

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.