Student Employee Information

**Definitions:**

Student Worker: 25% of the student pay comes from the department in which the student is working and the remaining 75% is supplemented through the student’s financial aid package (work study). \*Please note when a student reaches the amount they were awarded, they can no longer be employed as a student worker. Check with your supervisor to see if employment can be switched to ‘Student Help’.

Student Help: 100% of student pay comes from the department in which the student is working.

**Six Simple Steps to Work Study**

\*\*Remember the amount awarded doesn’t need to be completely used\*\*

Step 1: **accept** work study in Prism—Sign-in to Prism🡪Self-Service🡪Student Center🡪Accept/Decline Awards🡪select year🡪check Accept/Decline boxes and submit

Step 2: **contact** Dawn Messerschmidt in Student Affairs for the work studypacket

Step 3: **fill-out** *Student Employment Eligibility Form* (1st sheet in work study packet)

Step 4: **take** *Student Employment Eligibility Form* to department supervisor for approval signature

Step 5: **fill-out** the rest of the work study packet including: W-4 Form—Employee’s Withholding Allowance Certificate; UW Colleges Direct Deposit Authorization; UW Colleges Student Academic Year Enrollment Verification; Employment Eligibility Verification; The University of Wisconsin Colleges Student Worker Responsibility and Confidentiality Agreement; UW Marshfield/Wood County Report of Suspicions of Abuse and Neglect; Notice of the New Health Insurance Marketplace Coverage Options and Your Health Coverage

Step 6: **return** work study packet to Michelle Boernke in Business Office; bring a copy of your social security card and drivers license.

Please Note: for each semester worked, the student needs to update the *Student Employment Eligibility Form* and return to Michelle Boernke in Business Office.

\*\*Remember you don’t have to pay any money back for work study\*\*