

# University Staff Temporary Employment (USTE)

- You must attach a Position Description and brief justification to this request.
- Immediate supervisor should submit this completed form and attachments to Human Resources, Hyer Hall 330

Contact Person:

Contact Phone:

New Employee Name:

Department Name:

Department ID Code:

Requested Title (See Title list):

Hourly

Start Date:

End Date:

Supervisor Name:

Backup Supervisor Name:

Funding: Grant

PR

GPR

Appointment

Account Code:

%

Account Code:

%

Account Code:

%

Account Code:

%

## Approval Signatures:

Supervisor:

Print Name:

Date:

Dean/Director:

Print Name:

Date:

Division Head:

Print Name:

Date:

Budget Office:

Print Name:

Date:

Human Resources:

Print Name:

Date:

## To Be Completed by HR:

WRS Prior to 7/1/11: Yes

No

State:

Local:

Rehired Annuitant: Yes

No

If Yes:

## University Staff Temporary Employment (USTE) Hiring Process

### **I. General Information**

Please refer to the [UW System Admin Policy 1256](#) for guidelines on USTE Hiring

- **Full-time students are not eligible for University Staff Temporary Employment**
- **If an USTE enrolls as a full-time undergraduate student, the USTE assignment will be terminated**
- USTE's shall not exceed 1,040 hours during a twelve-month period
- USTE hourly rate is set at the campus minimum of \$15.00 per hour. Contact Human Resources & Diversity for assistance in determining the USTE Classification title or hourly rate of pay.

### **II. Initial USTE Process**

1. Immediate Supervisor will submit the completed USTE Hire Form, with all appropriate signatures and also complete the information requested on the New Hire Link: [https://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_dg9a4pWdb0a5w9L](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dg9a4pWdb0a5w9L)
2. HR&D will review the USTE Hire Form for appropriate organization codes, signatures, etc.
3. Prior to the first day of work, hiring paperwork (Criminal Background Check Form, W-4, Direct Deposit, New Employee Information Sheet, and Compliance Form) must be completed but the new USTE.

**IMPORTANT: No USTE will start employment until all required documents have been complete**

### **III. USTE Terminations**

Immediate supervisor will submit the completed USTE Evaluation/Termination form to HR&D upon termination:

<https://www.uww.edu/apps/icit/USTEform/>

### **IV. USTE Tracking**

HR&D will monitor USTE employment. HR&D will contact the department to advise them when an assignment is approaching completion (nearing 1040 hours or anniversary/end date, whichever comes first).