WELCOME ABOARD!

Welcome to Student Employment with University Housing! Whether you're brand new to the UW-Madison campus, a senior who has worked for us during your entire college career or somewhere in between, we're excited to have you on board.

We have student employees working in all departments in our division, and each one of you plays a vital role. In fact, without our student employees we wouldn't be able to…

- Keep our 19 residence halls clean for our +8,800 residents
- Serve food at our 8 different Dining locations
- Support the technology needs of our students and staff
- Run our childcare facility in Eagle Heights
- Welcome 15,000+ conference guests during the summer
- Provide quality, enriching, and educational services and programming in our residence halls
- Keep administrative functions, such as Marketing, Human Resources & Payroll, and Residence Hall Assignments, running smoothly
- And so much more!

Slichter Hall

In exchange for this work you provide, we want to help make sure your job is an enriching one. In addition to a paycheck, many of our positions offer an opportunity for you to cultivate your leadership skills and promote into a higher-level position. We strive to offer you the opportunity to develop and build on transferrable skills that can be used outside the workplace. In fact, we have an entire program dedicated to this. Check out the WiGrow section of our handbook to learn more. If you haven't already, we hope that you will come to see your time with University Housing employment as more than a part-time job, and instead as something that helps build your skills and improve your performance in other areas of your life.

Ultimately, we try to make sure that your experience with us is a positive one. From the time you apply to the time you leave your job, it's our hope that things go smoothly. If you ever have questions or concerns, please feel free to talk to your supervisor, or contact our Human Resources Office directly. Our contact information is below.

We're excited to welcome you to our team and to work together to make this 'the place that everyone wants to live. Best of luck in your new job!

Dani-Joens Tuttle
Human Resources Manager

teri engelke
Human Resources Director

University Housing Human Resources • Slichter Hall, Rm 15 • 625 Babcock Dr • Madison, WI 53706
Ph: 608-262-2766 • Fax: 608-265-8724 • hr@housing.wisc.edu

PERKS!

With approximately 1,800 student employees, University Housing is one of the largest student employers on the UW-Madison campus. Every year, new students join our team of employees who help keep all our operations running smoothly.

We're happy that you've chosen to work at University Housing. Some of our perks include:

- Hiring Bonus and Retention Bonus
- Opportunity to learn and expand on skills that future employers are looking for
- Development of time management skills
- Opportunities to apply for positions that require a higher level of responsibility, which may offer the challenge of developing leadership skills
- Opportunities to build your resume
- Networking
- On-campus employment that is close to home
- Build friendships that last a lifetime
- Competitive wages
- Employee discount in all dining units
- Discounted summer housing
- Flexible scheduling
- A variety of work shifts and positions
- Work-Study approved for all hourly positions
- Recognition programs
- Opportunity to use hours worked and trainings towards the Leadership Certificate program on campus

In Housing, we will assist you as you try to balance all your time demands. Many of our student employees stay with us year after year – some in the same positions and others in different or more advanced positions. Either way, our flexibility and commitment to your academic success makes us the employer of choice.

If you have any questions regarding student employment, please bring them to the attention of your supervisor or the staff in University Housing Human Resources. Our contact information can be found on our website at www.housing.wisc.edu/jobs

HOUSING STATEMENTS

HOUSING MISSION STATEMENT

Built for your *Success*.

Many Departments, One Mission

Everything we do in University Housing is to ensure the success of our residents, guests, customers, and employees in their experience on this campus and beyond. Whether we're launching new academic support services, testing out a new recipe, renovating resident rooms, organizing welcome events, inviting a new summer youth camp, cleaning our facilities, or training our staff on new work skills, it's all done to serve you and to support the mission of UW-Madison.

INSTITUTIONAL STATEMENT ON DIVERSITY

Diversity is a source of strength, creativity, and innovation for UW–Madison. We value the contributions of each person and respect the profound ways their identity, culture, background, experience, status, abilities, and opinion enrich the university community. We commit ourselves to the pursuit of excellence in teaching, research, outreach, and diversity as inextricably linked goals.

The University of Wisconsin–Madison fulfills its public mission by creating a welcoming and inclusive community for people from every background — people who as students, faculty, and staff serve Wisconsin and the world.

For more information on diversity and inclusion on campus, please visit: Diversity and Inclusion

HOUSING STATEMENT ON DIVERSITY

Our Diversity Statement is a public declaration we are proud to live up to.

Each individual brings uniqueness to our community. All are valued for who they are and their skills and contributions. We actively seek this diversity and work hard at helping all staff and all residents feel they are affirmed members of the community. By working together, we can create and maintain a work and living environment in which no individual is advantaged or disadvantaged for being different and where everyone has the opportunity to develop their potential and contribute fully to their community. We know our residents and staff will thrive as a result.

ESSENTIAL SERVICES STATEMENT

University Housing is an essential services provider and all University Housing employees are part of this commitment to our residents and guests. University Housing is unique from many other state agencies and university departments because we cannot close, as our services must be maintained at all times.

EMPLOYMENT ACCOMMODATIONS

It is the policy of the Division of University Housing to provide reasonable accommodations for qualified persons with disabilities who are employees or applicants for employment.

If you need assistance or accommodations in the workplace because of a disability, you may submit a request for workplace adjustment/accommodation via:

- Your University Housing Jobs Dashboard and click the “Request ADA” button
- Contacting the Housing HR Office at HR@housing.wisc.edu or 608-262-2766

You may also contact Housing HR to receive information or discuss questions related to workplace adjustments.

Employment opportunities will not be denied to anyone because of the need to make reasonable accommodations due to a person’s disability.

DEFINITION OF A STUDENT EMPLOYEE

To be eligible for a student hourly position at UW-Madison, an individual must meet the following requirements:

1. The individual's presence on campus is primarily to be a student, not an employee.
2. The individual must be enrolled for academic credit at an educational institution. An educational institution includes:
    a. An accredited institution of higher learning awarding associate degree or higher
    b. Technical college
    c. Vocational or trade school
    d. High school

    NOTE: Students attending another school other than UW-Madison will be required to show proof of enrollment/attendance.
3. Must be at least 16 years or older (some positions may require 18 years or older).

A student may not be employed prior to the first payroll calendar day of the student's first semester of enrollment. Summer eligibility is the only exception (see below). Students who graduate or complete an academic semester and will not be enrolling in the following semester may continue to be employed as a student only through the last payroll calendar of the completed semester. Students who withdraw from school during a semester are no longer eligible for student employment as of the date of withdrawal. In addition to the above requirements, to be eligible for summer positions, a student must be accepted for fall enrollment or be enrolled during the summer. Summer graduates are eligible for employment only through the last enrollment day of their summer term and not when the summer term ends.

Occasionally, a student may be paid on a lump sum basis, as opposed to an hourly basis, if the nature of the work is not possible to keep track of on an hourly basis (see the Payroll - Timekeeping section for more information). Students paid on a lump sum must meet the above eligibility requirements.

Some student positions within University Housing may have more stringent requirements. These would be listed in the position description.

Other Information Regarding Student Employment Eligibility:

To be eligible for this and other student employment opportunities with University Housing, you must be enrolled for academic credit as a student with UW-Madison, and your presence on campus is primarily to be a student, not an employee. It is not permissible to hire a person as a student employee if they are taking credits merely to be eligible for student employment. Exceptions to this will be approved on a limited basis, as long as the person can verify they are enrolled for academic credit at another educational institution. This exception does not apply to individuals who are taking academic credits merely to be eligible for student employment.

In accordance with UW System Chapter 17.02(14) which summarizes student nonacademic disciplinary procedures, "student" is defined as any person who is registered for study in an institution for the academic period in which the misconduct occurred, or between academic periods, for continuing students. Following this definition outlined in UW System Chapter 17, you are considered a student during academic periods as well as between academic periods, if you are a continuing student.

Contact hr@housing.wisc.edu with any questions.

EMPLOYMENT INFORMATION

EMPLOYMENT ELIGIBILITY VERIFICATION (I-9)

The Immigration Reform and Control Act of 1986 requires all employers to verify the identity and employment eligibility for each employee. Under most circumstances, your completed I-9 is valid for employment at University Housing for a minimum of three years. The I-9 process is **not** done centrally on campus for all UW employment; rather it is completed by the unit where you are first employed.

I-9 form will be completed and stored in Workday. Once you have completed an electronic I-9 form for campus employment, it will be valid for all campus employing units. Completion will be verified by the Human Resources Department of the employing unit.

New Student Employee

Following an offer, acceptance of employment you will receive instructions in your Workday account for completing I-9 paperwork. The I-9 is the only form that is completed in two steps:

- **Step one:** As a new employee, federal law requires you to complete the employee portion of the form **on or before your first day of employment.** You will receive instructions in your Workday account to complete I-9 paperwork.

- **Step two:** The law also requires you to provide documentation to your employer (University Housing Human Resources) of both your identity and employment eligibility **within three business days of the start of your employment**. Our website has a list of the acceptable documents needed to complete the I-9. Human Resources must see original, unexpired documents – we cannot accept copies or photos.

NOTE: The important documents necessary for the I-9 process are typically stored safely at home. It is the responsibility of the student to plan accordingly to acquire these important documents by their deadline date. No extensions are given and failure to complete the forms on time will result in termination.

Please complete this process at the University Housing Human Resources Office located in room 15 in the lower level of Slichter Hall.

Rehired Student Employee

You only need to complete a new I-9 form and present the appropriate identity and employment eligibility documents if it has been more than three years since you completed the original I-9 verification.

If you have questions, please call the Human Resources Office at (608) 262-2766 to see if you need to complete a new I-9 form.

International Student Employee

All of the requirements in the previous section also apply to international students. In addition, international students must bring an Employment Authorization Document (EAD) or all of the following items with them when they complete the I-9 process:

- Foreign passport
- I-94 form
    - This can be obtained by going to the U.S. Customs and Border Protection website worat: www.cbp.gov/i94
    - Enter your information into the website about your arrival to the U.S.
    - Print your I-94 form • I-20 or DS-2019 (formerly IAP-66)
- I-20 form or DS-2019

Please see the documents link on our website to view a complete list of acceptable documents.

Work Authorization Expiration

International employees cannot work beyond their work authorization deadline. Students should provide updated work authorization to Housing HR as soon as received to maintain ongoing employments

EMPLOYMENT INFORMATION

SOCIAL SECURITY NUMBER (SSN)

The Internal Revenue Service requires employers to report wages using a Social Security Number for employees. Therefore, UW-Madison requires each employee to provide a Social Security number for payroll purposes. This is collected via the W-4 form.

If you are an international student with an F-1 or J-1 visa, please see instructions below.

International students who are hired with University Housing and do not already have a Social Security Number should complete the following steps to obtain one:

NOTE: Your UW-Madison SEVIS record must be registered with the federal government before you can apply for your SSN. This will happen no later than 30 days from the program start date listed on your I-20/DS-2019.

F-1 Visa:

1. Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (https://services.housing.wisc.edu/hrapp)
2. Request Social Security letter online on Terra Dotta and receive a letter from the ISS Office addressed to the Social Security Administration stating that you are authorized to work on campus and hold a student employment position on campus.
3. Submit an online application for an SSN at https://secure.ssa.gov/ossnap/public/landingOSsnap
4. After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number.

You must take the following with you to your appointment at the Social Security Office:

- Appointment Letter (This letter must include a "wet" or real signature from HR that you can obtain by coming to the Housing HR Office. This must be in person, it cannot be done via email) **OR** your most recent pay statement (this can be found in Workday)
- Foreign passport
- I-94 arrival/departure record
- I-20 form
- ISS Social Security Letter
- SS-5 Application Form
- If you apply online, bring your application online control number (You will receive this number when you complete the online application)

5. Receive your Social Security card in the mail approximately 2-3 weeks later.
6. Once you have obtained your SSN, complete the following steps:
   - Visit the Registrar's Office, 333 East Campus Mall, to update their records.
   - Log into your Glacier account to enter your SSN; print, sign, and deliver updated Glacier documents to 21 N Park Street, Suite 5101

J-1 Visa:

1. Confirm your enrollment as a full-time student.
2. Obtain an electronic copy of your appointment letter (a.k.a. offer of employment) from your Job Dashboard on the University Housing website (https://services.housing.wisc.edu/hrapp)
3. Request your permission letter online on Terra Dotta and receive a letter from the ISS Office addressed to the Social Security Administration stating that you are authorized to work on campus and hold a student employment position on campus.
4. Submit an online application for an SSN at https://secure.ssa.gov/ossnap/public/landingOSsnap
5. After you submit the application, go to the Social Security Administration Office, located at 6011 Odana Road to apply for your social security number.

