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.