HRS Entry
SET Data

- Retrieve hire packet from folder
- Match hire packet to SET request
- Enter SET data in HRS
- Review the HR checklist
### Step 2: HRS Entry

**Cancel Request**

<table>
<thead>
<tr>
<th>Action</th>
<th>Sent</th>
<th>From</th>
<th>To</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitted</td>
<td>6/23/2017 1:00:44 PM</td>
<td>MARY EASTLICK</td>
<td>payroll</td>
<td>Included the entire funding org code: 102-2-231100</td>
</tr>
<tr>
<td>Forwarded</td>
<td>6/26/2017 10:23:31 AM</td>
<td>payroll</td>
<td>Phoua Khang</td>
<td>BM</td>
</tr>
<tr>
<td>Cancelled</td>
<td>6/26/2017 1:53:30 PM</td>
<td>Phoua Khang</td>
<td></td>
<td>Duplicate of request 11381. Phoua</td>
</tr>
</tbody>
</table>
Step 2: HRS Entry
SET Checklist

Employment Details

<table>
<thead>
<tr>
<th>Employee Id</th>
<th>00791734</th>
</tr>
</thead>
</table>

Human Resources Checklist

Add Additional Empl Record

Job Data

- Funding: 07/21/2017
- Preferred Name: 10/07/2016
- T/L Security: 07/21/2017
- Marketplace: 10/07/2016

Create Add'l Pay (Lump)
Step 2: HRS Entry
Marketplace Email

- Marketplace spreadsheet

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Full Name</th>
<th>Employee ID</th>
<th>Department</th>
<th>Start/Hire Date</th>
<th>Date Sent</th>
<th>Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaudry</td>
<td>Amanda R</td>
<td>Beaudry, Amanda R</td>
<td>00876899</td>
<td>University Housing</td>
<td>1/8/2017</td>
<td>12/8/2016</td>
<td>Jillian Wieland</td>
</tr>
<tr>
<td>Reyes</td>
<td>Uriel U</td>
<td>Reyes, Uriel U</td>
<td>00877031</td>
<td>Academic Advising &amp; Exploration Center</td>
<td>1/9/2017</td>
<td>12/12/2016</td>
<td>Allison Prattler</td>
</tr>
</tbody>
</table>

Hello,

As of today, you are hired in the HR System to work at UW-Whitewater. Please notify your supervisor on campus that you’re ready to begin your employment. You may log in with your netid and password to record your hours at the following site, http://my.wisconsin.edu/. Should you have any questions, please contact payroll at 262-472-1024.

The University of Wisconsin is required to provide all employees with a Notice of the availability of the Health Insurance Marketplace. The Notice also includes required information on health insurance coverage available through your employment at the University of Wisconsin-Whitewater. The Notice and further benefit information can be found at: https://www.wisconsin.edu/ohrwd/benefits/med/marketplace.

Thank you,

Pheua Khang | Student Hire & HR Assistant
UW-Whitewater | Human Resources & Diversity
800 West Main Street, Hyer Hall 330, Whitewater, WI 53190
Phone: (262) 472-5730 | Fax: (262) 472-5668
Office hours: Monday – Friday, 8am – 4:30pm
Emails: payroll@uww.edu | sbpay@uww.edu

- Forward SET request and hire packet to Payroll Specialist
Step 3: Payroll Entry

- Payroll Specialists process W-4 and direct deposit
- Do a final review of the HR checklist
- Complete SET request
  - If all required fields within the HR Checklist are not marked, the “Complete” button will not appear
  - Confirmation emails are automatically generated and sent to supervisor and student
  - If SET request not complete, send back to HR Assistant
Payroll Auditing

- Download spreadsheet of “Complete” hires, rehires, and changes in SET from pay period to pay period
- Compare spreadsheet to “Current Jobs” query from Interactive Reporting
  - Monday before final calc and confirmation deadline
  - Make corrections in HRS prior to deadline
Payroll Auditing

**Guidelines**
- Use this form to search for HR Student Employment request records.
- All fields are optional, but you must enter something in at least one of the fields to perform a search.
- The "requested by" and "assigned to" fields will auto-complete if you enter a few letters of a user's name or net id.