You must take the following with you to your appointment at the Social Security Office:

- Appointment Letter (This letter must include a "wet" or real signature from HR that you can obtain by coming to the Housing HR Office. This must be in person, it cannot be done via email) **OR** your most recent pay statement (this can be found in Workday)
- Foreign passport
- I-94 arrival/departure record
- DS-2019
- Permission letter from sponsor authorizing you to accept employment
- SS-5 Application Form
- If you apply online, bring your application online control number (You will receive this number when you complete the online application)

7. Receive your Social Security card in the mail approximately 2-3 weeks later.
8. Once you have obtained your SSN, complete the following steps:
   - Visit the Registrar's Office, 333 East Campus Mall, to update their records.
   - Log into your Glacier account to enter your SSN; print, sign, and deliver updated Glacier documents to 21 N Park Street, Suite 5101

EMPLOYMENT INFORMATION

CRIMINAL BACKGROUND CHECKS

Some student positions within University Housing have been determined to have access to sensitive information, such as credit cards, restricted data or global access to students or their living spaces. In addition, University Housing complies with the Wisconsin Caregiver's Law, where required. If the position is determined to have access to sensitive information, all applicants that are finalists for the position will be required to complete a criminal background check consent form authorizing University Housing to obtain information by the State of Wisconsin and/or other law enforcement agencies. University Housing does not discriminate based on criminal record. Each situation is evaluated separately. Failure to complete the required form is grounds for immediate termination or removal from the hiring process.

Please see the Housing Student Criminal Background Check Policy and the UW Madison Criminal Background Check Policy for additional information.

Student Criminal Background Check

This policy is for all University Housing student criminal background checks. The purpose of this policy is to ensure University Housing is a safe and secure environment for all students, employees, and visitors.

When a CBC is Needed

- Criminal Background Checks (CBC) will be conducted for all student positions as required by the duties listed in the position description. Please see the University Housing Student Employee Handbook for a complete listing of positions requiring a CBC.
- Human Resources will always perform a CBC when a student moves to a new title requiring a check, unless they meet one of the exceptions listed below:
  1. Same Title:
     - An academic year House Fellow moving to a Summer House Fellow will not require a new CBC.
  2. Existing CBC:
     - At the time of the CBC check, if there are existing CBC results from within the last 30 days, the previous results will be used and applied to the new position versus running a new CBC. A new self disclosure form is not needed if there is no break in service and there are existing CBC results from within the last 30 days.
     - At the time of the CBC check, if another CBC was initiated (and the results aren't back yet), there is no need to run a new CBC. The same results from the initial check will be used and applied to both positions.

Position of Trust

Position of Trust is defined in the campus policy as: position with one or more of the following characteristics or responsibilities: access to vulnerable populations, property access, executive positions, financial/fiduciary duty, and legally mandated.

- Position of trust offers of employment must include statements of contingency. Supervisors must inform finalists being offered that continued employment is contingent upon successful results of a criminal background check (this will also be stated in the appointment letter).
- Students must complete the CBC self disclosure form by the end of their first day of employment, or their employment will be frozen the following day (second day of employment). HR will communicate this to supervisors by the end of their first day of work and supervisors must inform the employee.

- If a student is frozen, they cannot work again until the CBC self disclosure form is completed. Human Resources will review the self-disclosure form before the student starts, if the CBC results are not back at that time.
- If a student is working before their CBC results are back, they must work under close supervision at all times until the results are returned, reviewed and approved by Human Resources. This includes granting access to systems or issuing electronic access or keys.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up. A reminder email with a final deadline date for completion may be sent to individuals who do not complete their self disclosure timely.
- If the student has not completed the self-disclosure form in a timely manner of their start date, their employment may be terminated under the assumption that the student is no longer interested in working for University Housing.
- Students in these positions will have a CBC conducted every four years (they are notified of this in the appointment letter as well)

Access to Vulnerable Populations

Access to vulnerable population is a type of Position of Trust, defined in campus policy as: Responsibilities require unsupervised or significant access to vulnerable populations, defined as minors, UW-Madison students in UW-Madison housing facilities, human research subjects and medical patients. A minor is a person under the age of 18 who is not enrolled, accepted for enrollment or employed at a UW System institution. Examples of settings with vulnerable populations include childcare centers, youth activities for minors, precollege or enrichment programs and health care facilities. To fall into this designation, the position duties must require access to vulnerable populations e.g., UW students in University Housing Facilities. This category also includes employees who are not directly working in those unit(s) but have unsupervised access to the unit when the vulnerable population is present.

- Access to Vulnerable Populations offers of employment must include statements of contingency. Supervisors must inform finalists being offered that continued employment is contingent upon successful results of a criminal background check (this will also be stated in the appointment letter).
- Access to Vulnerable Populations positions cannot start work until CBC results have been returned and HR assessment has been completed. HR will communicate completion of assessment to supervisors who must inform the employee.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up.
- If the student has not completed the self-disclosure form in a timely manner of their start date, their employment may be terminated under the assumption that the student is no longer interested in working for University Housing.
- Students will receive a notification in their appointment letter that they are required to self-report any criminal arrests, charges, or convictions.
    - Supervisors/Managers will also cover this in their orientation.
- Students in these positions will have a CBC conducted every four years (they are notified of this in the appointment letter as well).

Caregiver Background Checks

In addition to routine CBC being run, some positions require additional background checks and additional self disclosure form(s) to be completed. Generally, these positions are employed in Eagle's Wing Daycare.

- Positions identified as a caregiver require successful completion of the WI Caregiver's check.
- Caregiver positions also require a fingerprint-based criminal history check of Federal Bureau of Investigation (FBI) records, per s. 48.685(2)(bm), Wis. Stats.
- Caregiver checks require a physical signature on the form and uses the Caregiver Self Disclosure form (digital signature acceptable if using electronic form option.)
- Caregiver positions cannot receive an offer of employment until CBC results have been returned and assessment has been completed. HR will communicate completion of assessment to supervisors who will then designate a start date and must inform the employee.
- HR will provide supervisors with updates on self disclosure form completions so they can follow up. A reminder email with a final deadline date for completion may be sent to individuals who do not complete their self disclosure timely. If the student has not completed the self-disclosure form in a timely manner, the hiring manager may choose to no longer consider the candidate, under the assumption that the student is no longer interested in working for University Housing.
- Caregivers are subject to yearly criminal checks through the Department of Children and Families (DCF), as well as the four-year CBC re-checks, and are also required to self-report any criminal arrests, charges, or convictions (they are notified of this in the appointment letter as well).

Communication

- Students will be invited by HR and a third-party vendor to complete the self-disclosure form (in most cases electronically) within 48 hours of receiving an email notification that a CBC is required.
- Periodic electronic email reminders are sent by the vendor to all students who have not completed the self-disclosure form.

HR PROCEDURES

Tracking CBCs and Communicating Results

- Student CBC progress and completion will be tracked by HR.
- HR will communicate if the CBC self disclosure form isn't complete to both the student and supervisor prior to the employee's start date.
- If CBC results are not complete by the start date of an employee, HR will review the self disclosure form to see if the student has disclosed anything.
- Once CBC results are reviewed by HR, HR will communicate to the supervisor if the student has passed the CBC.
- If CBC results are reviewed and it is deemed that the student cannot continue to work in their position, the student and supervisor will be notified immediately and employment will be terminated.

Electronic CBCs

- All student CBCs will be initiated electronically.
- All forms and records will be saved and maintained electronically by HR.

Housing HR Checks

As of March 17, 2016, Housing utilizes the campus CBC vendor to run criminal background checks for all students. Housing will run CCAP and sex offender registry check on all students. Housing will not run WI DOJ & US DOJ checks on students, unless results show up the criminal background check results or if the applicant self discloses incidents and they start working prior to the campus vendor CBC results returning. International students will be run as an international applicant.

HR will run a "UW Madison Current Employee in a Position of Trust" background check instead of the standard check on current students in a position of trust moving to another position of trust. This includes students in positions of trust with access to vulnerable populations. The "UW Madison Current Employee in a Position of Trust" check is an expedited criminal background check that searches the last four years.

Position Description & Appointment Letter Verbiage

All positions requiring a background check will state "Successful completion of a criminal background check is required" in the position description and in advertisements.

The following verbiage will be written in the appointment letter: Continued employment is contingent upon successful results of a criminal background check, and your criminal background remaining in its current status.

Position of Trust includes this paragraph:

Your position has been identified as a Position of Trust, as defined by the UW-Madison Criminal Background Check Policy. As a result, UW-Madison requires that a criminal background check be conducted every four years on all current employees and volunteers who hold a position of trust.

Access to Vulnerable Populations includes this paragraph:

Your position has been identified as a Position of Trust with Access to Vulnerable Populations, as defined by the UW-Madison Criminal Background Check Policy. As a result, UW-Madison requires that a criminal background check be conducted every four years on all current employees and volunteers who hold a position of trust with access to vulnerable populations. Also, you are required to self-report any criminal

arrests, charges, or convictions (excluding misdemeanor traffic offenses punishable only by fine unless subject to UW System Administrative Policy 615 Vehicle Use and Driver Authorization) to the University Housing Background Check Coordinator. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Failure to make the required report would constitute a violation of this policy and may result in disciplinary action, up to and including dismissal.

Caregiver includes this paragraph:
Your position has been identified as a Caregiver and as a Position of Trust with Access to Vulnerable Populations, as defined by the UW-Madison Criminal Background Check Policy. As a result, the criminal record history check included successful completion of UW-Madison and Wisconsin Department of Children and Families (DCF) background checks and may have included utilizing fingerprints to complete a check of the criminal history records of the Federal Bureau of Investigation (FBI).

The University of Wisconsin - Madison requires that a criminal background check (CBC) be conducted every four years on all current employees and volunteers who hold a position of trust. Per daycare licensure requirements, you will be subject to yearly criminal background checks through the Department of Children and Families (DCF).

It is also required that all employees and volunteers in a position of trust with access to a vulnerable population self-report any criminal arrests, charges, or conviction (excluding misdemeanor traffic offenses punishable only by fine unless subject to UW System Administrative Policy 615 Vehicle Use and Driver Authorization) to the University Housing Background Check Coordinator at hr@housing.wisc.edu. This report must be made within twenty-four (24) hours or at the earliest possible opportunity. Please note that failure to make the required report would constitute a violation of this policy and may result in disciplinary action, up to and including dismissal.

If you have any questions about the Criminal Background Check Policy, please contact the University Housing Background Check Coordinator at hr@housing.wisc.edu

Other Related Policies
UW Madison Criminal Background Check Policy

Prepared by University Housing Human Resources

Approved: _____
Jeff Novak, Director

Updated 01/2025

EMPLOYMENT INFORMATION

University Housing Student Positions Requiring a Criminal Background Check or Driving Check

Department	Job Titles	Position of Trust: Vulnerable Populations	Position of Trust	Driving Auth Required/ Preferred (R/P)	Drivers License Only Required/Preferred (R/P)
Dining & Culinary Services	DCS Farm Assistant			P	
Dining & Culinary Services	Dining Advisory Board (DAB) Member		x		
Dining & Culinary Services	Sustainability Coordinator Assistant		x		
Human Resources	HR Office Assistant		x		
Residence Life	House Fellow/Summer House Fellow	x		P (summer HF only)	
Residence Life	Housing SOAR Assistant		x		
Residence Life	Residence Hall Advisory Board (RHAB) Member		x		
Residential Operations	Conference Guests Liaison & Support		x	P	
Residential Operations	Desk Supervisor		x	P	
Residential Operations	Event Crew Member		x	P	
Residential Operations	Graphic Design Assistant		x		
Residential Operations	Print Production Assistant		x	P	
Residential Operations	Print Production Lead		x	P	
Residential Operations	Social Media Assistant		x		
Residential Operations	University Housing Ambassador		x		
University Apartments	Early Childhood Classroom Aide	x -Caregiver, Fingerprints			
University Apartments	Garden Worker	x			
University Apartments	Office Assistant	x		P	
University Apartments	Resident Manager	x		R	
University Apartments	Resident Manager - Programming	x		R	
University Housing Facilities	Construction & Trades Technician	x		P	
University Housing Facilities	Custodian - Res Halls		x		
University Housing Facilities	Custodian - Univ Apts	x		P	
University Housing Facilities	Custodian Student Supervisor - Res Halls	x			
University Housing Facilities	Custodian Student Supervisor - Univ Apts	x		P	R
University Housing Facilities	Grounds Technician	x		P	R
University Housing Facilities	High School Youth Apprenticeships	x			
University Housing Facilities	Interior Design Assistant	x		P	
University Housing Facilities	Interior Design Assistant - Advanced	x		P	
University Housing Facilities	Locksmith	x		P	
University Housing Facilities	Maintenance & Trades Student Supervisor	x		R	
University Housing Facilities	Maintenance & Trades Worker Lead	x		p	R
University Housing Facilities	Maintenance Technician - Res Halls	x		P	
University Housing Facilities	Maintenance Technician - Univ Apts	x			R
University Housing Facilities	MATC HVAC Intern	x		P	
University Housing Facilities	Move Crew	x		P	
University Housing Facilities	Move Crew Lead	x		P	
University Housing Facilities	Office Assistant	x		P	

EMPLOYMENT INFORMATION

DRIVING AUTHORIZATION

Some Housing positions, such as those that transport supplies and equipment, may require driving a state vehicle. Employees must hold a valid unrestricted United States or Canadian driver's license to be eligible for these positions. Other than Canada, we cannot accept licenses from outside the country. The UW Risk Management Office has established standards for approval of all campus employees who drive state vehicles. One requirement is that the student must have been a licensed driver for a minimum of 2 years. Other restrictions that pertain to the driving history itself may also apply.

