

Newly Hired Departmental Student Supervisor

When a department hires a new student supervisor, the department administrator must inform the Human Resources Office of the new individual responsible for student payroll. (Graduate students and students are not eligible to perform duties as a departmental student supervisor.) The new supervisor will need to **attend a mandatory training session**, provided by Human Resource's staff members, for student payroll procedures. Please contact Mark Flottmeier, Payroll & Benefits Specialist at 785-8603, to set up an appointment. The training session usually lasts about one hour. Once the supervisor has completed the required training session, HR will request authorization for the appropriate department account number(s) for access to the Student Appointment System. The completion of the UWPC Student Appointment/Payroll System Authorization Request form will then be provided to the new student supervisor for departmental approval signatures and processing. Once the supervisor has completed the training session and the authorization request has been processed, a login ID from UWPC will be sent via email to the supervisor with a temporary password for access to SAS.