- **Request Id**
- **Requested For**
- **Off Campus Student Employees**
- **Requested By**
- **Assigned To**
- **Status**
- **Request Type**
- **Start Date From**
- **Start Date To**
- **Request Date From**
- **Request Date To**
- **Completed From**
- **Completed To**

**Results**

- **New Student Hire Report**
- **Appointment Change Report**

<table>
<thead>
<tr>
<th>ID</th>
<th>Off Campus?</th>
<th>Requested For</th>
<th>Request Date</th>
<th>Start Date</th>
<th>Requested By</th>
<th>Assigned To</th>
<th>Request Type</th>
<th>Employment Type</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>12006</td>
<td>No</td>
<td>Ana Lopez, Jordan</td>
<td>06/01/2017</td>
<td>08/01/2017</td>
<td>8456</td>
<td>Phoa Khang</td>
<td>Appointment Change</td>
<td>--</td>
<td>Pending</td>
</tr>
<tr>
<td>12009</td>
<td>No</td>
<td>Bethany, Amanda</td>
<td>06/02/2017</td>
<td>08/02/2017</td>
<td>8431</td>
<td>Phoa Khang</td>
<td>Appointment Change</td>
<td>--</td>
<td>Pending</td>
</tr>
<tr>
<td>12022</td>
<td>No</td>
<td>David, David</td>
<td>09/01/2017</td>
<td>11/01/2017</td>
<td>8456</td>
<td>Phoa Khang</td>
<td>Appointment Change</td>
<td>--</td>
<td>Pending</td>
</tr>
<tr>
<td>12024</td>
<td>No</td>
<td>Emily, Emily</td>
<td>03/01/2017</td>
<td>05/01/2017</td>
<td>8431</td>
<td>Phoa Khang</td>
<td>Appointment Change</td>
<td>--</td>
<td>Pending</td>
</tr>
<tr>
<td>12026</td>
<td>No</td>
<td>Frank, Frank</td>
<td>02/01/2017</td>
<td>04/01/2017</td>
<td>8456</td>
<td>Phoa Khang</td>
<td>Appointment Change</td>
<td>--</td>
<td>Pending</td>
</tr>
</tbody>
</table>

Showing 1 to 10 of 156 entries

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**Building on the Best**
Plan-It Purple

New Freshman and Transfer Student Orientation & Registration
Plan-It Purple

- Background
- Proposal
- Investigation
- Preparation
- Implementation
- Welcome Packet
- Final Push
Plan-It Purple 2017

Transfer Dates

April 14, 2017 (Friday): Soph, Jr, Sr
May 6, 2017 (Saturday): All Transfers
May 19, 2017 (Friday): All Transfers
July 7, 2017 (Friday): All Transfers
August 4, 2017 (Friday): All Transfers
August 25, 2017 (Friday): Last Call for Fall
November 17, 2017 (Friday): Soph, Jr, Sr
December 8, 2017 (Friday): All Transfers
January 11, 2018 (Thursday)

Freshmen Dates

June 2, 2017 (Friday)
June 6, 2017 (Tuesday)
June 8, 2017 (Thursday)
June 14, 2017 (Wednesday)
June 16, 2017 (Friday)
June 20, 2017 (Tuesday)
June 22, 2017 (Thursday)
June 26, 2017 (Monday)
June 28, 2017 (Wednesday)
July 5, 2017 (Wednesday)
August 25, 2017 (Friday): Last Call for Fall
January 11, 2018 (Thursday)
Get Hired

Required Forms

If you are a first-time employee of UW-Whitewater, we need to verify your employment eligibility. You will need to complete Section 1 of the I-9 form, and provide original, unexpired documents to verify your identity. Copies of documents will not be accepted. A complete list of acceptable documents can be found on the last page of the I-9 packet.

NOTE: The I-9 employment verification process is a Federal requirement, and must be completed on, or before, your first day of work.

Additional paperwork required to complete the hiring process includes:

- **Employee Withholding Allowance Certificate** - W-4 Form
- **Direct Deposit Authorization** - You will need your checking and/or savings account numbers to complete this form.

*Criminal Background Check* will be conducted for students hired into specific roles, such as those working with children, keys, and/or cash. Your hiring manager will let you know if this process is required of you.

