John Acardo

From: Human Resources Information
To: Mindy Thurin; John Acardo; Alyssa Balboa
Subject: Student Worker and Onboarding Information

Due to COVID-19, Human Resources will not host the Student Onboarding Center as we have in previous semesters. Instead, we ask that newly hired students and staff to visit 103 Graff Main Hall conference room (schedule below) with their documents for verification. This allows us to limit large gatherings, provide a clean workspace, and help prevent the spread. We appreciate your flexibility and cooperation.

To: Student Worker Supervisors
From: Human Resources
RE: Student Worker and Onboarding Information

Outlined below is the current process for onboarding new student help. Please note that portions of this process may have changed from previous years.

Student Fall Onboarding Days & Times:
- The following days and times are available for walk-up I-9 Verifications at 103 Graff Main Hall conference room. Please note, this is not the Human Resources office.
- This schedule will be located on the 103 Graff Main Hall conference room door & the Human Resources Office door for reference.

<table>
<thead>
<tr>
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<th>Week 1</th>
<th>Week 2</th>
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<tbody>
<tr>
<td>31-Aug</td>
<td>OPEN</td>
<td>CLOSED</td>
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<tr>
<td>1-Sep</td>
<td>OPEN</td>
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<tr>
<td>2-Sep</td>
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<td>CLOSED</td>
</tr>
<tr>
<td>3-Sep</td>
<td>CLOSED</td>
<td>OPEN</td>
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<tr>
<td>4-Sep</td>
<td>OPEN</td>
<td>CLOSED</td>
</tr>
<tr>
<td>7-Sep</td>
<td>CLOSED</td>
<td>OPEN</td>
</tr>
<tr>
<td>8-Sep</td>
<td>OPEN</td>
<td>CLOSED</td>
</tr>
<tr>
<td>9-Sep</td>
<td>CLOSED</td>
<td>OPEN</td>
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<tr>
<td>8:00am-12:00pm</td>
<td>OPEN</td>
<td>OPEN</td>
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<tr>
<td>12:00-4:00pm</td>
<td>CLOSED</td>
<td>OPEN</td>
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</tbody>
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Supervisors informing Human Resources of a new student hire:
- Complete the Student Employee Action Form
  - This form should be completed to the best of your ability, making sure to include accurate employment dates (the first date the student will report to work, including training), hourly pay rate, work-study eligibility, time approvers, and funding information.
  - The employee action form should be completed at least 5 business days prior to the beginning of employment.
  - Email the completed form to hrinfo@uwla.edu
  - NEW: If you plan on hiring more than ten (10) students, please fill out this excel spreadsheet for your hires. We will convert this spreadsheet to individual student employee action forms on your behalf.

Student Hire Steps:
- An email will be sent to the student with electronic onboarding information. If there are incomplete tasks on their checklist, an email will be sent every seven (7) days until it is complete.
  - Forms to be completed via the electronic onboarding system include:
    - Form I-9: in onboarding, the student will open a link to the electronic I-9 system to complete section 1 of the form I-9. They will then need to provide Human Resources with original forms of identification and the HR staff will complete section 2. Photocopies will not be
accepted. **IMPORTANT:** I-9 section 2 must be completed prior to the student starting work. This step must be completed before they can be entered in the HRS system by the HR Team.

- **Direct Deposit:** student will need an active bank routing and account number to complete this form. No voided checks are needed.
  - If student does not have an active bank account or incorrect information is provided, they will be enrolled in the US Bank Focus pre-pay card. Information will be emailed and sent to the student’s home address on file.
- **W-4:** Employees should now complete their W4 through their MyUW Portal. This will need to be completed once the student is entered in HRS (when they show up for you to approve time). It is important they complete this to ensure they are not taxed to the fullest amount.
  - Student will need to know if they are exempt from tax withholding or what they will claim for allowances to complete this form. *HR cannot advise employees what to file on their W4.* It is recommend to call their parents or their tax consultant.
- **Self-Identification Survey:** this is to be completed with the checklist.
- **Miscellaneous acknowledgements:** this is to be completed with the checklist.

**How to Check a Students Status:**

- Supervisors can log into the PeopleAdmin Onboarding system to review the status of their student help. They can review each student’s check list to determine the status of the employment paperwork, the I-9 form, and the entry into HRS.
  - **NOTE:** Only the primary supervisor listed on the employee action form will be assigned to view a student’s progress.
  - PeopleAdmin Onboarding link: https://uwla.ted.peopleadmin.com/sso/Account/Login
  - Steps to view each student:
    - 1. After logging in, click “Reports” in top right and it will take you to the checklist completion report.
    - 2. Select “Student Employee New Hire Checklist” from the dropdown list at the top of the page. This should display a list of students assigned to you.
    - 3. A green checkmark indicates a completed task.
      - a. *If students were assigned more than 3 months ago, you may need to adjust the assigned date and click apply.*

**CONTACT US:** For all questions from supervisors or students, communication should be done virtually. Please email hrinfo@uwlax.edu for assistance.

Additional information for both student and Student Worker Supervisors can be found at: https://www.uwlax.edu/human-resources/services/student-employment/

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**The Human Resources Team**
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Provide Feedback