Human Resources will reach out to the finalist with instructions for completing the pre-authorization process. Students must receive approval from Risk Management **before** driving a state vehicle or departing on University business. Regardless of whether you are driving your personal vehicle, fleet car or DOA vehicle, or rental vehicle, all potential drivers must complete the appropriate driver authorization request form.

A student who has an out-of-state driver's license, or who has had a Wisconsin driver's license for less than two years due to previously being licensed in another state or country, must also submit a copy of their out of State Driver's License (WI license copies are not needed) and Driving Abstract from their respective state for evaluation by Risk Management. These must be submitted to the Housing Human Resources Office. Fees for obtaining a Driving Abstract for work purposes will be reimbursed by University Housing.

The staff at the Risk Management Office will review your driving record. If Risk Management determines that they cannot approve you to drive a state vehicle, if possible, we will assign you to a similar position which does not require driving and/or assign the driving duties to another employee. If driving is a condition of employment for your position, termination may result if other options are not available.

A few student positions **require** driving approval from Risk Management as a condition of employment. A few positions require Valid Drivers License Only. The job description will indicate which is required. If you are being considered for one of these positions, we request a Risk Management review of your driving record **before** we offer employment. If you are not approved to drive a state vehicle, we would be limited to giving consideration to other candidates who can be approved to drive. This would also include driving gators, bobcats, forklifts, and other motorized vehicles. If you are approved for driving, it is required you report to your supervisor any traffic convictions received during your employment with University Housing.

EMPLOYMENT INFORMATION

WORKPLACE INJURIES

Reporting:

University Housing is committed to maintaining a safe work environment. All employees should be alert to unsafe work conditions or work practices and notify any safety concerns to their supervisors or Human Resources immediately. Additionally, all employees should report any and all work-related injuries to their supervisors immediately.

If a student employee is injured at work or suffers from an illness that may be related to the work environment, regardless of the severity, the employee should immediately notify their supervisor. All injuries should be reported, even if only requiring first aid. Your supervisor can assist you in obtaining and filling out the forms to report your injury. Injury report forms should be completed within 24 hours of the injury and sent to University Housing Human Resources.

Worker's Compensation Law and Program:

Student employees at UW-Madison are covered by the State Worker's Compensation Law and program. The Worker's Compensation law provides benefits to employees who are injured, or suffer an illness related to the work environment, while in service of the employer. The Worker's Compensation program in the State of Wisconsin is governed by the Wisconsin Department of Workforce Development and provides a review of information related to an injury claim. If approved, the injured employee is entitled to payment of approved medical expenses, mileage reimbursement, and partial wage benefits.

Medical treatment of a Work-Related Injury:

Student employees who need medical treatment for a work-related injury may choose to receive care from any medical provider.

For work injuries that require immediate transportation from the work site to a medical provider's office, employees may choose to arrange their own transportation, or may utilize Union Cab Company, and charge to the Housing account. For serious or emergency injuries, employees may be transported via ambulance. Housing employees should not use their personal or Housing vehicles to transport employees for treatment. For more information on transportation options and guidelines, refer to University Housing Employees with Work Related Injuries or Illness Policy.

An employee who is deemed medically unable to work by a medical provider should provide regular updates to their supervisor regarding their ability to return to work. All medical statements or documentation should be given to University Housing Human Resources within 24 hours of receipt. When an employee is medically released to return to work by a healthcare provider, they should submit a return-to-work note, indicating when they are cleared to return to work, with or without restrictions, to University Housing Human Resources. If the employee has physical limitations resulting from a work-injury, the return-to-work note should indicate what the limitations are and the duration of the limitations. In these situations, the employee will be contacted by their supervisor regarding University Housing's ability to provide a temporary work adjustment, and any return-to-work instructions.

The injured employee should also notify their medical provider that the injury is work-related and request that all medical bills related to the injury be sent to University Housing Human Resources via mail to 625 Babcock Drive, Madison WI 53706, or via fax at 608-265-8724. Follow up requests regarding payment of medical bills or questions can also be sent to the University Housing Human Resources.

Employees who seek treatment for a work-related injury should not pay a co-pay for their visit. Employees should also request and receive medical documentation for each visit indicating they were seen and treated. The note should be dated for the date they were seen and not backdated as Workers Compensation typically does not accept backdated medical documentation.

For more information about Worker's Compensation:

- Contact University Housing Human Resources at 608-262-2766
- Worker's Compensation Website

EMPLOYMENT INFORMATION

DATES OF EMPLOYMENT

Most student employees are hired into continuous employment beginning in early or late August. Your date(s) of employment are confirmed in your appointment letter and the start date can also be found on job dashboard. Occasionally, students may be hired to only work for a semester or for another shorter duration of time to complete special projects. Some positions may not have summer hours available. It is important to read your appointment letter carefully and confirm your dates.

Orientation

Employees hired for the start of the academic year are required to attend fall orientation to retain employment for the academic year. Similarly, students hired mid-year are required to attend orientations (dates and times are determined and communicated via the supervisor). Employees hired for the start of the summer are required to attend summer orientation to retain employment for the summer.

Students who miss orientation forfeit their employment and are eligible for employment with Housing four months after effective date of termination. These actions may be appealed to try and regain eligibility.

Summer

Student employees who are hired for the summer are expected to work the full summer employment period as outlined in the position description and confirmed in the appointment letter. A limited number of unpaid vacation days may be allowed.

If you are in a position that requires summer hours and you cannot work during the summer, your job cannot be held open for you unless you are on an approved leave of absence. See the Leave-of-Absence.pdf section for more information.

Employment eligibility is contingent on working the full dates of summer employment. Leaving a summer position without proper notice may result in the forfeiture of employment eligibility, including any concurrent or future jobs being rescinded. See the Ending-Employment.pdf section for more information.

EMPLOYMENT INFORMATION

HOURS OF WORK

In University Housing, we know that it's important for you to maintain a balance between school, work, and your social life. During the academic year, most student employees work an average of 20 hours per week or less, and many work as few as 7 hours per week. In many cases, working more than 20 hours on a regular basis is detrimental to a student's academic success. Students who work more than one job or participate in an extracurricular activity that demands a substantial amount of time on a regular basis, should talk to their supervisors about these other obligations.

In order to comply with the Affordable Care Act (ACA), all student hourly employees must average below 30 hours per week. These hours are combined between all campus jobs and UW System jobs. If a student is working 40 hours per week during summer break, that leaves approximately 25 hours per week when class is in session.

Some student positions have been approved as "seasonal" and are exempt from the 30 hour per week average rule in regards to the Affordable Care Act (ACA) because the nature of the work can only be performed during the summer months. With seasonal designation, hours worked per week in a specific appointment may exceed 30 during the summer months. If working multiple jobs on campus and any are not seasonal, this seasonal exemption is not applicable to any of the jobs held during that time.

Some international students, depending on their visa status, may be prohibited from working more than 20 hours per week on campus in any work week during the academic year, even if the employee works more than one job on campus. Exceptions may be made during break periods (summer, winter and spring breaks).

Summer and year-round appointments may have expanded hours and may earn overtime with their supervisor's prior approval. If working multiple jobs on campus, the student employee will need to communicate with each department for approval as this could impact all areas. Overtime can mean more than 40 hours of work in one week at one job or spread out over several campus jobs.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period.

Minors 16 and 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

EMPLOYMENT INFORMATION

ENDING EMPLOYMENT

Student employees who choose to resign must follow the resignation procedures for their employing department and submit written notice prior to the actual resignation date. Generally, a two-week notice is the standard. If you resign, you are expected to work through your last scheduled shift of the resignation notice period. Failure to work through your last scheduled shift may result in ineligibility for future employment with Housing.

Future Employment Eligibility:

There are certain scenarios at the time of separation in which a student's future employment eligibility with University Housing can be impacted, as indicated in the chart below:

Separation Reason	**Impact to Future Employment Eligibility**
Resigned with Notice **2 week notice/completion of responsibilities*	None
Resigned without Notice	Eligibility is lost but will be reinstated 4 months from the date of the separation
No Show at Orientation	Eligibility is lost but will be reinstated 4 months from the date of the separation
Termination due to disciplinary action	*Future Eligibility is based on work rule violation

Employees who resign without notice or who are terminated for disciplinary reasons will have an impact on their future employment eligibility with University Housing. If a student employee's employment eligibility with University Housing is impacted, they will be notified by their supervisor.

For disciplinary actions that result in termination, the terminated individual will be assigned a category for future employment eligibility, based on the violation that caused the termination. Additionally, depending on the work rule violation resulting in the disciplinary action, there may be impacts to future or concurrent appointments with University Housing. The termination letter will indicate which of the following employment eligibility categories is assigned:

- Reinstate eligibility for employment with University Housing after 4 months
- Review eligibility for employment with University Housing after 4 months
- Permanent bar of employment eligibility with University Housing

*If the terminated student has another job (current and/or future) with University Housing, and the violation is in the "review eligibility after 4 months" category or the "permanent bar of employment eligibility" category, the current and/or future jobs will also be terminated. If the violation is "reinstate eligibility after 4 months", the current and/or future jobs will not be impacted. Please see the Filing an Appeal and Review of Employment Eligibility for information on eligibility categories.

If an employee is terminated or receives formal disciplinary action and they disagree with either the action/decision, or the work rule that was identified as being in violation of, they may file an appeal, in accordance with the Appeal/Review Policy.

Live in Stipend Staff: Status of Residence Following Termination and During Appeal

If a live-in Residence Life stipend staff member is terminated from their current position, they will be required to immediately return room keys and relocate to another room in University Housing or off campus. Terms of this relocation are based upon the impact to the community. The relocation may occur any time between the initial investigation and the termination decision.

If the staff person appeals the termination decision, they will remain in alternative housing until the appeal process is complete. Living arrangements between the termination decision and the appeal decision are the responsibility of the student, not the department.

Live in Stipend Staff: Status of Employment Following Termination and During Appeal

Stipend staff will be asked to return office keys and staff ID upon termination. Additionally, the stipend and food account will be prorated based on the last day of employment. The staff e-key access and the housing email account will be terminated starting on the effective date of their termination as outlined in their letter, while the stipend staff member is going through the appeal process.

While student employment has its benefits, it also comes with responsibilities. Some work rule violations are also violations of the Universities of Wisconsin Code of Conduct and/or University Housing Resident Policies. Further follow-up and action on these violations may come from University Housing Residence Life (Housing residents) or the Office of Student Affairs (off-campus students).

Additionally, violations of the Universities of Wisconsin Code of Conduct or University Housing Resident Policies may also affect your employment with University Housing. The employment status of Housing residents is reviewed immediately when a resident is dismissed from the residence halls, or banned from a particular space. Depending on the circumstances of the dismissal or banning, the resident's employment with University Housing may be ended.

EMPLOYMENT INFORMATION

REFERRAL PROGRAM

At times, University Housing may offer University Housing student employees an incentive to refer their friends to work for us. Details regarding this program would be announced when the opportunity is offered.

*For Academic Year 2026-2027 this program will not be offered.

Earn & Return (EAR) is the Student Hiring and Retention Program offered for Academic Year 2026 - 2027

EMPLOYMENT INFORMATION

WIGROW

WiGrow is an engagement effort, from the Vice Chancellor of Finance & Administration, aimed to increase the positive impact of student employment through supervisor and student employee conversations. This program provides each student with an opportunity to grow and to recognize transferrable skills acquired in student employment that can be applied to any future endeavor. The program consists of two meetings a year between a student employee and their supervisor.

These meetings are designed to get students thinking about skills future employers will want and how they are gaining and working on those skills by being an employee of University Housing. They will also give both the employee and the supervisor time to connect and discuss the perks of being a student employee. The supervisor will also have the opportunity to help the student get connected with other campus resources for additional academic development and growth.

