

STUDENT WORKER SUPERVISOR INSTRUCTIONS

The following step-by-step guide should answer your questions regarding hiring a student worker. Should you have further questions after reading these steps, please feel free to contact the JOBshop at 297-6244.

Step 1: Student Worker Positions

There are two ways to hire a student worker. You can post the job on wisconsintechconnect.com or, if you know of a student who would be good at the job, you can hire them directly. It's up to you to decide which student to hire and what process you'd like to use to make that decision.

You can formally interview a student explaining the position responsibilities or have a casual conversation with them. You can use any process that suits the nature of the position and helps you decide if the student fits the position.

Student workers are either work study (under their financial aid award) or budgeted. Work study positions are paid \$11.00 per hour and are allowed to work up to 16 hours per week – budgeted positions are allowed to work up to 19 hours per week. Budgeted means they are paid out of the department budget in which they are hired. To find out if your student worker can be awarded work study funds, send an email with the student name and their student ID number to workstudy@matc.edu.

Step 2: Enrollment Forms

If the student has never been a student worker before, print off the **New Student Worker** enrollment packet from the JOBshop webpage. The link is included below:

<http://www.matc.edu/student/resources/JOBshop/upload/NEW-STUDENT-WORKER-Enrollment-Packet.pdf>

If the student has ever been a student worker in any department at MATC, then the one-page document **Returning Student Worker** needs to be filled out. The link is included below:

http://www.matc.edu/student/resources/financial_aid/upload/Returning-Student-Worker-Enrollment-Form.pdf

Both you and the student worker need to complete the enrollment form(s). Once the student completes the enrollment form(s), the supervisor needs to fill out and sign the following pages:

- Student Worker Enrollment form (Supervisor section 3)
- Student Employee Statement of FERPA Understanding
- Employee Confidentiality Agreement

The student needs to provide copies of two forms of identification for their I-9 form to be completed. Examples of appropriate ID's would be:

1. Photo ID such as driver's license or student ID, and
2. Social Security card or birth certificate.

Student also needs to provide a voided check or bank letter showing a typed version of their bank routing number and their account number.

The completed enrollment forms must be submitted to the JOBshop before the student worker is allowed to begin employment. Ideally, the paperwork should be submitted at least two weeks before the start date for the student worker.

Once the enrollment forms are complete, they need to be submitted to the JOBshop office in S114 at the downtown campus or sent via email to workstudy@matc.edu.

Step 3: Student Worker Orientation

Once the completed enrollment forms are submitted, the student will need to take the student worker online orientation. The orientation is an online presentation and there is also a short quiz afterwards. They will need to get an 80% or better to pass the quiz.

Both you and the student worker will receive an email stating that the orientation needs to be completed before the time sheets will be sent. Time sheets are always sent to the supervisor.

Step 4: Time Sheets

Once completed paperwork has been submitted and the student has completed the online orientation, student worker time sheets will be emailed to the supervisor.