

# Student Appointment/Payroll Information - New Appointments

Please send Karen Aune the following information to establish student appointments:

1. Legal name (as it should appear on the W2)
2. United States Social Security Number
3. Date of Birth
4. Hourly rate of pay
5. Job title OR appropriate department\*
6. Time frame of employment (start and end dates which correlate with the beginning and ending of the biweeklies; see Student Payroll Processing Calendar)

If the employee has a gender neutral or unusual name, please indicate the employee's gender.

Please remember that you will need to collect the W4, I-9, and bank authorization forms for new hires and enrollment verification forms for all students as soon as they begin employment. Student employees that have not completed their hiring paperwork are not authorized to use Kronos.

## Person ID#

Students that have been employed on campus already have a Person ID# assigned. Brand new employees to campus will receive one when appointed. The Person ID# is required to log onto Kronos. After you are notified that the appointment has been entered, you can look up the Person ID# in the Student Appointment/Payroll System.

## International Students

International students must obtain permission to work and a social security card before beginning employment. In addition, they must complete the International Tax Packet:

<http://www.bussvc.wisc.edu/ECBS/itx-international-tax-packet-uw1469.pdf>

## End Dates

By default, appointments entered in the fall and spring have an automatic end date at the end of the spring semester. Appointments entered in the summer have a default end date at the end of the summer/prior to fall semester. If you need a longer or shorter time frame, please include that information.

## Prior Pay

If the employee works any hours prior to Kronos authorization, check with Karen to see how we will enter these hours. In some cases, the hours can be entered into Kronos by the supervisor for the current biweekly only. If the biweekly has ended, the hours might have to be entered directly into the Student Payroll system. Each situation is different, just contact Karen.

\* If your job titles are not delineated by different department numbers, be sure to include the job title.

## Payroll Schedules:

<http://www.bussvc.wisc.edu/ecbs/uwempl-calendars-pay-schedules-menu.html>

## Student Appointment/Payroll System:

[http://studentpayroll.services.wisc.edu/pyapbs\\_jinit.html](http://studentpayroll.services.wisc.edu/pyapbs_jinit.html)