One meeting will be held in the fall semester, and the second meeting will be held spring semester. By giving time between the two meetings, the hope is that the student will be able to reflect on what they discussed first semester, apply it to their job, and have a greater depth and understanding of their learning by the time the second meeting is held.

Some of the goals of the program:

- Help students make meaningful connections between what they're learning in the classroom and what they're learning on the job.
- Help students make a connection between their job with Housing and their future career.
- Regardless of the job being performed, assist the student employee in recognizing and articulating the transferable skills they are learning and using at work.
- Increase student employee retention and build a more engaged workforce within Housing.
- Foster and support the supervisor/employee relationship.
- Assist in building a strong team environment at work.
- Through self-reflection, help the student perform successfully both at work and in school.

Visit the WiGrow section of our website to learn more about this program:
https://www.housing.wisc.edu/jobs/student/wigrow/

EMPLOYMENT INFORMATION

EARN AND RETURN (EAR) - *STUDENT EMPLOYEE HIRING AND RETENTION INCENTIVE PROGRAM*

The Division of University Housing is excited to announce a new Student Employment Hiring and Retention Bonus Initiative starting for Academic Year 2026-2027

HIRING BONUS

- It's a one-time Hiring Bonus for first University Housing Student Employee job. Student employees can earn up to $300 in Hiring bonus. Following are the eligible jobs titles for Hiring Bonus under EAR:
    - **Dining & Culinary Services** – Cashier, Culinary Assistant, Dishwasher, Shake Smart Team Member, Retail and Cafe Team Member, Student Stocker
    - **University Housing Facilities** – Custodian
- Student employees must meet following employment milestones to receive full bonus:
    - $100 paid out after 10 weeks worked
    - $200 paid out after the 2nd week of the second semester worked
      *Bonus payouts will be processed in the pay period the week after employment eligibility is met

RETENTION BONUS

- It's a one-time Retention Bonus for returning University Housing Student Employees. Student employees can earn up to $300 in retention bonus by staying in their University Housing student employee job.
- University Housing Student Employee entering their 3rd semester (or more) of continuous employment (starting Fall 2026) in an *eligible department of which they were initially hired into that department in an *eligible Housing position
    - **Dining & Culinary Services** – Cashier, Culinary Assistant, Dishwasher, Shake Smart Team Member, Retail and Cafe Team Member, Student Stocker
    - **University Housing Facilities** – Custodian
- Employees active during the second week of their 3rd semester (or more) of continuous employment in the eligible titles of an eligible department will receive a retention bonus. Bonus payouts will be processed in the pay period following the second week of the 3rd semester.
- University Housing Student Employees can receive both a hiring and a retention bonus once they meet employment date and program requirements for each. Student employees could potentially earn up to $600 with the Hiring and Retention bonuses
- Retention bonus is a one-time incentive for returning student housing employees and will be paid once during the tenure of their employment with University Housing.

EMPLOYMENT INFORMATION

STUDENT EMPLOYEE RECOGNITION

RECOGNITION OF OUTSTANDING STUDENT EMPLOYEE (ROSE)

During the spring semester, University Housing recognizes academic year and year-round student employees whose performances are deemed outstanding. To attain this distinction, student employees who consistently meet and exceed the job requirements are nominated by their supervisors. Currently the top 1% of our employees receive this award on an annual basis. In previous years, ROSE Award winners have been honored at a ceremony each April during National Student Employment Week. Winners receive an engraved award, certificate, and $500 lump sum payment. Award winners are encouraged to invite their parents/friends/guardians to the annual award ceremony. The ROSE Award process is reviewed annually for funding and effectiveness.

STUDENT RECOGNITION AWARD

Throughout the year, student employees have the opportunity to be recognized for their work performance that goes above and beyond the duties expected of that particular position. To receive this award, students must demonstrate initiative and/or innovation on a project, task, or activity that has a positive impact on their Unit, Department, or the Division. Students must be nominated by a supervisor or manager. Students can be awarded up to a $100 lump sum payment depending on the impact of the project, task, or activity. Students can win the award multiple times, but no more than once per semester (summer counts as a semester).

EMPLOYMENT INFORMATION

WORK-STUDY PROGRAM

The Work-Study Program encourages campus departments to create opportunities for student employment by reimbursing the employing department for part of the wages paid to student employees with Work-Study allotments. All University Housing student jobs are approved for Work- Study, except those that are paid via stipend/lump sum. University Housing does not give special hiring consideration to those who have Work-Study versus those who do not.

If you are covered by the Work-Study program, it is important that you have a complete understanding of it. Information is available from the UW-Madison Office of Financial Services at (608) 262-3060 or at www.finaid.wisc.edu.

Your earnings from all student employment on campus will automatically be deducted from your Work-Study allotment. If you work for University Housing and use up your Work-Study allotment, we will continue to offer you employment in your current position for the duration of the employment period specified in your appointment letter.

If you accept additional employment on campus, both employing departments will be using your Work-Study allotment simultaneously. You must notify the Work-Study office if you want to limit the use of your Work-Study funds to one employing department. University Housing will not reimburse work study money, so these arrangements should be made ahead of time.

You earn your Work-Study allotment through your job and are paid by direct deposit just like any other student. Work-Study funds are not directly applied toward tuition or any other expenses.

POLICIES

Prohibition of Discrimination, Harassment, Bias and Retaliation

University Housing is committed to providing a welcoming workplace with equal opportunity, in compliance with all applicable federal and state laws, following the non-discrimination policies of UW-Madison and the Universities of Wisconsin.

> In accordance with applicable federal and state law and with University policy, UW-Madison prohibits discrimination, discriminatory harassment, bias and retaliation in employment on a wide variety of protected classes, including: *age, ancestry, color, creed, disability, ethnicity, gender identity or expression, genetic information, marital or parental status, military service, national origin, pregnancy, race, religion, retaliation (for opposing discrimination, making a complaint, and/or participating in a related investigation), sex, sexual orientation, and veteran status.*

Discrimination, Harassment and Bias are unwelcome conduct that adversely affects an individual's employment, that is targeted based on their belonging to a specific group or "protected class." Retaliation is adverse action taken against an individual in response to, motivated by, or in connection with, an individual's complaint of discrimination or discriminatory harassment.

Detailed information of the definitions of conduct, laws and policies implemented by the University, as well as related resources available to address questions, can be found online at: https://compliance.wisc.edu/eo- complaint/. Inquiries concerning this policy may be directed to the University Housing Human Resources Office, or to the UW-Madison Office of Compliance, 361 Bascom Hall, (608) 265-6018.

UW-Madison and University Housing take such incidents seriously and will investigate and respond appropriately to reported or observed incidents.

HOW TO REPORT:
Students at UW-Madison who witness or experience bias or hate in the campus community are encouraged to report, and can do so via the online portal, linked below.

In addition, as a student employee within University Housing, you have additional resources for sharing concerns regarding discrimination, bias, or hate in the workplace.

To report an incident in the University Housing workplace:

1. Contact University Housing Human Resources Director, teri engelke: (608) 262-6112
2. Contact University Housing Human Resources Employment Relations Manager, Rae Herbrand: (608) 890-1858
3. Online: Office of Compliance – Discrimination, Harassment and Bias Reporting Form

POLICIES

SEXUAL HARASSMENT & SEXUAL VIOLENCE POLICY

The mission of the University of Wisconsin-Madison (University) is to provide a teaching, learning and working environment in which faculty, staff, students and guests can discover, examine critically, preserve and transmit knowledge, wisdom, and values that improve the quality of life for all. To promote the institutional mission, the University is committed to creating and maintaining a campus community that is free from sexual harassment and sexual violence. UW-Madison is responsible for taking immediate and effective steps to respond to sexual misconduct and violence.

University Housing follows the UW-Madison Policy on Sexual Harassment and Sexual Violence in accordance with Title IX, for employees and students.

Prohibited Conduct under Policy:

- Sexual Harassment
- Sexual Assault
- Dating Violence
- Domestic Violence
- Stalking
- Sexual Exploitation
- Retaliation
- Providing false information to a reporting or investigatory office
- Refusal to comply with a reasonable request on a University matter related to the policy

University Housing does not tolerate sexual harassment or violence of any kind and incidents of such conduct should be reported immediately to one of the contacts listed below:

- Your full-time supervisor
- University Housing Human Resources Director, teri engelke: (608) 262-6112
- University Housing Human Resources Employment Relations Manager, Rae Herbrand: (608) 890-1858
- UW-Madison Office of Compliance: https://compliance.wisc.edu/titleix/

For more information on Employee Support Information, visit: Office of Compliance - Support Information

POLICIES

CONSENSUAL RELATIONSHIPS POLICY

The University of Wisconsin-Madison provides clear direction to the University community about the professional risks associated with consensual romantic and/or sexual relationships between members of the University community where a conflict of interest and/or a power differential exists between the parties.

Where a conflict of interest exists, or may exist, in the context of a consensual romantic and/or sexual relationship, the individual with the power or status advantage **must notify their immediate supervisor**. The supervisor has the responsibility for making arrangements to eliminate or mitigate a conflict where consequences might prove detrimental to the University or to either party in the relationship. This means that the person with the power advantage, such as a Student Supervisor/Shift Lead who is in a romantic/sexual relationship with a Team Member, must report the relationship to the full- time supervisor, and may not supervise or schedule a student worker if a romantic and/or sexual relationship exists.

POLICIES

MANDATORY REPORTING GUIDELINES OF CHILD ABUSE AND NEGLECT

As a UW-Madison employee, you are required to report child abuse or neglect immediately if in the course of employment:

- You observe an incident or threat of child abuse or neglect
- Learn of an incident or threat of child abuse or neglect
- Have reasonable cause to believe that child abuse or neglect has occurred or will occur

A UW-Madison employee who is a mandatory reporter under Wis. Stat. § 48.981(2)(a) shall comply with the requirements of the state mandatory reporter law. Deciding to get involved in a situation of suspected abuse or neglect can be difficult. It is, however, a decision that may be crucial to a child not only today, but also in the future. Caregivers/maltreaters who have abused or neglected their children may need services and support to provide safe care for their children. The sooner an issue is reported, the sooner the child can be helped.

No UW-Madison employee making a report in good faith may be discharged, disciplined, threatened, or otherwise discriminated against in regards to employment.

More valuable information can be found here: Child Abuse Reporting Guidelines for UW-Madison Employees

Resources:

- Your full-time supervisor
- University Housing Human Resources
  Slichter Hall, Room 15
  625 Babcock Drive, Madison, WI 53706
  (608) 262-2766
  hr@housing.wisc.edu

Campus Resources*:(your supervisor and HR can help you with this)*

- The Office of Compliance: Reporting Requirements – Office of Compliance – UW–Madison (wisc.edu)
- UW-Madison Police Department: 608-264-COPS

POLICIES

DRUG-FREE WORKPLACE

In a good faith effort to comply with the Drug-Free Schools and Communities Act of 1989, the Universities of Wisconsin and UW-Madison prohibit the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs by employees on University property or as part of University activities. The use or possession of alcoholic beverages is also prohibited on university premises, except when expressly permitted by the chief administrative officer or under institutional regulations.

All employees, faculty and staff are strongly encouraged to help make the University a drug-free workplace. You can do this by learning about substance abuse (its dangers and warning signs), encouraging others to avoid substance abuse, and getting help if you need it—either for yourself or for someone you are concerned about.

Student Employees who are experiencing problematic use or consumption of alcohol or controlled substances are encouraged to contact University Health Services (UHS) for assistance and referral to counseling or treatment programs. Information shared with UHS is confidential. University Health Services is located at 333 East Campus Mall. The office can be contacted at:

Telephone: (608) 265-5600
Website: https://www.uhs.wisc.edu/

University employees who violate these provisions on university property/work site or during work time, will be subject to discipline up to and including termination from employment. In addition to discipline, or in lieu of it, employees may be referred to appropriate counseling or treatment programs.

Please review the "UW-Madison Compliance with the Drug-Free Schools & Communities Act", which is provided to all employees as part of their orientation to the University community. This document can be found at: https://alcoholanddruginfo.students.wisc.edu/dfsac-act/

POLICIES

SMOKE FREE CAMPUS

In light of the clear health hazards associated with smoking for smokers and non-smokers alike, the University of Wisconsin- Madison Chancellor and State Legislature have adopted a smoke-free UW-Madison campus policy.

