# Student Hourly Hire Checklist

## Procedure Details

For forms and instructions, please see:


## HRS Form completed by the Department/School/College/Division

- [ ] HRS Student Help Hire and Job Change Form

## Forms completed by the Employee, submitted with HRS Form to Central HR

- [ ] W-4 Form
- [ ] Direct Deposit
- [ ] Employee Self Identification
- [ ] HRS Emergency Contact
- [ ] If Non-UWM Student Hire:
  - Student Enrollment Verification: Student Class Schedule OR Letter from the student’s Registrar’s Office - Must include date range of enrollment, credit load and/or classes enrolled in, name of educational institution, and name of student.

## Forms completed by the Department/School/College/Division

- [ ] I-9 (Do not submit to HR; keep in Unit)
- [ ] Completed Criminal Background Check (REQUIRED for ALL Student Help)

## Action Following Form Completion

The HRS Student Help Hire and Job Change form must to be signed by a School/College/Division Head or designee. Route all forms completed by the employee (listed above), along with the HRS form, to the Central Human Resources Office for processing.

## Other Action Items

- [ ] Student - Complete Compliance trainings (e.g., Executive Order #54, FERPA, Sexual Violence Prevention Training/Title IX, etc.)
- [ ] Department/School/College/Division - Provide Notice of the New Health Insurance Marketplace Coverage Options and Your Health Coverage [https://www.wisconsin.edu/ohrwd/aca/](https://www.wisconsin.edu/ohrwd/aca/)
- [ ] Department/School/College/Division – Enter Funding Data
- [ ] Department/School/College/Division – Enter Time and Labor Security Data

## Retention of Student Hourly Hiring Documents and Personnel Files

Official Student Hourly Personnel files should be retained in the Department/School/College/Division, for retention periods reference the [University of Wisconsin System Financial Aid General Records Schedule](https://www.wisconsin.edu/ohrwd/).  

## Contact for Help

Departmental staff should first contact their School/College/Divisional PREP for assistance. School/College/Division PREPs should contact the central HR office professional based on their existing client group contacts. When in doubt, submit your question here: [http://uwm.edu/hr/home/about/contact-form/](http://uwm.edu/hr/home/about/contact-form/).