You may apply for a job on campus, but you may not begin work until all hire forms are submitted to Human Resources & Diversity.
Department Websites

- First Year Experience – “Tips to Know Before You Go”
  
  7. If you are planning to get a job on campus during the fall semester you may turn in your hire information at Plan-It Purple. Instructions and forms are located here.

- Admissions – “Important Links” on Homepage
  
  Student Employment – Get Hired

- University Housing – “Quick Links” on Homepage
  
  Student Employment @ University Housing
  Student Employment - Get Hired
  Student Employment - Find a Job

- Rec Sports – Employment Page
  
  All students that work on campus must complete the paperwork found here: http://www.uww.edu/studentemployment/students/get-hired

- University Center – “Work at the UC” page
  
  All students that work on campus must complete the paperwork found HERE
Congratulations on becoming a Warhawk

We are excited to welcome you into our Warhawk family!

If you plan to work on campus, you may complete your hire paperwork in advance. The required forms are listed below. Please bring the completed forms with you to Plan-It Purple, and stop by the Human Resources and Diversity table at the Info Fair in the University Center.

- I-9 (and original, unexpired documents)
- W-4
- Direct Deposit
- Criminal Background Check

The List of Acceptable Documents for I-9 verification is on the last page of the I-9 packet.

Males age 18-25 must be registered with Selective Service.

All forms may be found on the Student Employment website at: uwu.edu/studentemployment/students/get-hired

Questions? Contact Human Resources and Diversity at 262-472-1024, or stupay@uww.edu
New-Student Employment
Office of Human Resources & Diversity

Congratulations on becoming a Warhawk –
We are excited to welcome you into our Warhawk family!

If you plan to work on campus, you may complete your paperwork in advance. The required forms are listed below. Please bring the completed forms with you to Plan-It Purple, and stop by the Human Resources and Diversity table at the Campus Resource Fair in the University Center.

• I-9 (and original, unexpired documents)
• W-4
• Direct Deposit
• Criminal Background Check

The List of Acceptable Documents for I-9 verification is on the last page of the I-9 packet.

Males age 18-25 must be registered with Selective Service.

All forms may be found on the Student Employment website at: http://www.uww.edu/studentemployment/students/get-hired

Please contact our office with any questions. See you at Plan-It Purple!

Student Payroll
Human Resources & Diversity
UW-Whitewater
330 Hyer Hall
800 W Main St
Whitewater, WI 53190
Ph: (262) 472-1024
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New-Student Employment
Office of Human Resources & Diversity

Congratulations on becoming a Warhawk!
We are excited to welcome you into our Warhawk family!

If your plans include working on campus during your first year at UW-Whitewater, you'll need to complete the forms listed below, prior to your first day of work. If you submitted these forms to the Human Resources table at the Campus Resource Fair during Plan-It Purple, then you are all set. If not, please print and complete the forms listed below and bring them, along with your I-9 documentation, to the Human Resources & Diversity Office (Hyer Hall, room 330), prior to your first day of work.

- I-9 (and documents)
- W-4
- Direct Deposit
- Criminal Background Check (required if working with children, keys, and/or cash)

Complete Section 1 of the I-9 form before you arrive. Please bring original, unexpired documents with you, so we may complete Section 2. The “List of Acceptable Documents” is on the last page of the I-9 packet. We cannot accept copies of any documents.

NOTE: Males 18 - 25 years of age must be registered with Selective Service.

All forms may be found on the Student Employment website, at:
http://www.uww.edu/studentemployment/students/get-hired

Please contact our office with any questions. Thank you. See you in September!

Student Payroll
Human Resources & Diversity
UW-Whitewater
330 Hyer Hall
800 W Main St
Whitewater, WI 53190
Ph: (262) 472-1024
GREETINGS! PLEASE PRINT THIS PAGE FOR YOUR REFERENCE

Congratulations on becoming a Warhawk!

We are excited to welcome you into our Warhawk family! If your plans include working on campus during your first year at UW-Whitewater, you’ll need to complete the forms listed below, before you begin working.