1. All University Housing residence halls and Dining Units are smoke-free facilities.
2. Employee smoking is only allowed during breaks outside the buildings. All break rooms, locker rooms, and bathrooms are smoke-free.
3. All building entrances and exits are designated smoke-free within a 25-foot radius.
4. Smoking is not permitted in any University Housing vehicles including any equipment such as a Bobcat or John Deere Gator.
5. Employees are not permitted to smoke in Eagle Heights apartments and University Houses.
    - Although residents may smoke in specific, designated apartments, smoking is not permitted in any other locations in University Apartments and Harvey Street buildings, including the University Apartments Community Center and playgrounds, and all apartment building common areas such as hallways, laundry rooms, and resident storage areas.

Dining & Culinary Services employees who wish to smoke during break must remove their work uniforms (hat, apron or jacket) and be at least 25 feet away from any building or building entrance.

Smoking Definition: Smoking includes the burning of any type of lighted pipe, cigar, cigarette, or any other smoking equipment or the use of electronic smoking devices including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

UW-Madison Smoke-Free Policy

POLICIES

LEAVE OF ABSENCE

Student employees may request leaves of absence from their position, to be reviewed and approved at the discretion of the unit, based on operational need. Short term leaves of absence may be requested for a variety of reasons, such as:

- Study Abroad
- Internship
- Co-op
- Student Teaching
- Family Emergency
- Medical Circumstances
    - Medical leave of absence requests should be submitted to HR. Medical certification will be needed.
- Military Duty (automatic approval with proper documentation)

Requests for leaves of absence will be reviewed according to the guidelines below. Leaves of absence are not appropriate for student employees who simply need to catch up on their academic work or are temporarily dropping out of school. Student employees must submit their request for a leave of absence to their full-time supervisor. Whenever possible, a student employee should request a leave of absence in advance.

Guidelines for approving Leave of Absence Requests:

1. Leave requests may be approved at the full-time supervisor's discretion.

2. Before approving a leave of absence, the full-time supervisor should determine if the position can be held open until the student employee returns. If the position cannot be held open, the student employee should be advised to re-apply for employment through the appropriate application process.

3. The decision regarding approval of a student employee's leave request should not be based on job performance but will be made based on operational need.

4. The full-time supervisor may determine how the student employee returning from leave fits into the unit's scheduling system

POLICIES

TELEPHONE USE POLICY

Employees have been provided with access to university-owned phones or cellular phones to conduct their business activities during work time. Employees are also welcome to bring personal cell phones to work and to carry them while on work time.

As all employees are considered the “eyes and ears” of Housing, there may be situations when a WISC Alert or a Housing Alert notification is issued to employees. The Division finds it beneficial for all employees to be made aware of these notifications as quickly as possible. Supervisors will provide specific work expectations for acceptable telephone use to their employees.

Application of the Policy

I. Employees placing long distance calls from a university-owned phone for their work will need to use the State Telephone System (STS) by dialing “1-1”, the area code and the number being called.

II. Residence Life live-in-staff will be expected to maintain security of their apartment telephones and will be personally responsible for long distance calls. When requested, a basic phone can be provided.

III. University policy does not allow employees to charge personal long distance calls to a university-owned telephone.

IV. Division Administrative Staff and their designees receive monthly Telephone Activity Reports. These reports may be used to screen for questionable use inappropriate use may be subject to discipline up to and including termination.

V. Personal calls using university-owned desk and cellular phones should be limited in frequency and be kept as brief as possible. These calls should be made during break-times.

VI. Personal cell phone or any other mobile device use for talk, text or social media during work time should be limited in frequency and not impact staff, customers or performance of work.

VII. Flexibility is extended for individual situations and/or circumstances demanding immediate attention.

VIII. Employees should call 911 immediately in an emergency.

IX. In addition, any specific individual departmental telephone use guidelines and procedures must be followed.

The use of cellular phones while driving University-owned vehicles is strongly discouraged unless it’s an emergency. Wisconsin State law prohibits drivers under the age of 18 and those with probationary licenses from making or taking calls. Additionally, it is illegal to text and drive for all Wisconsin drivers.

POLICIES

SOCIAL MEDIA

Many social media connections are formed on the job. While this sort of networking is important, these very public websites also carry some level of risk when not treated appropriately.

As an employee of University Housing, it is your responsibility to be aware of what you are putting on social media websites. Whether posting on a University sponsored site, or using a personal page, content about residents, employees, University Housing and the UW-Madison must be appropriate and respectful. This means malicious comments, and the sharing of personal or confidential employment information that was learned due to your student employee position, may not be posted or shared.

If you are responsible for posting on behalf of University Housing, there are Social Media Guidelines that must be followed. Your supervisor should review these with you.

POLICIES

UNIVERSITY HOUSING EMAIL ACCOUNTS

Some student positions may be assigned University Housing email accounts. This is done to facilitate communication within the division or on campus.

In general, University Housing email accounts are for business use only and should be used appropriately at all times. All housing.wisc.edu email accounts are considered public records and are not confidential; students should have no expectation of privacy when sending or receiving emails from their work account. Personal correspondence is not permitted. For hourly student employees, the checking of and responding to emails during off hours is prohibited. Each work area/unit will establish and provide the student employee with additional, specific guidelines on usage.

At the time of orientation to the email system, all student staff will be required to acknowledge the receipt of University Housings guidelines and policies regarding email usage. If employees have additional questions on the email account usage, they should contact their supervisor.

POLICIES

PROHIBITED CONDUCT

The Universities of Wisconsin has established the following code for personal conduct

Universities of Wisconsin Code of Conduct (Code of Ethics):

- Code of Ethics | Universities of Wisconsin
- Code of Ethics | Board of Regents (wisconsin.edu)

Engaging in one or more types of prohibited conduct may result in disciplinary action ranging from a reprimand up to and including immediate discharge, depending upon the conduct and/or the number of infractions.

While student employment has its benefits, it also comes with responsibilities. Some work rule violations are also violations of the Universities of Wisconsin Code of Conduct and/or University Housing Resident Policies. Further follow-up and action on these violations may come from University Housing Residence Life (Housing residents) or Office of Student Affairs (off- campus students).

Additionally, violations of the Universities of Wisconsin Code of Conduct or University Housing Resident Policies may also affect your employment with University Housing. The employment status of Housing residents is reviewed immediately when a resident is dismissed from the Residence Halls or banned from a particular space. Depending on the circumstances of the dismissal or banning, the resident's employment with University Housing may be ended.

POLICIES

WORK RULES/PROHIBITED CONDUCT

The discipline process addresses violations of Housing, departmental and campus policies. Discipline by nature is not intended to be punitive but is designed to teach appropriate behavior and to correct inappropriate workplace behavior. University Housing follows a progressive discipline process for any student employee misconduct or work violation. This means that, generally, discipline follows a series of progressive steps, starting with verbal warning, written warning, last chance warning or termination.

Below is a list of the work rules/prohibited conduct. Engaging in one or more of the following may result in disciplinary action ranging from a verbal warning to immediate discharge, depending upon the severity and/or frequency of the violation.

Departments may write policies for behaviors that are considered more common, and Divisional standards apply in all other situations.

A. Work Performance

1. Insubordination, including disobedience or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Failure to provide accurate and complete information whenever such information is required by an authorized person.
5. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
6. Negligence in performance of assigned duties, including poor quality or quantity of work.
7. Falsifying records, i.e., lying.
8. Giving false information to other state agencies or to employees responsible for record keeping, e.g., timecard fraud.

B. Attendance & Punctuality

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without specific approval of the supervisor.
2. XX unexcused or excessive absenteeism (including tardies) in a XX week period.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness, i.e., call in procedure violation for absences/tardiness.
5. No Call / No Show (not calling in or showing up at all on your scheduled day of work.)

C. Use of Property

1. Unauthorized posting or removing notices or signs from bulletin boards.
2. Unauthorized, improper use, or abuse of University property or equipment, including: computers, email, copier, telephone, radios, and vehicles, etc. (this is not an inclusive list)
3. Unauthorized possession or removal of University or another person's private property.
4. Unauthorized use, including, lending, borrowing, losing, or duplicating University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

D. Personal Actions

1. Unauthorized solicitation for any purpose.
2. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
3. Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.
4. Threatening, attempting or doing bodily harm to another person.
5. Threatening, intimidating, interfering with or using abusive language towards others.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or students of the University.
8. Use of alcoholic beverages or illegal drugs during working hours.
9. Reporting for work under the influence of alcoholic beverages or illegal drugs.

E. Appearance

1. Inappropriate dress (including lack of required ID badge) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

These work rules do not constitute the entire list of violations for which employees may be disciplined. Other rules are provided by statute, Administrative Code, and by administrative procedures established by management. Violations of these rules can also result in appropriate disciplinary action. University Housing management may also establish additional work rules for special circumstances not covered in these rules.

POLICIES

GRIEVANCES

University Housing is committed to resolving areas of concern of student employees.

What is a grievance?
A grievance is defined as a complaint by an individual that they have personally been treated unfairly related to work issues such as:

- Unreasonable application of work rules
- Incorrect compensation
- Discriminatory treatment

What is the purpose?
The purpose of the grievance procedure is to provide an orderly and workable process for the resolution of problems related to student employees in University Housing.

Who can use this procedure?
The following grievance process is available to student employees for complaint resolution.

The appeal process should be used for disagreements related to employment actions taken such as discipline or termination.

Process:
Grievance forms are available at the University Housing Human Resources Office in Slichter Hall.

In an effort to promote good communication and the best possible outcome, University Housing requests all student employees raise issues of concern with their immediate student supervisor or full-time supervisor in an attempt to find an informal solution to the problem prior to initiating a formal grievance. A neutral route, such as the Human Resources Department, is an option for students that feel uncomfortable directing their concerns to their supervisor. It is the philosophy of Housing, however, that it is often best to attempt to work through concerns with the staff that are “closest” to the issue.

The employee may be assisted by one representative (i.e., a friend or coworker) throughout the grievance process. Supervisors, including student supervisors, are part of management staff and may not represent a worker at a grievance meeting. Students are encouraged to use the Human Resources Department as a resource for working through the process.

The time limits outlined in the process will be enforced, unless changed by mutual consent of the parties. If the supervisor does not meet the deadline for a response, the employee may appeal to the next step.

Student employees can be assured that there will be no retaliation against an employee who has filed a grievance.

Step 1:

1. The student employee should complete a Student Employee Step 1 Grievance Form and submit it to their immediate full-time supervisor within 10 business days (excluding Saturday, Sunday, or holidays) of the date the employee first became aware, or should reasonably have become aware, of the condition or action giving rise to the complaint.

2. Within five business days (excluding Saturday, Sunday, or holidays) of receipt of the grievance, the supervisor will meet with the employee to discuss the issues presented in the complaint. Every effort will be made to establish the facts and to clarify and solve the problem at this level. The supervisor may further investigate the situation as necessary after this meeting.

3. The supervisor's decision will be documented on the Step 1 Grievance Form and returned to the employee within five business days of the date of the meeting.

Step 2:

1. If the employee is dissatisfied with the decision reached in Step 1, they may submit a Student Employee Step 2 Grievance Form to the appropriate Associate/Assistant Director of University Housing, or designee within five business days (excluding Saturday, Sunday, or holidays) of receipt of the decision from Step 1.

2. Upon receipt of the written Step 2 Grievance, the Associate/Assistant Director, or designee, of University Housing will meet with the employee and the supervisor who reached the decision in Step 1 as soon as possible. Both the employee and the supervisor will have an opportunity to present relevant information. The Associate/Assistant Director, or designee, may choose to investigate further as necessary.

3. The final written decision will be documented on the Step 2 Grievance Form and returned to the employee as soon as possible after the Step 2 meeting.

POLICIES

FILING AN APPEAL & REVIEW OF EMPLOYMENT ELIGIBILITY

FILING AN APPEAL:

An appeal is a request by a student employee to have an employment decision reviewed by a party other than the decision maker.

An appeal process is in place for students who disagree with a decision or action that was taken in relation to their student employment. Examples where an appeal may be appropriate would be in cases of:

- Formal disciplinary actions
- Termination

University Housing Human Resources will conduct a thorough investigation and review of the facts to ensure that the proper discipline steps were followed by the employing unit and that the student employee was treated fairly. Some pieces of a fair employment discipline investigation include:

- The student was given the opportunity to respond to the allegations
- The student knew of the rule/policy
- The work rules were applied similarly across the division, and the appropriate work rule was selected for the situation
- The outcome makes sense with the history of the student's employment record
- Throughout the discipline process, the employing unit followed the proper procedures and met all departmental and divisional expectations

To file an appeal, the student should submit, in writing, to the University Housing Human Resources department (email is acceptable – hr@housing.wisc.edu) their intent to file an appeal. This should be completed within 14 calendar days of the termination or disciplinary action taken. If a student fails to file a timely appeal, it is possible that not all facts of the situation may be available, and a decision will be made on the best available information at the time. Response times may also increase due to the time required to research relating records.

