


New Student Hourly Onboarding
Procedure
Student Instructions

Instructions for Student

- a. Receive email link from Supervisor (Link: <https://jira.bus.wisc.edu/servicedesk/customer/portal/23>)



Fri 11/20/2020 12:29 PM

Edna M Crary

SH Referral Email

To Simple.Sample@wisc.edu

Cc Edna Crary

Greetings,

Thank you for your interest in Student Employment at the Wisconsin School of Business.

Please use this [link](#) to begin the hiring process. Once you have submitted your employment request, please watch for future emails from the Payroll Office to continue the process.

Please let me know if you have any questions.

- b. Student Logs in with NetID and goes through MFA process

c. Choose "New Student Hire"

WSB Solution Center

HR Onboarding

Welcome! You can raise a HR Onboarding request from the options provided.

New Student Hire

d. Student completes Form

 WSB Solution Center / HR Onboarding

New Student Hire

Hiring Supervisor Name

 Edna Crary x ▼

First Name

Simple

Middle Initial *(optional)*

SH

Last Name

Sample

Student workers are required to work within the US, even if working remotely. Are you able to meet this requirement?

Yes

No

e. Click “Create” at the bottom of the form

Have you ever been employed in any UW position?


Yes

No



If Yes, where? *(optional)*

Create Cancel


f. Review on-screen confirmation


 WSB Solution Center / Human Resources / HR-1686

New Student Hire

 Comment on this request... 

WAITING FOR ACTION

 Don't notify me


 Share

Details Just now





First Name
Simple


Middle Initial
SH


Shared with


 Edna Cray
Creator

g. Receive confirmation email

 Reply  Reply All  Forward  IM

 Wed 11/18/2020 12:34 PM
Human Resources <wsbhr@wsb.wisc.edu>
HR-1686 New Student Hire

To  Edna M Crary

 If there are problems with how this message is displayed, click here to view it in a web browser.

Just confirming that we got your request. We're on it.

[View request](#) · [Turn off this request's notifications](#)

This is shared with Edna Crary.

WSB Solution Center, powered by [Jira Service Desk](#), sent you this message.

h. Wait for Payroll email notification to set up the I-9

Greetings,

We have received a New Hire Form from the WSB on your behalf.

Please contact me to arrange a brief meeting on or before your first day to complete the I-9 verification process. No work may be performed until the I-9 process is complete. You are currently scheduled to start on 12/24/2020.

If you are currently, or have recently worked at UW-Madison, please bring a photo ID or your Wisc Card.

If you are new to working at UW-Madison, or you have not been working at UW-Madison for a while, please bring the following to the meeting:

- Allowable documentation for verification of authorization to work in the United States (you may choose one document from List A, or one document from each of List B and List C of the I-9 Allowable ID) <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>; or
- If you are a Foreign National student, your passport, I-20 and I-94

Once you receive the email from me that you are set up in the system, you will be provided links to set up your Direct Deposit, if you are not currently or have not recently been working on Campus. You will also receive instruction on how to complete the online tax forms, if applicable.

Please let me know if you have any questions.

I look forward to hearing from you.

Edna Crary

- i. Reply to the email with several dates and times available to meet for the I-9.
IMPORTANT: The I-9 process must be completed before work begins.
- j. Payroll emails meeting Invitation to Student. Student accepts the invitation.
- k. Student will meet with Payroll, providing I-9 documents.
- l. Wait for Payroll email notification that the appointment has been entered into the system. This email will be copied to the supervisor and will also include attachments with instructions on how to set up Direct Deposit, Tax forms, and Timesheets.
- m. Payroll will email students a reminder to finalize Timesheets near the end of each Pay Period. Deadlines may change based on Holidays and early Payroll processing. The deadline will always be identified in the email reminder from Payroll.
- n. Student enters hours in the Timesheet as they are worked, based on email guidelines.