- I-9
- W-4
- Direct Deposit
- Criminal Background Check (Required for employees working with children, cash and/or keys)
- Selective Service Registration (Males 18-25 years of age must register with Selective Service)

To review the hiring information and/or download forms, please go to the following website:  [http://www.uww.edu/studentemployment/students/get-hired](http://www.uww.edu/studentemployment/students/get-hired)

Complete Section 1 of the I-9 form before you arrive - Section 2 will be completed by our staff. Bring original, unexpired documents with you for the completion of Section 2. You’ll find a “List of Acceptable Documents” on page 9 of the I-9 packet. We cannot accept copies of any documents.

We wanted to let you know that Human Resources & Diversity will be having a table on Move-In Day (Sunday, September 4) in the University Center. You may take this opportunity to submit your paperwork and bring in your original, unexpired documents to complete your I-9 form. Our table will be located near the North entrance to the University Center, from 12:00 p.m. to 5:00 p.m. If you prefer, you may always come to our office at your convenience, Hyer Hall room 330, to submit your completed forms and show us your original, unexpired documents.

Below are a few websites you may want to review, if you are actively looking for an on-campus job. You may apply for a job, but you may not begin working until all of the hire forms have been received by Human Resources. There are over 2,500 student jobs available, so hopefully you will find something that interests you.

- [http://www.uww.edu/studentemployment/students/find-a-job](http://www.uww.edu/studentemployment/students/find-a-job)
- [http://connectuwu.orgsync.com/org/college/Hawk_Jobs](http://connectuwu.orgsync.com/org/college/Hawk_Jobs)
- [http://www.uww.edu/recruit/about/employment](http://www.uww.edu/recruit/about/employment)
- [http://www.uww.edu/childrenscenter/teacher-assistants](http://www.uww.edu/childrenscenter/teacher-assistants)
- [http://www.uww.edu/admin/hr/form/student-employment](http://www.uww.edu/admin/hr/form/student-employment)
- [http://www.uww.edu/uc/about-the-uc-job-information](http://www.uww.edu/uc/about-the-uc-job-information)
- [http://www.uww.edu/housing](http://www.uww.edu/housing) (click on “Student Portal”)

We are here to help you. If you have any questions at any time, please feel free to contact our office. We look forward to seeing you in September!

Student Payroll
Human Resources & Diversity
UW-Whitewater
230 Hyer Hall
800 W Main St
Whitewater, WI 53190
PH: (262) 472-1023
Fax: (262) 472-5668
Plan-It Purple Campus Resource Fair
# Plan-It Purple Spreadsheet

**Note:** Please refer to the PIP Spreadsheet Instruction PDF for additional assistance.

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**CBC required if dealing with cash, keys, or kids**

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Plan-It Purple
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Spreadsheet Feedback

- Great idea! I will refer back to this when I am hiring!
- Great idea. This should save a lot of work! Now I know why I had so many freshmen applying for my open positions.
- OMG! This is wonderful! Thank you!
- Thank you. Holly, attached is the list of students whom have provided HR paperwork to UW-Whitewater already. This means, if a student on the list is interested in RAP and already has their paperwork in HR (W4, DD, & I-9), we simply have to set up the online appointment form.
- Thanks for this information. This has saved me quite a bit of time.
- I had my first chance to access this today for a student we hired. This is awesome and saved so much time/paperwork. Thank you to you and your staff for doing this!
- Thanks for the update – we really appreciate it! We understand and we know that you are doing your best with the rush to start the year. Having these done at Plan-It-Purple has also helped tremendously, so thank you for taking that step.
- I just wanted to share some positive feedback with you. Collecting students’ hiring paperwork (i.e. their W4, I9, and Direct Deposit forms) during the summer through Plan-It-Purple was a GREAT idea. Since students began submitting their paperwork this summer and HR has shared that documentation with us in the “Student Hire Packet Checklist (PIP)” on the T-Drive, my job has become much, much easier. Now, many of our students do not have to worry about finding their birth certificate/Social Security card or driving home on the weekend to fetch these documents. In all, I would say about 60% of our students already submitted their paperwork to HR in the summer. As a result, our orientation process with them is much quicker and much more streamlined.
- Just wanted to give you and HR a kudos on implementing this process. We have used it for a few new hires and the process seems to be smooth and the students are hired in a timely manner.
SET Feedback

- Supervisors love our SET application
  - User friendly
  - Fields are auto populated
  - “Red Alerts”
  - Make changes and fix mistakes
  - Check on status of request at any time
Questions?