The notice of appeal submitted by the student should minimally include the following information: student name, position title, work unit, date of action taken, reason for the appeal (why the student believes the discipline process wasn't fairly administered), and desired remedy. If the appeal is not timely, the student should address the reason for the time delay.

Appeal Decisions

Human Resources will conduct a thorough review of the facts surrounding the appeal as necessary and may present the appeal to either the Assistant/Associate Director of the area or to an appeal committee for a decision. At the time of the decision, Human Resources will issue a formal written notice to the student, normally within 14 calendar days of the appeal being received. The decision may be that the discipline or termination is upheld, overturned, or a more appropriate work rule is identified. In the cases of an overturned termination, the student may be reinstated to the job.

All appeal decisions issued are final, unless either party has new information that becomes available and was not known at the time of the initial appeal decision.

EMPLOYMENT ELIGIBILITY REVIEW:

Eligibility & Eligibility Categories:
Students at UW-Madison must meet certain qualifications in order to be eligible for student employment (*see Definition and Eligibility of Student Employment Policy*). If a student meets these qualifications, they can be hired as a student employee.

Once employed, there are certain scenarios at the time of separation in which a student's future employment eligibility with University Housing can be impacted, as indicated in the chart below:

Separation Reason	**Impact to Future Employment Eligibility**
Resigned with Notice	None
Resigned without Notice	Eligibility is lost but will be reinstated 4 months from the date of the separation
No Show at Orientation	Eligibility is lost but will be reinstated 4 months from the date of the separation
Termination due to disciplinary action	*See attached document – based on work rule violation

If a student employee's employment eligibility with University Housing is impacted, they will be notified by their supervisor.

A student employee's future employment eligibility can be impacted in one of four ways:

- Reinstate eligibility for employment with University Housing immediately upon appeal
- Reinstate eligibility for employment with University Housing after 4 months
- Review eligibility for employment with University Housing after 4 months
- Permanent bar of employment eligibility with University Housing

For disciplinary actions that result in termination, the terminated individual will be assigned a category for future employment eligibility, based on the violation that caused the termination. The termination letter will indicate what category is assigned. Additionally, if a student is terminated for disciplinary reasons, there may be impacts to future or concurrent appointments with University Housing, depending on the work rule violation that resulted in the action.

Attachment 1 indicates what work rule violations correspond with what employment eligibility category. If the terminated student has another job (current and/or future) with University Housing, and the violation is in the "review eligibility after 4 months" category or the "permanent bar of employment eligibility" category, the current and/or future jobs will also be terminated. If the violation is "reinstate eligibility after 4 months", the current and/or future jobs will not be impacted.

Review Process of Employment Eligibility
A review process is in place for students who would like to have their employment eligibility reviewed. This would be appropriate for any student employee whose disciplinary action/termination resulted in assignment to the "*review eligibility for employment after 4 months*" category.

Student employees whose employment statuses are assigned to the "*reinstate eligibility for employment after 4 months*" category do not need to submit for review. Their eligibility will be automatically reinstated after 4 months.

Student employees whose disciplinary action/termination resulted in the "*permanent bar of employment eligibility with University Housing*" category are not able to have their employment eligibility reviewed or reinstated. (They may, however, file an appeal if they disagree with the termination/action causing the eligibility bar, or if they disagree with the work rule identified as being in violation of).

Reviews of employment eligibility will be conducted via a hearing in front of the Employment Eligibility Review Committee.

The primary objective of the Employment Eligibility Review Committee will be to hear the student present their case (in-person) as to why they want their employment eligibility reinstated. The committee will then discuss and decide whether or not the student may be eligible for re-employment with University Housing. If employment eligibility is to be restored, the committee must decide when the student will be eligible.

Requesting a Review of Employment Eligibility:
To request an employment eligibility review, student employees must submit their request, in writing, to the Human Resources department (email is acceptable – hr@housing.wisc.edu). Students should also include in the request their availability (dates/times) for the next two weeks, in at least 45 minute increments. This request can be submitted at any point, but no earlier than 4 months following the date of the action (termination).

Human Resources will coordinate scheduling the review committee, in conjunction with the student employee's availability, and a follow-up email will be sent to the student employee with the final date, time, and location for the hearing.

Employment Eligibility Review Decisions:
Decisions may be communicated to the student either by a formal written response from Human Resources, incorporating the committee discussion points, and/or a documented phone conversation by a committee member.

Attachment 2 is a chart outlining the difference between student grievances, student appeals, and the employment eligibility review.

Attachment 1: Work Rules – Employment Eligibility Categories

A. Work Performance

Review 4 Months

1. Insubordination, including disobedience or failure or refusal to carry out assignments or instructions.
2. Loafing, loitering, sleeping or engaging in unauthorized personal business.
3. Unauthorized disclosure of confidential information or records.
4. Failure to provide accurate and complete information whenever such information is required by an authorized person.
5. Failure to comply with health, safety, and sanitation requirements, rules and regulations.
6. Negligence in performance of assigned duties, including poor quality or quantity of work.

Permanent

7. Falsifying records, i.e., lying.
8. Giving false information to other state agencies or to employees responsible for record keeping, e.g., timecard fraud.

B. Attendance & Punctuality

Remove 4 Months

1. Failure to report promptly at the starting time of a shift or leaving before the scheduled quitting time of a shift without specific approval of the supervisor.
2. XX Unexcused or excessive absenteeism (including tardies) in a XX week period.
3. Failure to observe the time limits and scheduling of lunch, rest or wash-up periods.
4. Failure to notify the supervisor promptly of unanticipated absence or tardiness, i.e., call in procedure violation for absences/tardiness.
5. No Call / No Show (not calling in or showing up at all on your scheduled day of work.)

C. Use of Property

Review 4 Months

1. Unauthorized posting or removing notices or signs from bulletin boards.
2. Unauthorized improper use, or abuse of University property or equipment, including: computers, email, copier, telephone, radios, and vehicles, etc. (this is not an inclusive list)

Permanent

3. Unauthorized possession or removal of University or another person's private property.
4. Unauthorized use, including, lending, borrowing, losing, or duplicating University keys.
5. Unauthorized entry to University property, including unauthorized entry outside of assigned hours of work or entry to restricted areas.

D. Personal Actions & Appearance

Review 4 Months

1. Unauthorized solicitation for any purpose.
2. Unauthorized or improper use or possession of uniforms, identification cards, badges or permits.
3. Failure to exercise good judgment or being discourteous in dealing with fellow employees, students or the general public.

Permanent

4. Threatening, attempting, or doing bodily harm to another person.
5. Threatening, intimidating, interfering with or using abusive language towards others.
6. Unauthorized possession of weapons.
7. Making false or malicious statements concerning other employees, supervisors or students of the University.
8. Use of alcoholic beverages or illegal drugs during working hours.
9. Reporting for work under the influence of alcoholic beverages or illegal drugs.

E. Appearance

Remove 4 Months

1. Inappropriate dress (including lack of required ID badge) or lack of personal hygiene which adversely affects proper performance of duties or constitutes a health or safety hazard.

<u>Attachment 2</u>: Chart – Student Grievances, Student Appeals, and The Employment Eligibility Review

Student Employment Grievances, Appeals, and Eligibility Review Committee

	What action/item can the student request a review of?	When can it be grieved/appealed?	Who does the review?	How is the review conducted?	What is being assessed?	How is the decision delivered and by whom?	Possible Outcomes *(this list is not all inclusive)*
Grievances *The grievance process is in place to help resolve areas of concern in the work place of a student employee*	Working conditions or unfair treatment in the workplace, for example: • Unreasonable application of work rules • Incorrect compensation • Discriminatory treatment	Step 1: Within 10 business days of the date the employee first became, or should reasonably have become aware, of the condition or action Step 2: Within 5 business days of receipt of the decision from Step 1	Step 1: The immediate supervisor Step 2: The Department Assistant/Associate Director of University Housing	In-person meetings between the student and the supervisor or Asst/Assoc. Director. The student may bring a representative with them to the meeting. Supervisors may not serve as a representative.	Is there a workplace problem to be corrected?	Formal written response by the supervisor or department head via the Grievance Form (additionally, the written response may be delivered in person with a conversation)	Varies depending on the nature of the grievance
Student Appeals *The appeal process is in place for a student who believes they were unjustly disciplined or terminated, and as a result they want the discipline or termination overturned.*	Any discipline or termination action, regardless of work rule	Any time after the termination or discipline is issued, preferably within 14 days of the action. The student must initiate the appeal.	Human Resources. Consultation with the Department Head or Appeal Committee*, as needed	Paper. The student's appeal statement and discipline information in SEA will be considered	This is a review of the discipline process, due process, and just cause components. • *Was there a fair and timely investigation?* • *Was the correct work rule chosen?* • *Was there an appropriate outcome?*	Formal written response from Human Resources	• Discipline may be removed from the record • A termination may be reversed and the student is reinstated to their job • The work rule may be adjusted • The action stands as is
Eligibility Review Committee *If a student has lost their employment eligibility due to termination, and is now seeking to have their eligibility reinstated, they can present their case in front of the Student Employment Eligibility Review Committee.*	Eligibility for future employment, if termination was categorized as a "4 month review" for future employment	A minimum of 4 months after the termination. The student must initiate the review.	Eligibility Review Committee* HR will coordinate the logistics, so the student should contact HR to initiate the review	In-person Hearing The student must be present at the hearing and speak to their growth and development since the termination.	Does the student show growth and maturity that would warrant employment eligibility to be reinstated? The terminating offense is not up for review, and the job for which the student wants to apply is not up for consideration while making a determination.	Depending on the wants of the Review Committee, a formal written response from HR (incorporating the committee discussion points) and/or a documented phone conversation by a committee member.	Employment eligibility may be reinstated either immediately or for a future date, OR Employment eligibility may be permanently denied

*If the Appeal Committee or Eligibility Review Committee is called, representatives should be either staff who sit on the Student Employment Advisory Committee or are Designated Discipline Representatives (DDRs). HR will facilitate the meetings.

PAYROLL INFORMATION

STUDENT WAGE PLAN

The UW-Madison student employment wage plan establishes three levels of job categories for student employees: basic, intermediate, and advanced. University Housing assigns our positions to these job categories based on the level of responsibility and skills needed to perform the job and establishes pay rates within the pay ranges set by campus. Rates for academic year and summer employment are reviewed annually and approved by the Director of University Housing. Academic year pay plan changes, if any, are usually implemented in January or August. The summer pay rates are generally effective from mid-May to end of August. Students working in positions for the first time receive the level 1 hourly wage.

Stipend Wage Structure:

Some positions, such as House Fellows, receive lump sum stipends (often referred to as stipend staff) which are paid biweekly. The stipend payments are prorated to reflect how much the student is expected to work during the pay period. Pay periods which include holidays and school breaks may have a smaller payment or no payment at all if no work was performed. Stipend staff will receive a stipend chart denoting how much they will earn per pay period.

If a student on a stipend terminates employment prior to the end of the date specified in the stipend chart, the stipend and other compensation, such as the meal account are prorated for the period the student was actually employed and the student must reimburse Housing for any overpayment.

Proficiency Levels:

University Housing utilizes a skill-based compensation plan. Departments identify students who are eligible to receive a higher wage based on specific criteria set by each department. The intent is to create an incentive for current employees to perform to the best of their abilities and to encourage employees to stay in their position.

This policy applies to all student employees (hourly, stipend, and supervisory) working during the academic year and/or summer in positions that have multiple proficiency levels.

This policy also allows departments to select which of their positions have multiple proficiency levels.

- Review of and changes to proficiency levels will generally take place with the publishing of a new Handbook at the start of each academic year.
- All positions will hire new students into a level one position.
- Students continuing to work in the same position, and same proficiency level, in the summer will receive their academic year wage during the summer, unless there is an identified summer wage for the position.
- A student cannot be moved to a lower proficiency level within the same title position they are currently receiving a higher level wage for.

Process:

- The earliest effective date of a proficiency level wage increase will be the first day of the next pay period or a future pay period if chosen. Departments must include confirmation that criteria set by each area has been met. If necessary, Human Resources is able to process retroactive pay for a missed proficiency level increase.
- Decisions to move a student to a higher proficiency level should be made by full-time managers, and must be approved by the department head, or their designee.
- Student supervisors can make recommendations to full-time managers, but final decisions, changes in SEA, and communication to students will be made by full-time managers.
- Students wishing to appeal their current wage should follow the standard appeal process.

The following criteria for movement to a new proficiency level will be used by the departments. Specific positions within a department may have additional requirements, which will be listed on the position description.

