

Hiring a New Student

At the time of hire, a student will need to fill out several forms. Some will be forwarded to the UW-Extension Payroll and Staff Benefits Office, 432 N. Lake St., Rm. 105, Madison, WI 53706. Others will be kept with the hiring department. These forms include:

W-4 Form: Follow the instructions included with the form. If W-4s are entered in your office, enter the information in 3270 (W4EN) and file. If W-4s are not entered in your office, send the original to the UW-Extension Payroll and Staff Benefits Office. This form must be received before a student can be added to the payroll. Please note that a permanent address must be recorded (not a dormitory address, for example).

The **Minnesota Residency Form** (<http://www.dor.state.wi.us/forms/with/w-222.pdf>) will need to be filled out if the student's permanent address (on the W-4) is in Minnesota. Otherwise, Wisconsin state tax will be withheld. The student employee completes Parts A and B, keeps a copy, and sends the original to the UW-Extension Payroll and Staff Benefits Office. Tax will be withheld until the completed form is received in the UW-Extension Payroll and Staff Benefits Office.

I-9 Form: Complete the I-9 form and *keep with the student's file at the hiring department*. Please note:

- The Immigration and Control Act of 1986 prohibits the university from employing an individual who does not provide the required documents within the relevant time period, or who is unauthorized to work. The employer (hiring department) must complete Section 2 within three working days of the employee's start date.
- All documents listed in Lists A, B, and C in Section 2 must include the document title, issuing authority, document number and expiration date (if any). UW-Extension policy requires that all documents be photocopied and attached to the I-9 form.
- The department must monitor an employee's eligibility to work if the employee indicated that they are an alien authorized to work until a certain date (Section 1, third box) or if any documents listed in Section 2 List A or C (establishing employment eligibility) have an expiration date. The department must notify the employee 120 days in advance of the expiration date that they need to reverify their employment eligibility by filling out a new I-9 form. (Section 3 on the I-9 form is used for employment reverification of U.S. citizens and lawful permanent residents being re-hired within the same department.)
- The employer should file the I-9 form with attached photocopies in a sealed envelope in the employee's personnel file, noting any expiration dates on the outside of the envelope. A calendar system or "tickler" file should be established to enable you to monitor all expiration dates.

- I-9s and attached photocopies must be retained for all current employees. For terminated appointments, I-9s must be retained for three years after the hire date or one year after termination, whichever is later.

Student Enrollment Verification Form: This form is used to determine whether a student will be exempt from the Social Security and Medicare Tax (FICA). At the time of hire, students will need to complete this form for the academic year (available at <http://www.uwex.edu/payroll/forms/student/acverify.pdf>). The form for the academic year will cover fall and spring semesters and will only need to be redone if there is a change in status (going from full time to part time). All students continuing to work during the summer will be required to fill out the Summer Session form.

<http://www.bussvc.wisc.edu/ecbs/pay-student-verification-uw1244.doc>

These forms should be kept on file with the hiring department and the payroll office.

If the student attends school less than half time, the FICA indicator must be changed in the Student Appointment Payroll System so Social Security and Medicare Tax will be withheld. (The default for the academic year is that FICA will not be taken.)

Please click on the following link for instructions on managing FICA.

<http://www.bussvc.wisc.edu/ecbs/user-guide-person.doc>

Direct Deposit: The University of Wisconsin distributes pay using an electronic direct deposit program. Automated Clearing House (ACH) allows the safe, fast, efficient crediting of your pay directly to your financial account. If direct deposit information is entered in your office, enter the information in 3270 (PAYU) and file. If direct deposit information is not entered by your office, send the original – with a voided check attached – to the UW-Extension Payroll and Staff Benefits Office.

International Tax Packets: International Students will be required to fill out additional forms in order to be placed on the student payroll. The tax packet is available online at <http://www.bussvc.wisc.edu/ecbs/itx-international-tax-packet-uw1469.pdf>. Return the forms to the UW-Extension Payroll and Staff Benefits Office.

Reporting Time

Please note that the UW-Extension Payroll and Staff Benefits Office will only accept student time sheets for special circumstances.

If your office does not enter student hours into the student appointment payroll system, report student time in hours and minutes in Kronos. All time sheets in Kronos must be approved by the students and supervisors. For more information on Kronos go to [Student Payroll - UW-Extension](#)

Please note that any hours worked over 40 hours will be paid overtime at the FLSA rate. Students do not get paid time and a half for legal holidays.

Additional Information

Earnings Statements: Earnings statements are sent to and distributed by the student's employing department. If the employee is a student at UW-Madison, his/her earnings statement will also be available in "My-UW-Madison" web portal under the Work Record tab.

Payroll Contact:

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