



REVISED
April 11, 2007

MEMORANDUM

TO: HR Reps

FROM: Steve Lund

RE: Student Hourly Eligibility Changes – *Additional Language in Italics*

UW System Administration recently expanded the eligibility requirements for student hourly employees to allow students of other universities, community colleges, technical colleges and even high schools to be hired as student hourly employees.

UW-Madison had requested this change to provide greater flexibility to units, particularly in the summer.

The attached chapter 1.06 of the UW-Madison *Unclassified Personnel Policies and Procedures* (<http://www.ohr.wisc.edu/polproced/UPPP/0106.html>) has been revised to incorporate these changes as well as all of the policy information that was previously found in the *Student Wage Plan*. The *Student Wage Plan* document has been eliminated. The policies and procedures will be found in UPPP 1.06 and the wage structure will be found in the Unclassified Title Guideline supplement (http://www.ohr.wisc.edu/polproced/UTG/95_106_Feb20_07.pdf), with all other unclassified pay ranges and minima.

Because we are extending eligibility to non-UW students, there are some very important issues to be aware of regarding F-1 and J-1 international students when verifying eligibility. Federal visa regulations specify that F-1 international students are eligible for on-campus employment automatically, but only at the school listed in item #2 on the I-20 where the student is currently enrolled. In this case, the F-1 student does not need any special authorization to be employed 20 hours a week when school is in session and/or full-time during breaks. When processing I-9s, departments will need to verify that the student's I-20 is indeed issued by the University of Wisconsin-Madison. If it is not, an I-20 alone does not provide sufficient proof of eligibility. J-1 international students may be eligible for on-campus employment, but only with a letter of permission from the J-1 program sponsor listed in item #2 on the DS-2019. If you have any questions about this, please contact International Students Services at 262-2044 or iss@odos.wisc.edu

Office of Human Resources

166 Bascom Hall • 500 Lincoln Drive • Madison, Wisconsin 53706-1380
608/265-2257 • <http://www.ohr.wisc.edu>

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Student hourly employees who are not UW-Madison students are not eligible for a photo ID. They are eligible for an ID number, however, so that they can obtain a NetID and have access to My UW. To obtain an ID number, the department must inform OHR so that the student hourly can be entered into Special Authorization file. The procedures for accomplishing that can be found at <http://www.bussvc.wisc.edu/ecbs/adm-portal-access-sh-employees-no-mad-enroll.html> (Portal Access for UW Madison Student Help Not Enrolled at UW Madison).

Although you should review the attached chapter carefully, I'd like to point out two critical elements.

- **It is the responsibility of each hiring unit to verify that an individual meets the eligibility requirements.**
- Only UW students (at any UW System institution) taking at least a half-time load (6 credits per semester for undergrads; 4 credits for non-dissertator graduate students; and 3 credits for dissertators) are exempt from FICA tax withholding. **All other student hourly employees must have FICA taxes withheld from their paychecks.** Compliance with this requirement is extremely important as IRS fines for non-compliance will be passed on to the divisions.

Please let me know if you have any questions.

attachment