Residential Operations *(Assignments, Conferences/Events/Desks, Marketing)*

Assignments:

University Housing Ambassador & University Housing Ambassador, Student Supervisor

Level	Criteria
1	• Meets all minimum criteria as listed in the position description
2	• Two full terms of experience • Over 80 hours worked per term for both terms • Must have received “Effective and Competent” or higher marks on most recent evaluation
3	• Four full terms of experience • Over 80 hours worked per term for all four terms • Must have received “Effective and Competent” or higher marks on most recent evaluation
4	• Six full terms of experience • Over 80 hours worked per term for all six terms • Must have received “Effective and Competent” or higher marks on most recent evaluation

Term Definition:

- Fall Term: Start of Opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students by an email.

Conference, Events, and Desk Services:

Students must have 9 months of active work in the position to be considered for level 2.

- Conference, Event and Desk Services staff who have 9 months of active work in their position may be considered for level 2 in the Res Ops Administrative Assistant position.
- Experience in the Summer Conference Support Staff role may be considered toward the 9 months of active work requirement in the Conference Guests Liaison & Support position.
- Desk Supervisors who have 9 months of active work as a Desk Supervisor and 15 weeks summer experience in any desk position may be considered for level 2 in the Summer Staff Coordinator position.

Marketing (all positions except Print Production Lead)

Level	Criteria
1	• Meets all minimum criteria as listed in the position description
2	• One full term of experience • Over 100 hours worked per term
3	• Two full terms of experience • Over 100 hours worked per term for both terms
4	• Three full terms of experience • Over 100 hours worked per term for all three terms

Print Production Lead

Level	Criteria
1	• Meets all minimum criteria as listed in the position description
2	• One full term/semester of experience at Level 1 in this position and 100 hours worked that term OR at least four full terms total of previous work in Housing Sign Shop • Meets expectations for performance and work quality • No work issues resulting in written discipline during most recent term
3	• One full term/semester of experience at Level 2 of this position • Over 100 hours worked in previous term • Meets expectations for performance and work quality • No work issues resulting in written discipline during most recent term

Term Definition:

- Fall Term: Fall opening to Fall Closing
- Spring Term: Start of Spring Opening to Spring Closing
- Summer Term: Monday immediately following Spring Closing to Day prior to Fall Opening

Length of experience is based on working in the same title. Students will be assessed at the end of each term, for the following term. Proficiency level changes will be communicated to students verbally, followed by an email.

Residence Life:

Students are eligible to be paid at one of two levels based on experience working in the same title. Students must have 9 months active work (does not need to be consecutive) and a minimum of 200 hours worked in a position without performance or discipline issues in order to be considered for proficiency level 2. Summer House Fellows must have completed a summer term in the summer House Fellow role in order to be eligible for level 2 the following summer. Exceptions to this criteria can only be made by the Director of Residence Life.

Students will be assessed at the end of the academic year or 9 months after they start a new position. Proficiency level changes will be communicated to students during meetings with their supervisor.

Dining & Culinary Services:

Students are eligible to be paid based on semesters worked as defined below. Dining has two cut off dates that will be used to determine what counts as a semester worked. Employees must have a start date before December 1 to count for the fall semester or April 15 for the spring semester. The summer term does not count as a semester. Employees will receive an increase for every additional semester they are actively employed with Dining or until they reach the highest level in their title.

- Review of employees for semester increases will occur twice a year. Assessments will be made as close to the cutoff dates as possible.
- Pay increases will be effective the start of the next pay period following the cutoff date.
- Semesters worked at any unit count towards this total.
- Semesters worked at other Housing departments do not count towards this total, due to the different skills involved.
- **Proficiency level requests outside of the cutoff dates will be made on a case-by-case basis*

Semester Definition:

- Fall semester: start of academic Fall semester to December 1
- Spring semester: start of academic Spring semester to April 15

Barista, Cashier, Culinary Assistant, Dishwasher, Retail and Café Team Member, Starbucks Barista Shake Smart Team Member and Student Stocker

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience
4	An additional semester of experience
5	An additional semester of experience

Student Shift Lead

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience • *Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2* • *If the new hire was a level 3 Robot Delivery Coordinator prior to becoming a student supervisor, they will be moved to a proficiency level 2 as a student supervisor*
3	2 full semesters of experience

4	3 full semesters of experience & a successful performance evaluation • *Review for level 4 increase will occur in conjunction with the cutoff dates listed above* • *Should a student fail the evaluation, a review will take place at the next cutoff date*

Office & Head Student Supervisor

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	1 full semester of experience • *Newly hired/promoted supervisors will start at a level 1 pay rate and must work through the next semester cutoff date to qualify for level 2*
3	2 full semesters of experience & a successful performance evaluation • *Review for level 3 increase will occur in conjunction with the cutoff dates listed above* • *Should a student fail the evaluation, a review will take place at the next cutoff date*

Office Assistant & Dietetic Nutrition Office Assistant

Level	Criteria
1	Meets all minimum criteria as listed in the position description
2	Has a start date before the upcoming Fall or Spring cutoff date
3	An additional semester of experience

Human Resources:

Title	Proficiency Level	Hourly Wage	Category	Summary of duties
HR Office Assistant	1	$15.00	Basic	• Performs data entry and a variety of routine office support tasks. • Completes work following existing procedures. Assists with office coverage as needed.
HR Office Assistant	2	$15.50	Basic	• Satisfactorily completes the duties above; assumes additional responsibilities and projects not mentioned in the position description.
HR Office Assistant	3	$15.75	Basic	• Satisfactorily completes the duties above; assumes additional responsibilities and projects not mentioned in the position description.

- Students will be assessed at the end of every 9 months of work for proficiency review for the next level.
- Students must meet all the criteria listed above to be qualified for moving to the next level
- Proficiency level changes will be communicated to students in a 1 on 1 discussions with the student's supervisor.

University Housing Facilities:

Student employees are assessed every semester and during the summer for a level two wage. The level two wage increase will be communicated to the student via a conversation with their

supervisor and will be signed off through the Assistant Directors of University Housing Facilities.
All student positions are eligible for a level one and level two wage.

Level Two Skills Requirements for Student Staff:

- Must complete one term of work in the title (semester or summer),or display exceptional work over a minimum of 200 hours worked.
- Must achieve 6 of the 9 below on a consistent basis:
    - Ability to effectively work autonomously
    - Exhibits time management skills and ability to prioritize
    - Meets performance expectations
    - Follows up and follows through with tasks
    - Serves as role model to peers
    - Demonstrates ability to work effectively in a team environment
    - Takes initiative, identifying and responding to issues independently
    - Provides exceptional customer service to residents, staff and others
    - Displays positive attitude and approaches work with optimism

Level Two Skills Requirements for Student Supervisor or Lead Staff:

- Must complete one term of work in the title (semester or summer),or display exceptional work over a minimum of 200 hours worked.
- Must achieve 6 of the 9 below on a consistent basis:
    - Ability to effectively work autonomously
    - Exhibits time management skills and ability to prioritize
    - Meets performance expectations
    - Follows up and follows through with tasks
    - Serves as role model to peers
    - Demonstrates ability to work effectively in a team environment
    - Takes initiative, identifying and responding to issues independently
    - Provides exceptional customer service to residents, staff and others
    - Displays positive attitude and approaches work with optimism
- Must achieve 3 of the 4 below on a consistent basis:
    - Display leadership skills
    - Effectively complete administrative tasks
    - Ability to provide staff feedback and support in a way that is well-received
    - Understands the impact of the position

University Apartments:

Level 1: All students new to University Apartments begin at proficiency level one.

Level 2: Students are eligible for proficiency level two after meeting the requirements outlined on the position description. Students will need to meet a work experience requirement and consistently meet 6 of 9 identified skills to advance to level two. Student supervisors need to meet the work experience requirement, 6 of the 9 identified skills, and 3 of 4 identified supervisory skills.

Students will be assessed once per month. Proficiency level changes will be communicated via email.

Early Childhood Classroom Aide

Level	Criteria
1	• Meets all minimum criteria as listed in the position description
2	• Provided documentation of successfully completing the required coursework: either a 40 hour class from a technical college or a 3 credit child development class from a university • One month work experience at Eagle's Wing
s3	• Completed 300 hours of work at Eagle's Wing

Students will be assessed once per month. Proficiency level changes will be communicated to students via email.

PAYROLL INFORMATION

Student Employee Pay Schedule for 2026-2027

If you have questions about your pay, please contact your supervisor or LinkUW at linkuw.wisc.edu/request or 608-262-8100.

Pay Period	Pay Period Worked			Pay Date
17	7/26/2026	to	8/8/2026	August 20, 2026
18	8/9/2026	to	8/22/2026	September 3, 2026
19	8/23/2026	to	9/5/2026	September 17, 2026
20	9/6/2026	to	9/19/2026	October 1, 2026
21	9/20/2026	to	10/3/2026	October 15, 2026
22	10/4/2026	to	10/17/2026	October 29, 2026
23	10/18/2026	to	10/31/2026	November 12, 2026
24	11/1/2026	to	11/14/2026	November 25, 2026
25	11/15/2026	to	11/28/2026	December 10, 2026
26	11/29/2026	to	12/12/2026	December 24, 2026
1	12/13/2026	to	12/26/2026	January 7, 2027
2	12/27/2026	to	1/9/2027	January 21, 2027
3	1/10/2027	to	1/23/2027	February 4, 2027
4	1/24/2027	to	2/6/2027	February 18, 2027
5	2/7/2027	to	2/20/2027	March 4, 2027
6	2/21/2027	to	3/6/2027	March 18, 2027
7	3/7/2027	to	3/20/2027	April 1, 2027
8	3/21/2027	to	4/3/2027	April 15, 2027
9	4/4/2027	to	4/17/2027	April 29, 2027
10	4/18/2027	to	5/1/2027	May 13, 2027
11	5/2/2027	to	5/15/2027	May 27, 2027
12	5/16/2027	to	5/29/2027	June 10, 2027
13	5/30/2027	to	6/12/2027	June 24, 2027
14	6/13/2027	to	6/26/2027	July 8, 2027
15	6/27/2027	to	7/10/2027	July 22, 2027
16	7/11/2027	to	7/24/2027	August 5, 2027
17	7/25/2027	to	8/7/2027	August 19, 2027
18	8/8/2027	to	8/21/2027	September 2, 2027

PAYROLL INFORMATION

EARNINGS DISTRIBUTION

Student employees are paid every other Thursday. You can use the Student Employee Pay Schedule in this handbook to determine the dates you'll be paid.

UW-Madison requires direct deposit of student earnings. Direct deposit ensures that your pay is deposited into your account no later than 10:00am on pay day. In addition, you can access your earnings during winter recess, spring break, or other times when you may be away from campus.

You can set up direct deposit of your earnings into a savings or checking account at any financial institution in the United States. You may also spread your earnings out over up to five different accounts. To set up direct deposit, you need to know your financial institution's routing number and your account number(s). Direct deposit can be set up in Workday, which can be accessed via MyUW. For detailed instructions on how to set up your direct deposit, please visit: https://kb.wisconsin.edu/workday/internal/144638

You should complete your direct deposit information before the end of the pay period in which you begin employment. Please note it may take several days for your direct deposit information to be entered into the campus payroll system. If submitted too late, your paycheck may not be directly deposited into your account(s). Instead, a Focus card will be mailed to the "home" address listed in MyUW – you may not receive your Focus card on the actual pay date if it's mailed to you.

After setting up direct deposit, if you decide to redirect your earnings to a different financial institution or account, you must update your direct deposit information in Workday. You should not close the old account until after you have verified that your direct deposit has been redirected to the new account.

If you do not sign up for direct deposit, you will be required to use an alternate payment system designated by UW.

If you are rehired after a break in employment, your prior financial institution and account designation for direct deposit may be able to be reactivated if the break in employment was less than six months. However, it is always best to review direct deposit information after an employment break of any duration to eliminate the possibility of directing earnings to a closed account or to a prior financial institution.

PAYROLL INFORMATION

PAYROLL RECORDS

Earnings statements, which we refer to as pay slips, summarize your biweekly earnings and deductions. Pay slips are available in Workday, which can be accessed via MyUW. They are usually added to the portal the Monday before pay day. You will also be able to obtain your annual W-2 or 1042- S statement here. Detailed instructions on how to view your pay slips can be found here: https://kb.wisconsin.edu/workday/internal/144634

*NOTE: you can only access your tax statements (W-2 or 1042-S) while on UW-Madison's network.

If you misplace your W-2 form, you can get a copy at https://www.wisconsin.edu/shared-services/duplicate-tax-statement-request/. Please be sure to allow sufficient processing and mailing time (up to 10 days) when requesting a duplicate W-2.

If you have any questions regarding your pay, check with your supervisor, or contact LinkUW at linkuw.wisc.edu/request or 608-262-8100. the University Housing Payroll Office at 608-262-2308.

PAYROLL INFORMATION

CHANGING YOUR ADDRESS

Since most employment-related information will be mailed or e-mailed to you using your MyUW information, it is important that you keep this information updated as changes occur.

In late January, your W-2 tax form will be mailed to you and an electronic copy will be available in Workday. Unless you opt out of having it mailed, your W-2 form will be mailed to one of the following addresses:

- Your home address unless you have a different mailing address on file.
- If you have a mailing address, your W-2 will be sent to this address and not your home address.

Please keep your address up to date in MyUW.

PAYROLL INFORMATION

TAX AND FICA INFORMATION

Student earnings are taxable and, in most cases, withholding is taken for federal and Wisconsin taxes. If you have questions regarding your obligation to file federal or state income tax returns, contact the Internal Revenue Service (IRS) regarding federal tax requirements and the Wisconsin Department of Revenue regarding state tax requirements. Website information is located on the last page of this Handbook.

All student employees must complete tax withholding elections for federal and state withholding within one week of beginning employment.

You can complete these elections in Workday, which can be accessed via MyUW. For instructions, visit:

- State elections:
  Complete State and Local Tax Withholding Elections – Employee
- Federal elections:
  Complete Federal Tax Withholding Elections – Employee

You may change your withholding elections at any time by updating your information in Workday. If completed too late for your first paycheck, tax withholding may be taken out at the highest level. Taxes withheld cannot be refunded directly to the employee.

Social Security & Medicare (FICA) Exemption
As a student employee, you are eligible for an exemption from the Social Security and Medicare (FICA) deduction while enrolled in classes. This exemption is effective the beginning of the pay period in which fall classes begin. The University of Wisconsin Processing Center determines the exact dates the FICA exemption begins and ends, based on IRS guidelines.

The criteria established for this exemption are listed below:

1. Student hourly employees must be taking a minimum of a half time course load at any UW System institution (6 credits for undergraduates; 4 credits for non-dissertator graduate students; and 3 credits for dissertators).

2. Students enrolled in summer school may still qualify for this exemption as long as their break from classes is less than five (5) weeks and provided that the student qualified for the exemption on the last day of classes for the preceding semester and is eligible to enroll in classes for the next academic year.

TAX AND FICA INFORMATION FOR INTERNATIONAL STUDENTS

Most of the requirements in the previous section apply to international students as well. In addition, international students will have a GLACIER account automatically created.

Tax Information: GLACIER Online Tax Compliance System
You will receive two important emails:

1. From GLACIER (support@online-tax.net) with instructions on navigating to GLACIER and logging in to the system for the first time.

2. From the campus Office of Human Resources (UWHRAdministration@ohr.wisc.edu) provides personalized instructions for entering information into GLACIER.

Each email will contain important instructions and information you will need in order to comply with the submission requirements. You will need a computer with internet access and a printer, then you will deliver all GLACIER-generated reports and forms, along with requested immigration document photocopies, to the Office of Human Resources (21 N. Park St., Room 5101).

When you log into GLACIER you will need the following information:

- Foreign passport
- I-94 arrival/departure record
- Current I-20 or DS-2019 (formerly IAP-66)
- Date and visa type for your most recent entry into the US
- Dates and visa types for ALL previous visits to the US since January 1, 1986
- Employment Authorization Document (EAD) if applicable
- Social Security Number if you have one (please see the important notes section below if you are in the process of getting a SSN)

You must access the GLACIER systems and provide the requested information to the Office of Human Resources as soon as possible after receiving the emails. If you do not provide the information, the maximum amount of U.S. tax will be withheld from your paychecks. No tax refunds will be allowed for non-compliance

Important notes:
- Do not postpone your GLACIER entry during the SSN application process.
- Deliver all GLACIER forms and requested documents as soon as possible

- After you receive your SSN, log back into GLACIER, update your record, then once again print, sign and deliver all GLACIER-generated reports and forms to the Office of Human Resources, 21 North Park St., Room 5101, Madison, WI 53715-1218.
- If you do not receive the initial GLACIER email within 2-3 weeks of submitting your W-4, contact GLACIER at glacier@ohr.wisc.edu for help.

PAYROLL INFORMATION

TIMEKEEPING

Your supervisor will give you instructions for documenting the hours you have worked. All UW employees use Workday as their time tracking and payroll system. A student using the time clocks must bring their Wiscard to work and swipe it through the time clock. Students that do not have access to a time clock will timestamp directly in Workday.

Note: Payment is made based on hours worked. Hourly student employees are not paid based on schedule, but rather on their in/out punches.

A lost or broken Wiscard card must be replaced as soon as possible. Any problems with swiping the ID card should be reported immediately to your supervisor. Failure to punch in or out of your shift should be a rare occurrence; to ensure an accurate timesheet, it is critical that all punches are documented via a time clock swipe or a timestamp, whichever is applicable. Individual work units may have additional work rules regarding this.

All student employees that are paid hourly are paid by rounding to the quarter hour. Swiping or timestamping in and out of work promptly is expected. Hourly employees are not allowed to volunteer their time and or work “off the clock” in any circumstance. This means hourly employees are not allowed to:

- Work though an unpaid lunch
- Check email or do other work from a non-work location and when not on duty
- Begin work prior to clocking in
- Continue to work after clocking out

Any falsification of time records will be treated as theft, and will be disciplined, up to and including termination for the first offense.

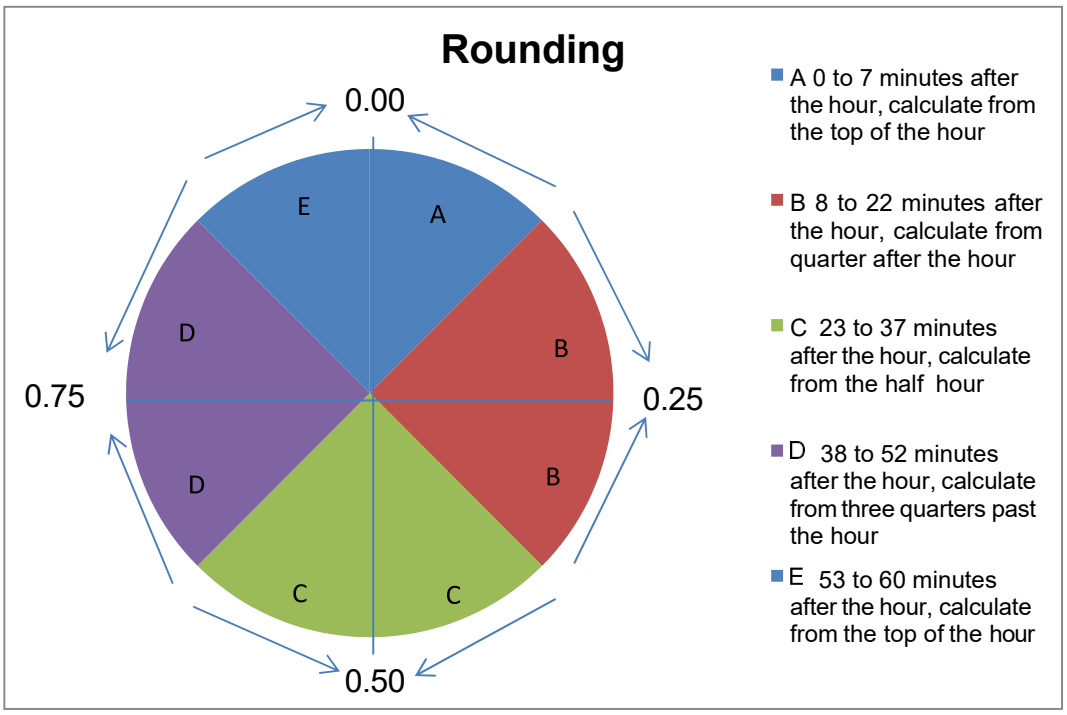
Students paid on a lump-sum basis (stipend students) will be paid based on days worked, tracked via Workday.

PAYROLL INFORMATION

ROUNDING

For all employees, when calculating pay, punches will round to the quarter hour with a 7-minute split:

- 0 to 7 minutes after the hour, calculate from the top of the hour
- 8 to 22 minutes after the hour, calculate from quarter after the hour
- 23 to 37 minutes after the hour, calculate from the half hour
- 38 to 52 minutes after the hour, calculate from three quarters past the hour
- 53 to 60 minutes after the hour, calculate from the top of the hour



Examples (hh:mm:ss):
5:00pm- 7:07 rounds to 2.0 hours
1:00pm- 3:37pm round to 2.5 hours
12:15am- 1:23am rounds to 1.25 hours
12:00pm- 12:52 rounds to 0.75 hours

PAYROLL INFORMATION

REST BREAKS

Student employees are entitled to one 15-minute paid break if they are scheduled for four or more consecutive hours. Because the break is paid, employees must remain in the vicinity and should not swipe out for the rest break. Scheduling of breaks is based on the operational needs of the work unit. In the event that an employee does not get a break, the break is lost and cannot be used during a subsequent shift. Breaks may not be taken at the beginning or end of a shift or accumulated to leave early. Employees who work less than four hours are generally not entitled to a break, either paid or unpaid.

Dining and Culinary Services employees who wish to smoke during break must remove their work uniforms (hat, apron or jacket) and must abide by the Smoking Policy.

Minors 16 and 17 years of age who are employed after 11:00 pm must have 8 hours of rest between the end of one shift and the start of the next shift.

LUNCH BREAKS

In addition to a 15-minute paid rest break, employees who are routinely scheduled for six or more consecutive hours may be entitled to a 30-minute unpaid lunch break. Employees leaving the premises must swipe out upon leaving and swipe in upon returning.

Lunch is deducted automatically for some positions. If an employee misses their lunch break, the employee should submit an exception report and their supervisor needs to cancel the lunch deduction in Workday in order to receive pay during that period. Please check with your supervisor for the rules surrounding lunch that may impact your position. As always, we encourage employees to carefully double check their pay slips to ensure the lunch was handled correctly.

Minors under 18 years of age may not work more than 6 consecutive hours without having a 30-minute, duty free meal period

VISIT US ONLINE

EMPLOYMENT OPPORTUNITIES

www.housing.wisc.edu/jobs

Our website is where the action is! If you are interested in employment opportunities with University Housing, you should visit our website regularly for information on current recruitments and other employment updates.

Many new students start their employment careers with University Housing in Dining & Culinary Services positions. Other new students may begin employment in a custodial position. These positions **do not require an interview**. These positions are filled from our pool of online applicants, who are given consideration based on Housing residency, date of application, job interest, location preferences, and schedule availability.

Throughout the academic year, University Housing recruits for student positions as they become available. Intermediate and advanced level positions such as House Fellows, Early Childhood Classroom Aides, Supervisory positions require special knowledge and skills. Although preference may be given to Housing residents, Housing residency is not always required. These applications are posted on our employment website. If you are interested in these positions, you may be required to:

- Complete special application materials
- Submit a resume and references
- Interview for the job

Visit our website often to check for new employment opportunities. This is the most accurate listing of vacancies. Student positions may also be announced:

- Through email notifications
- At residence hall desks
- On bulletin boards in residence hall lobbies or dining halls
- In residence hall e-mail notifications
- Via message TVs in the residence halls and dining units

University Housing offers summer employment in all of our areas based on operational need. We offer both part-time and full-time positions. The application process for these positions begins in the spring semester.

QUICK LINKS

Topic	Link
University Housing Employment Opportunities	*services.housing.wisc.edu/hrapp/*
Address Change (MyUW portal)	*www.wisc.edu/* and select ***MyUW > MyUW HOME>Personal Info Widget***
Set Up Payment (Direct Deposit) Process (on workday)	*Set Up Payment Elections (Direct Deposit) – Employee*
Driver Authorization Form	*hr.housing.wisc.edu/Sudent%20Employee%20Documents/Driver%20Authorization/4.%20CBC%20Pre-Hire%20Driving%20Form%20(Fillable).pdf*
Employee Tax Withholding Process	Employee Tax Withholding | Human Resources | UW–Madison
Earning Statements	*View and Print Payslips – Employee*
Internal Revenue Service	*www.irs.gov*
Request for Duplicate W-2 Form	*uwservice.wisc.edu/tax/duplicate-statement-request.php*
Social Security Administration	*www.ssa.gov*
University Housing Resident Policies	*www.housing.wisc.edu/residencehalls-life-expectations.htm*
UW Student Job Center	*jobcenter.wisc.edu/*
UW-System Code of Conduct	*https://www.wisconsin.edu/regents/policies/code-of-ethics/*
Wisconsin Department of Revenue	*www.revenue.wi.gov/Pages/home.aspx*
Work-Study Office	*financialaid.wisc.edu/types-of-aid/work-study/*